

# Employee Tuition Reimbursement



The **Employee Tuition Reimbursement Application** is used by workers to request tuition reimbursement for eligible courses taken outside of UR. For any questions regarding tuition reimbursement eligibility, contact Total Rewards.

## Employee Tuition Reimbursement

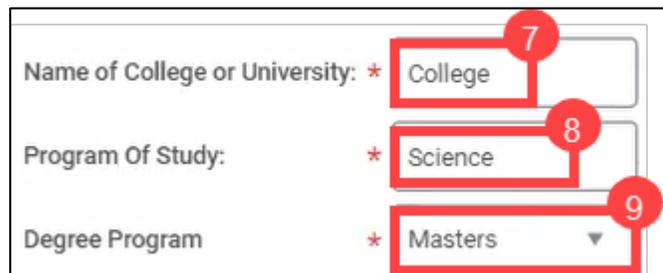
1. From the Workday Home Page click on 'Benefits and Pay' under apps, then click on '**Employee Tuition Reimbursement Application**' under Suggested Links
2. Select **My Tuition Reimbursement**.
3. On the Employee Tuition Reimbursement Application popup window, select **New Reimbursement Application**.



4. Select **Academic Period**.
5. Enter **Start Date**.
6. Enter **End Date**.

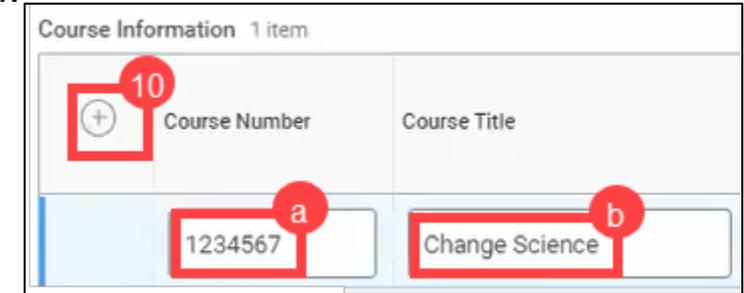


7. Enter **Name of College or University**.
8. Enter **Program of Study**.
9. Select **Degree Program**.

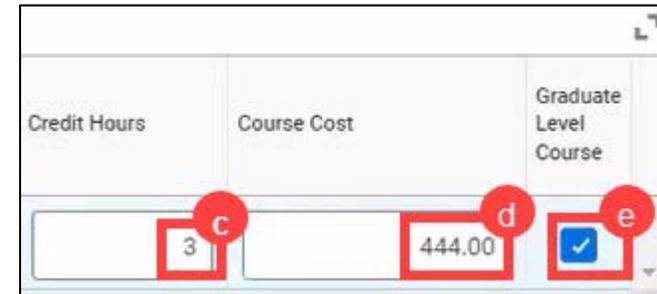


10. Optional: Select the **Add** button to add a new row.
11. For each row in the Course Information table, enter information regarding each course.

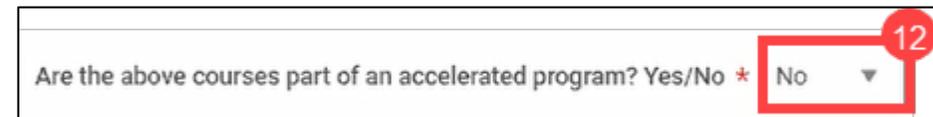
- a. Enter **Course Number**.
- b. Enter **Course Title**.



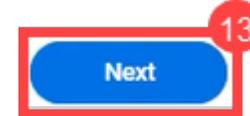
- c. Enter **Credit Hours**.
- d. Enter **Course Cost**.
- e. If the course is a graduate level course, select the **checkbox**.



12. Select Yes or No for **Are the above courses part of an accelerated program?**



13. Select **Next**.



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## Tuition Reimbursement Application Q&As-Employee

14. For each row in the Course Information table, select **Yes** or **No** to each of the four questions.

Question 01	Question 02	Question 03	Question 04
Is the course required to meet the minimum education requirements of my position?	Is the course part of a program of study that will qualify me for a new trade or business?	Will the course help me maintain or improve skills in my current position?	Is the course required as a condition to retain my current position or pay rate?
Employee Response	Employee Response	Employee Response	Employee Response
<input checked="" type="radio"/> Yes <span>14</span>	<input checked="" type="radio"/> Yes <span>14</span>	<input checked="" type="radio"/> Yes <span>14</span>	<input type="radio"/> No <span>14</span>

15. Confirm **Supervisor**.

16. Select the checkbox next to **Certification**.

<b>Certification</b>
<input checked="" type="checkbox"/> <span>16</span>

17. Select **Submit to Supervisor**.

<b>Submit to Supervisor</b> <span>17</span>
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**Next Steps:** Once you have submitted the request, the process will automatically be routed to your supervisor for review.