HR Admin-Tuition Waiver User Guide

MINNESOTA STATE

Contents

Introduction

The purpose of the Tuition Waiver application for HR users is to provide a standardized online method to view and process waivers, and apply for a tuition waiver on behalf of an employee. The following guide provides steps to process and modify waivers.   To return to Employee Home, click on the Employee Home link in the top right of the screen.

Security

There are two levels of security permissions for the HR Tuition Waiver Application.

- HR View Only user
- HR Superuser: Create/Edit/View.

Process

An HR user with the appropriate security may complete the following tasks:

- View waivers for employees of the selected institution.
- Process the pending waivers.
- Create tuition waivers on behalf of an employee.

View Pending Tuition Waiver Requests

Complete the following steps to view pending waiver requests.

Step	Action
1.	Log in to the Tuition Waiver application using your Star ID and password by going to the Employee Home Link: https://webproc.mnscu.edu/employee/public/
2.	Select **Tuition Waiver Admin** from the list of Administrative Applications. NOTE: If you have access to more than one institution, select the correct institution from the right top corner under **Change Institution**.

Image 1: Employee Home

2.	The Pending Waivers page for your institution displays. This is the default view when you first log in. It displays all waivers that are in a pending status for employees of the selected institution. **Note:** If you have security for other institutions you can click **(change institution)** at the top of the page.
3.	Sort the Pending Waivers list by clicking on any of the column headings: • Credit Year • Term • Tech ID • Employee Name • Student Name • Submitted Date

Image 2: Pending Waivers page

4.	To view a specific request, click the **Details** link to the right of the employee's information. The Employee Tuition Waiver Request Details page displays with the following information. • Employee information • The tuition waiver application information • Requested credits • Other tuition waivers that exist for the employee during the credit year • Bargaining contract benefit amounts • Bargaining contract institution types • Eligible Minnesota State assignment data for the last 3 fiscal years • System recommendation (For details about this feature, go to the *Process Pending Tuition Waiver Requests* section.) At the bottom of the page is a link to the **Minnesota State Tuition Waiver Benefits for Employees** matrix.

Process Pending Tuition Waiver Requests

Complete the following steps to process a pending waiver request. **You must have the appropriate HR security status (Create/Edit) to process pending requests.**

Step	Action
1.	On the Pending Waivers page, click the **Details** link next to the pending request you want to process. The Employee Tuition Waiver Request Details page displays for the employee you selected.

Image 3: Employee Tuition Waiver Request Details page

Step	Action
2.	Review the information on the request to see if it is accurate and complete. A tuition waiver request: • Can only be created for a current or future semester. • Must be submitted no later than 10 days following the start of the course.
3.	Look at the System Recommendation section. (See Image 4.) This is a tool that can assist you when processing a waiver. The system recommendation considers four areas: • Credit • Institution • Student • Eligibility

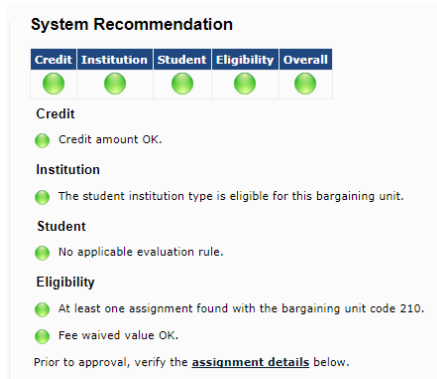|	
	The Overall recommendation is based on a success (green icon) rating in all four areas. Any area that does not meet the requirement (red icon) results in an Overall recommendation of deny (red icon). A message explaining the recommendation is shown. (See examples in Image 4.)

System Recommendation

Credit	Institution	Student	Eligibility	Overall
🟢	🟢	🟢	🟢	🟢

Credit
🟢 Credit amount OK.

Institution
🟢 The student institution type is eligible for this bargaining unit.

Student
🟢 No applicable evaluation rule.

Eligibility
🟢 At least one assignment found with the bargaining unit code 210.
🟢 Fee waived value OK.

Prior to approval, verify the **assignment details** below.

Image 4: System Recommendation section

4.	Go to the Credits section. Enter the number of credits in the **Approved Credits** field. If you are denying a request, enter 0. **NOTE:** Use the link to the "Minnesota State Tuition Waiver Benefits for Employees" matrix at the bottom of the page if you need more information.
	Credits | Status	Status Date	Credit Type	Requested Credits	Approved Credits	Fees Waived? | |---|---|---|---|---|---|
Submitted	07/27/2017	Graduate	1.00		☐	 Please provide a reason when the number of approved credits do not match the employee's requested credits or any other information related to this request. 450 characters remaining Submit
5.	Check the **Fees Waived?** box or leave it blank.
6.	If the approved credit amount is different than the requested amount, you must enter the reason in the comments field. If you are approving a request that the system recommended be denied, you must enter a reason in the comments field.
7.	When you are finished with the request, click [**Submit**].

8.	The Pending Waivers page displays with a confirmation message and the request is removed from the Pending list.

Saved your changes to the waiver request from 'Steltenpohl, Glen'.

Pending Waivers for Mesabi Range

Total Results: 1

Credit Year	Term	Tech ID	Employee Name	Student Name	Submitted Date	
2018	Fall 2017	00132379	Zeid, Tamala	Zeid, Tamala	08/07/2017	Details

Image 6: Pending Waivers page (Submit confirmation)

Submit a Waiver Request on Behalf of an Employee

Complete the following steps to submit a tuition waiver request on behalf of an employee. You must have the appropriate HR security status (Create/Edit) to submit a request.

