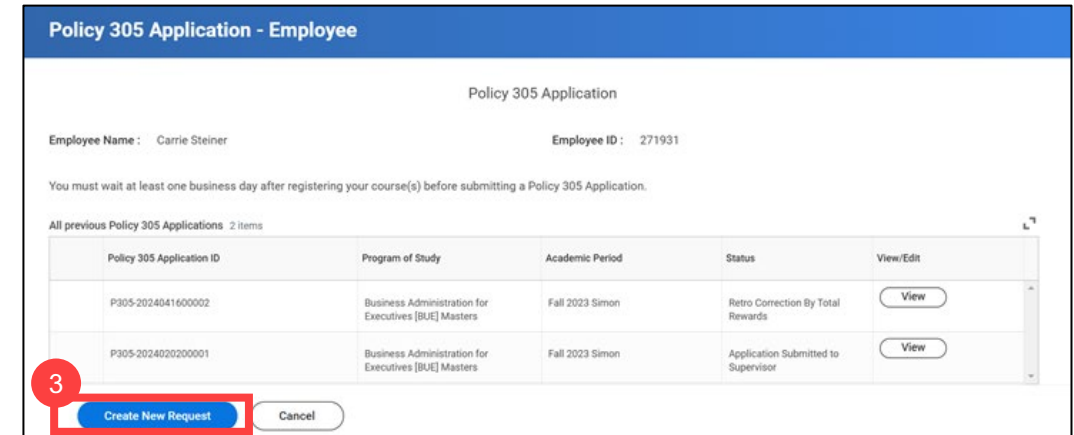
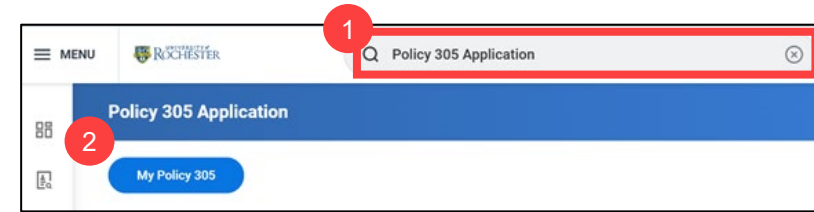


Policy #305 Application

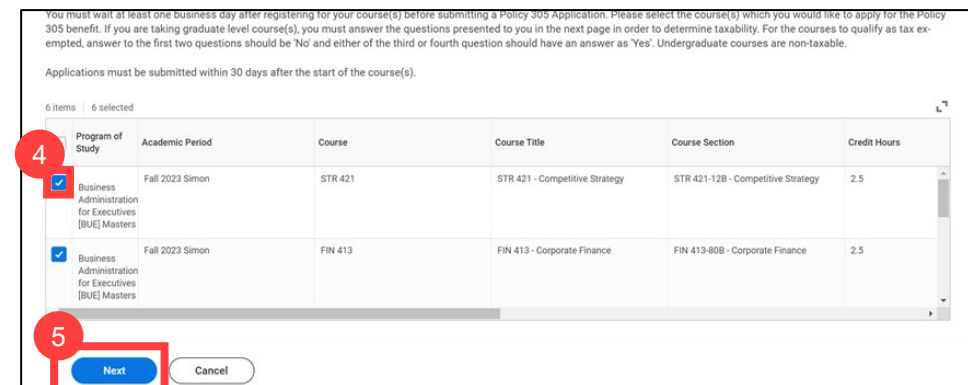
The **Policy 305 Application** is used by workers to request tuition waiver for the Simon School Executive MBA Program at UR. For any questions regarding Policy 305, contact Total Rewards.

Policy 305 Application

1. From the Workday Home Page click on 'Benefits and Pay' under apps, then click on '**Policy 305 Application**' under suggested Links
2. On the Policy 305 Application window, select **My Policy 305**.
3. Select **Create New Request** on the Policy 305 Application – Employee page.
4. Select the **check box** next to the course for which you would like to apply the Policy 305 benefit. You may select multiple courses if desired.
5. Select **Next**.



Policy 305 Application ID	Program of Study	Academic Period	Status	View/Edit
P305-2024041600002	Business Administration for Executives [BUE] Masters	Fall 2023 Simon	Retro Correction By Total Rewards	View
P305-2024020200001	Business Administration for Executives [BUE] Masters	Fall 2023 Simon	Application Submitted to Supervisor	View



Program of Study	Academic Period	Course	Course Title	Course Section	Credit Hours
<input checked="" type="checkbox"/> Business Administration for Executives [BUE] Masters	Fall 2023 Simon	STR 421	STR 421 - Competitive Strategy	STR 421-12B - Competitive Strategy	2.5
<input checked="" type="checkbox"/> Business Administration for Executives [BUE] Masters	Fall 2023 Simon	FIN 413	FIN 413 - Corporate Finance	FIN 413-80B - Corporate Finance	2.5

