

ONLINE TUITION WAIVER Tutorial for Approvers ('eTuition Waiver')

Salt Lake Community College Banner Human Resources Self-Service

Revised: 03/07/2017

- This presentation is to educate approvers on how to access and approve or deny an online tuition waiver ('eTuition Waiver') for their employees and the employee's qualifying dependents. Included in this presentation are step-by-step instructions on how to:
 - Access the eTuition Waiver through SLCC MyPage;
 - Approve tuition waivers for their employees and eligible dependent(s);
 - View eTuition Waivers previously submitted; Locate information concerning eTuition Waiver processing timelines; and
 - Be knowledgeable about exceptions to the eTuition Waiver.

- At the present time, the eTuition Waiver is available only to full-time staff and faculty and their eligible dependent(s).
- When fully implemented, the eTuition Waiver process will serve the majority of employees and eligible dependents each semester. A paper waiver will always need to be completed and submitted to the Human Resources department for the following groups:
 - Retired staff/faculty and/or their eligible dependents;
 - Early retirees and their eligible dependents;
 - Board of Trustee members and their eligible dependents.
- The above groups will still need to register for classes and fill out the Request for Tuition Exemption/Waiver form found on the HR web page <u>HR Forms Web Page</u>. After registering and completing the form (including necessary signatures) they will turn it in to the front desk, Human Resources, AAB 201.
- No action is necessary on the part of the approver.

eTuition Waiver Process:

– Full-Time Employees and Eligible Dependents:

All full time employees expecting to use a tuition waiver for themselves and/or qualifying dependents, in a particular semester, must submit the request using the eTuition Waiver through MyPage. The waiver cannot be submitted online until the employee and/or dependent has registered for classes.



Note: Only the employee may submit eTuition Waivers. Eligible dependents of full-time employees do not have access to the online system.

– Adjunct Faculty and Dependents:

Under Construction -- Must complete a paper Request for Exemption/Tuition Waiver form at the present time.

— Staff Part-Time:

Under Construction -- Must complete a paper Request for Exemption/Tuition Waiver form at the present time.



Note: Approvers should review the guidelines for the Request for Tuition Exemption/Waiver form found on the HR web page HR Forms Web Page.

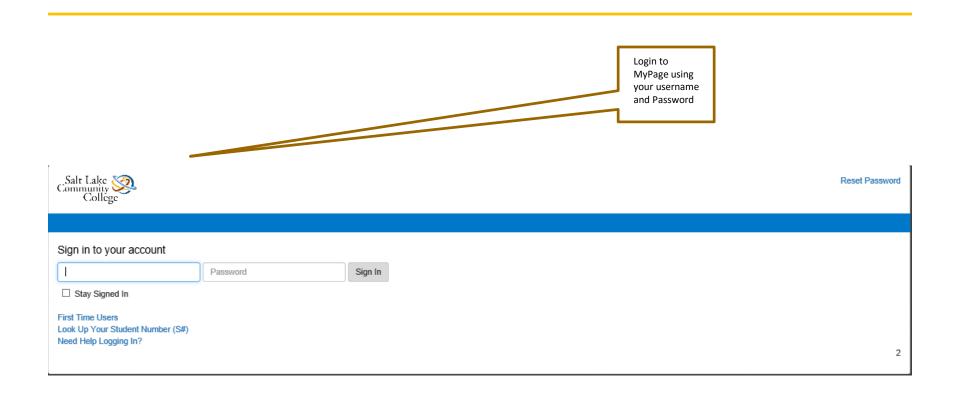
Additional Information:

The employee and the approver (their supervisor) will receive an email when the eTuition Waiver has been submitted. The approver should take the appropriate action to approve in a timely manner. Follow-up by the employee may be required to ensure the eTuition Waiver is approved prior to the payment closing date.