Step	Action
1.	On the navigation menu, select Apply for Waiver. The Apply for Tuition Waiver on Behalf of Employee page displays. This page is used to find the employee for whom you want to create a waiver. NOTE: You cannot submit a waiver for yourself on this page. You must go to the Employee Tuition Waiver Request application.
2.	Enter the employee's **Tech ID** or partial **Name**. You can use a wild card * (asterisk) to help search for a name.
3.	Click [**Search**].

MINNESOTA STATE

Tuition Waiver

View Pending
View All
Apply for Waiver

Rule Admin

Terms and Conditions
Rules Matrix
Waiver Guide

System Admin

Logging
Server Properties
App Dashboard

Employee Home | Eugenio Vanhollebeke | Mesabi Range (change institution) | Logout

Apply for Tuition Waiver on Behalf of an Employee

Search for an employee

Tech Id:
-- OR --
First Name:
Middle Name:
Last Name:

Search

Tech Id	Full Name	Separation Info	
No records found.			

If your search would include yourself, the record will not be displayed. You cannot submit a request for yourself using this software. To submit a request for yourself, please use the employee tuition waiver software.
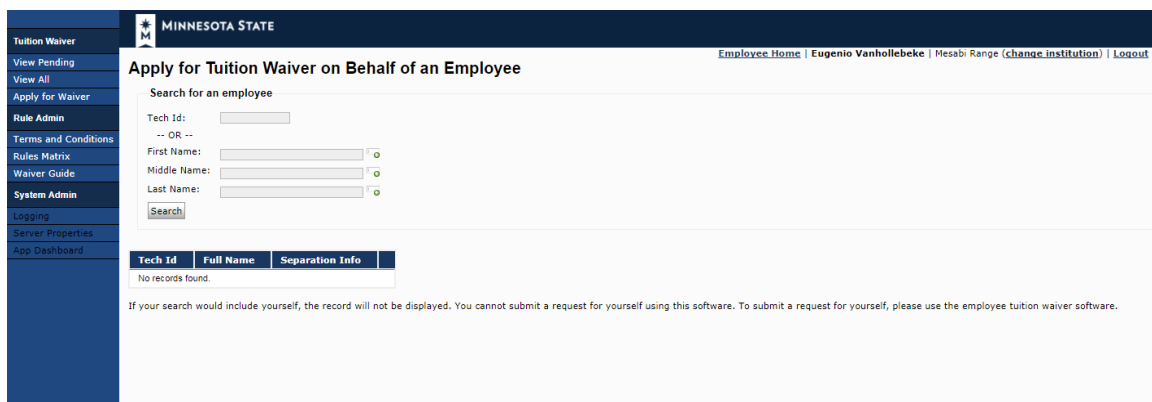
Image 7: Apply for Tuition Waiver on Behalf of Employee (Search page)

4.	The search results are shown at the bottom of the page. If more than one name is listed, select the one you want. Click [**Apply**].

Image 8: Apply for Tuition Waiver on Behalf of Employee (Search results)

5.	The Apply for Tuition Waiver page displays. Required fields are marked with an * (asterisk). Complete the application information.
	• In the **Relationship to Employee** field, select from the drop-down list: Dependent, Employee, or Spouse.
	• If the student is a spouse or dependent, enter the **First 3 letters of Student Last Name** in order to verify the Student ID.
	• In the **Courses registered through** field, select the institution that the student will be attending.
	• Enter the **Student ID** that is used at the institution the student will be attending.
	• In the **Academic Term** field, select the academic term from the drop-down list. Only academic terms that are valid in the credit year that was selected on Tuition Waiver Usage page are displayed.
	• Select the **Bargaining Unit Code** from the drop-down list.
	• Enter the number of **Undergraduate Credits**, **Graduate Credits**, or **Doctoral Credits** for which you are applying. You cannot enter more than 30.
	Required Field: Use the **Additional Info** field to enter information to explain why you are making this request on behalf of the employee.

Image 9: Tuition Waiver Application for Employee

| 6. | When you are finished, click [**Save**]. The confirmation is presented back immediately so you can approve it.

Note: You can also update Approved credits. |

Add or Update Tuition Waiver Additional Information

Complete the following steps to add or update tuition waiver Additional Information. This includes supplemental information that may be helpful to other users. Information that has been entered by an employee may not be deleted by an HR user.

Step	Action
1.	On the Pending Waivers or View All page, click the **Details** link next to the pending request to which you want to add or update information. The Employee Tuition Waiver Request Details page displays for the request you selected.
2.	Scroll to the Additional Information section.
3.	• To add new information, click [**Add**]. • To update information, click [**Edit**].

Image 10: Additional Information section

Step	Action
4.	The Additional Information area displays. You can add a message or edit an existing message.
5.	Click [**Submit**] to save your comments.

View All Tuition Waiver Requests

Complete the following steps to view all tuition waiver requests. This allows you to view all tuition waive requests of any status at your institution(s).

Step	Action

1.	On the navigation menu, select View All. The All Waivers for the selected institution display. This page lists all waivers that were ever submitted for the institution. It can be filtered by credit year, status or employee tech ID.
2.	Select the **Credit Year** and/or **Waiver Status** that you want to view. You can also enter a specific **Employee Tech ID**.
3.	Click **[Search]**. The search results are displayed.
4.	You can sort the All Waivers list by clicking on a column heading: • Status • Credit Year • Term • Tech ID • Employee • Student

Images 12: All Waivers page

Reminder: Logout when you are finished processing requests.

Help

For assistance, contact the IT Service Desk:

https://servicedesk.mnscu.edu/

or call 877-GO-MNSCU (877-466-6728)

Sunday through Thursday, 7:30 AM to 5:00 PM and

Friday- Saturday, 7:30 AM to 6:00 PM

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