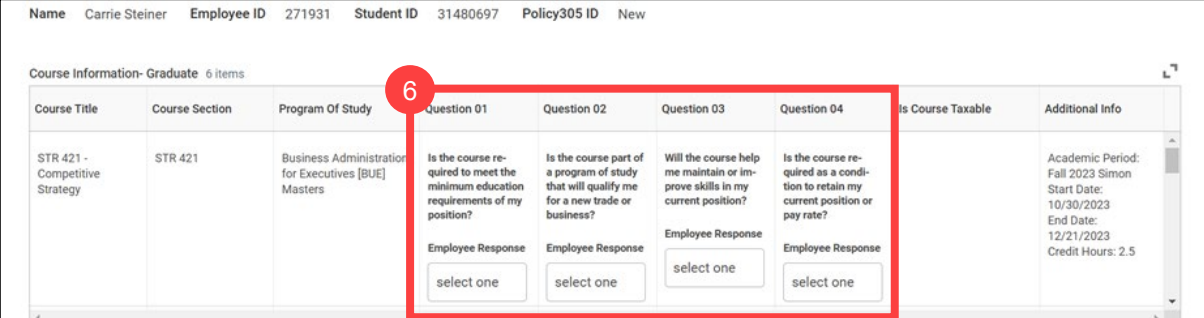
Policy #305 Application - Continued

The **Policy 305 Application** is used by workers to request tuition waiver for the Simon School Executive MBA Program at UR. For any questions regarding Policy 305, contact Total Rewards.

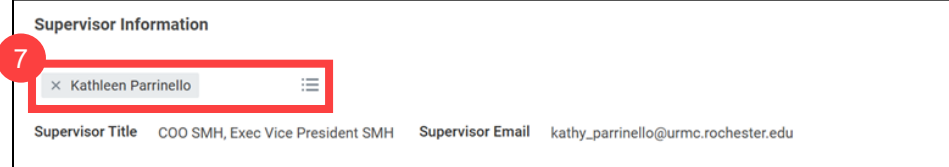
Policy 305 Application - Continued

- When requesting waivers for graduate courses, employees will need to respond to all questions located in the **Course Information – Graduate** table.
- Review the supervisor information to ensure the correct supervisor is listed.
- Use the Select Files button or drag and drop required files to the Sponsorship documents box.
- Select the check box under Certification to agree to the Certification for the Policy305 terms and conditions.
- Select **Submit to Supervisor**.

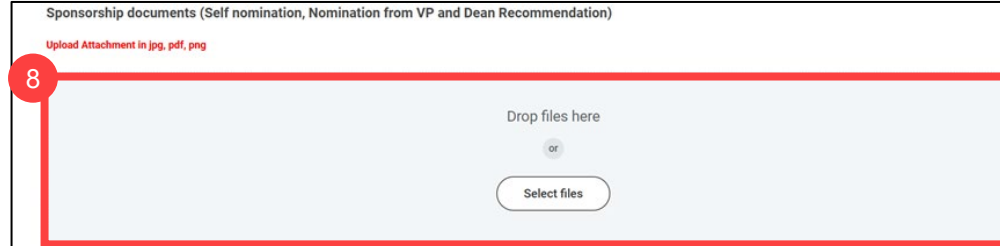
Next Steps: Once you have submitted the request, the process will automatically be routed to your supervisor for review.



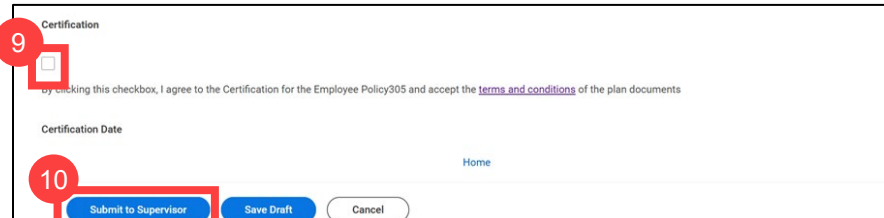
This screenshot shows the 'Course Information - Graduate' table. A red box highlights the 'Question 01' through 'Question 04' columns, with a red circle and the number '6' indicating that employees must respond to all questions. The table includes columns for Course Title, Course Section, Program Of Study, and various questions. The 'Additional Info' column shows details for STR 421 - Competitive Strategy, including the Academic Period (Fall 2023 Simon), Start Date (10/30/2023), End Date (12/21/2023), and Credit Hours (2.5).



This screenshot shows the 'Supervisor Information' section. A red box highlights the supervisor selection dropdown, which currently shows 'Kathleen Parrinello'. Below this, the Supervisor Title is 'COO SMH, Exec Vice President SMH' and the Supervisor Email is 'kathy_parrinello@urmc.rochester.edu'.



This screenshot shows the 'Sponsorship documents (Self nomination, Nomination from VP and Dean Recommendation)' section. A red box highlights the 'Upload Attachment in jpg, pdf, png' area, which includes a 'Drop files here' instruction and a 'Select files' button.



This screenshot shows the 'Certification' section. A red box highlights the 'Certification' checkbox, which is currently unchecked. Below it, there is a text area for 'Certification Date' and a 'Home' link. At the bottom, there are three buttons: 'Submit to Supervisor' (highlighted with a red box and the number '10'), 'Save Draft', and 'Cancel'.