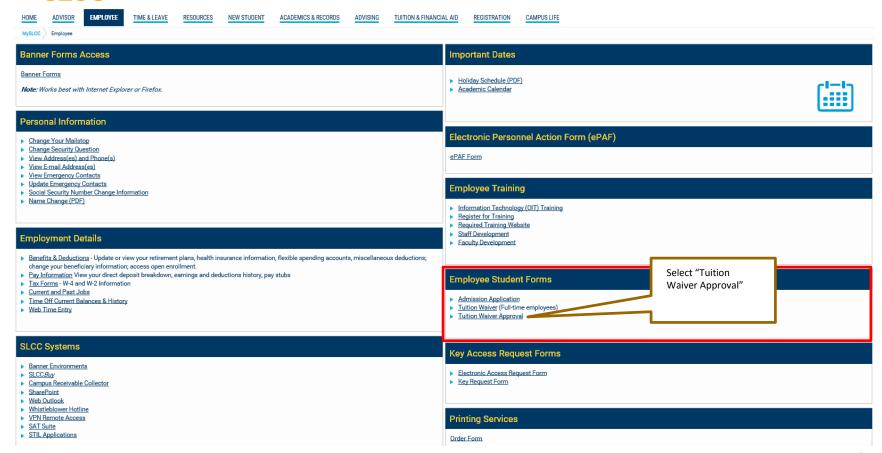


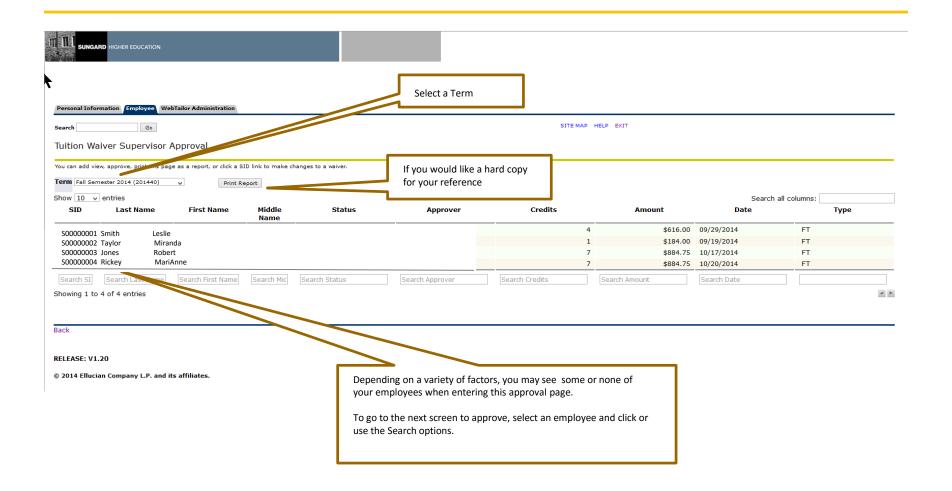
- Employees and approvers should follow scheduled payment deadlines to avoid late fees and penalties.
 - The eTuition Waiver must be approved by the approver online before it can be processed;
 - The Request for Tuition Waiver form must be filled out completely before it can be processed;
 - Refer to the <u>Academic Calendar</u> for dates.

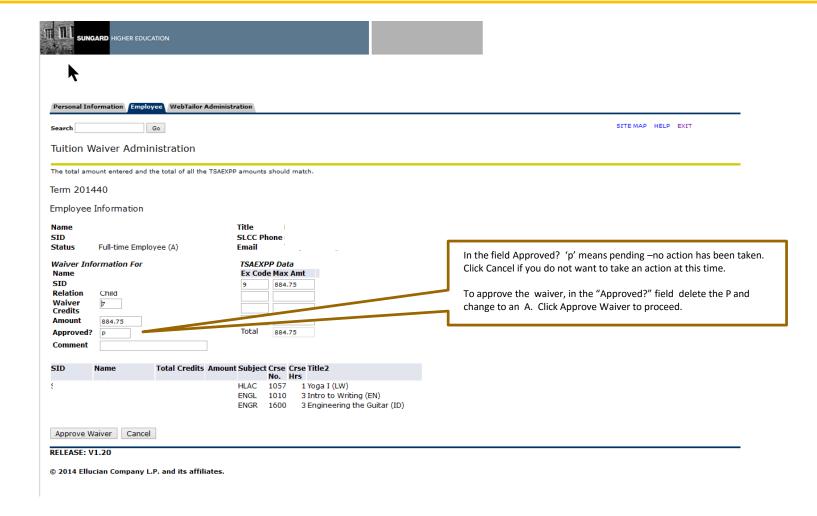
 The following pages will show you how to navigate MyPage and the eTuition Waiver in order to approve or deny a tuition waiver.

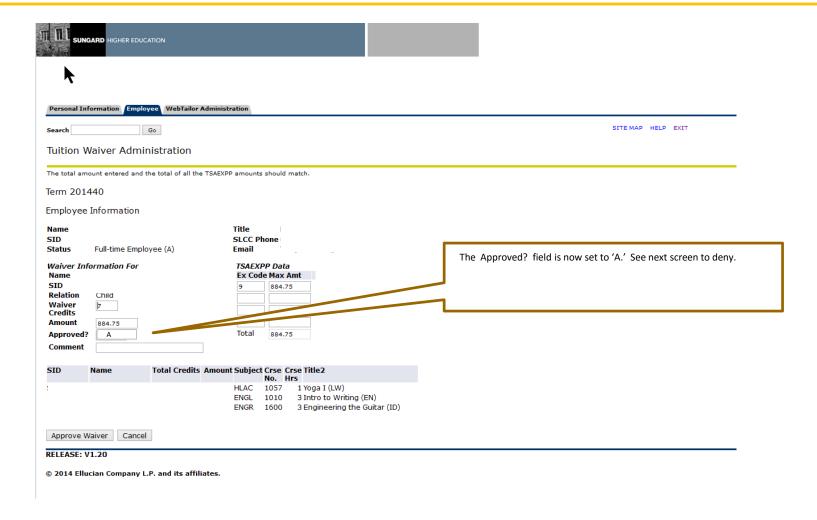


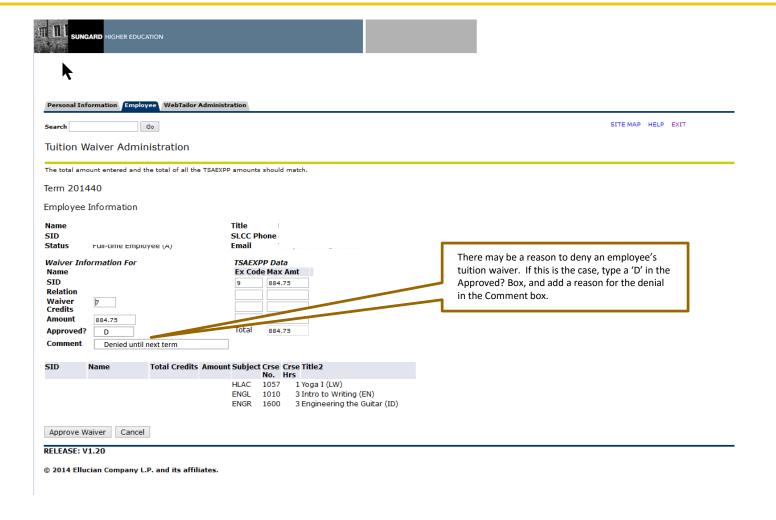
Click on the EMPLOYEE Tab. You will see the Tuition Waiver link and may begin.

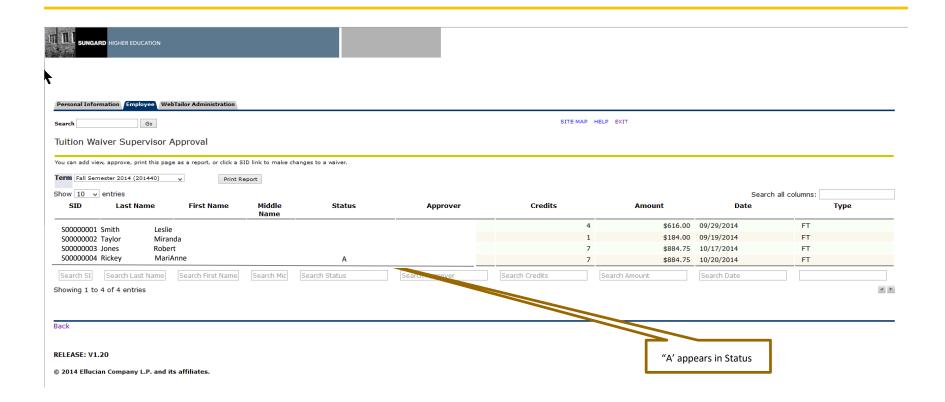












 Please contact Kristi at ext. 4704 in the Human Resources Benefits Department if you have any questions or are encountering problems with the eTuition Waiver program.