Effective January 1, 2018, the Department of Human Resources will roll out a new online Tuition Reimbursement application, accessible to employees through the Human Resources Center via the Web Portal. All course pre-approvals, cohort pre-approvals, and tuition reimbursement requests will need to be completed through this new system. The new system will provide employees with a more detailed breakdown of the available tuition reimbursement funds for the current fiscal year.

The new online Tuition Reimbursement system will follow an identical workflow process to the old paper process. By clicking on the Human Resources Center icon, via the Web Portal, clicking on Applications in the black tool bar at the top, employees can then click on Tuition Reimbursement from the drop-down list that appears.
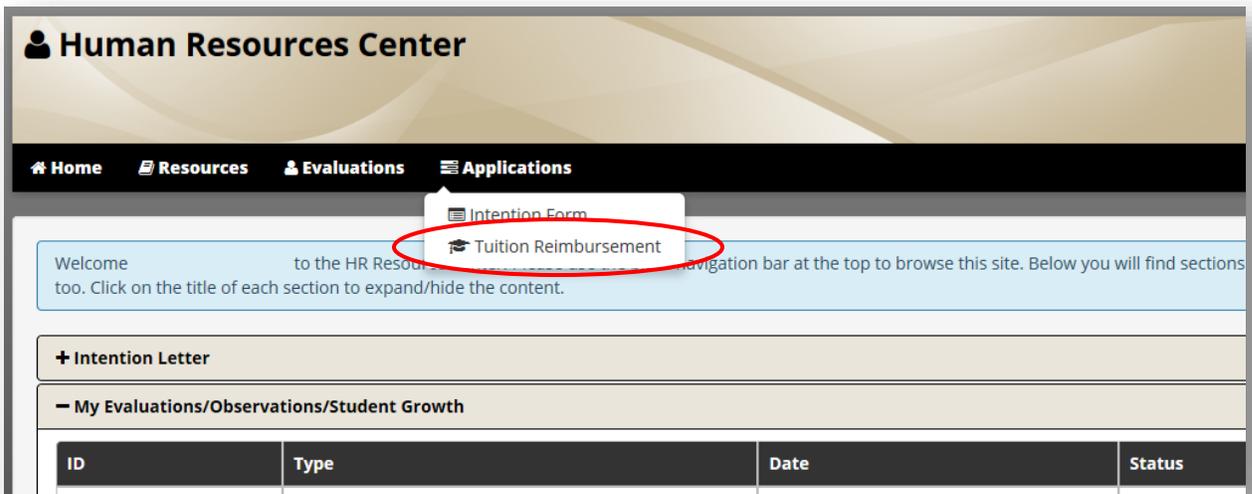
Once inside the Tuition Reimbursement application, click on the New Request button at the bottom to begin the process of entering a new pre-approval/tuition reimbursement request.
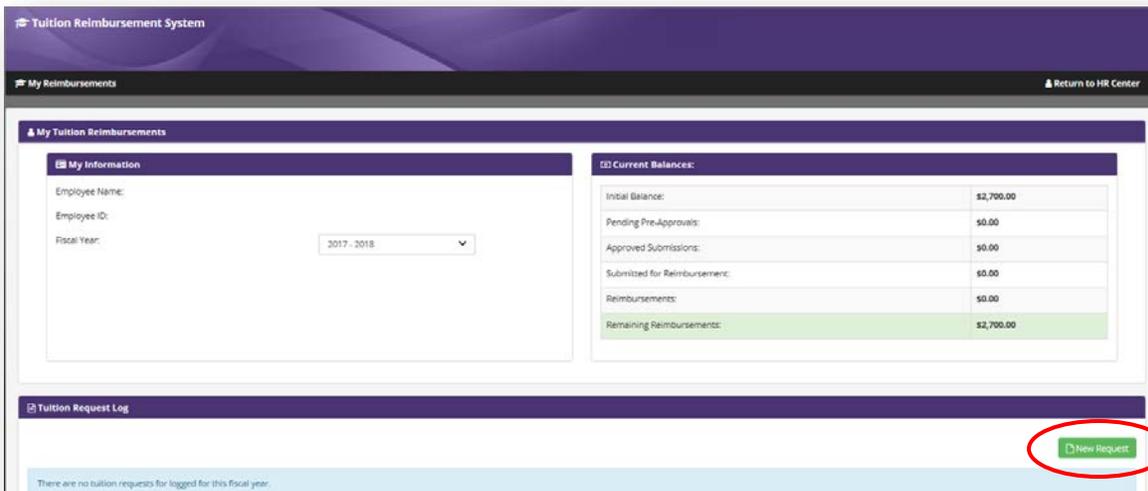
The *New Tuition Request* box will appear for the employee to complete. Required fields are indicated with a red exclamation next to them. If you are participating in a cohort program, please be sure to check the Cohort box. Once all required information has been entered, please click the Submit bottom at the bottom.

Q New Tuition Request						✕
Fiscal Year:	2017 - 2018 ▾	❗	College/Univ.:		🖊	❗
Course ID:		❗	Course Name:			❗
Course Start Date:		📅 ❗	Course End Date:		📅	❗
Credits:		❗	Cohort:	☐		
Tuition:	$	❗	Fees:	$		❗
Comment:						
					💾 Submit	✕ Close

Submitted requests will display in the *Tuition Request Log* at the bottom with a Pending status. Additionally, the *Current Balances* box will detail the Initial Balance, Pending Pre-Approvals, Approved Submissions, requests Submitted for Reimbursement, Reimbursements, and Remaining Reimbursements.

👤 My Tuition Reimbursements

🔲 My Information

Employee Name:

Employee ID:

Fiscal Year: 2017 - 2018 ▾

◎ Current Balances:

Initial Balance:	$2,700.00
Pending Pre-Approvals:	$1,680.00
Approved Submissions:	$0.00
Submitted for Reimbursement:	$0.00
Reimbursements:	$0.00
Remaining Reimbursements:	$1,020.00

📄 Tuition Request Log

🗋 New Request

College/University	Course ID	Course Name	Credits	Tuition	Fees	Cohort	Total	Status	Actions
McDaniel College	EDL-540	SCHOOL LAW	3.00	$1,605.00	$75.00	✖	$1,680.00	Pending	🔍 📄 ✖

Once an employee submits his/her pre-approval for the course desired, Human Resources staff members will review the request. The request will be granted an Approved or Denied status and the employee will receive an email notification. The *Current Balances* box will also adjust reflecting the status change of the request.

Once a request is marked as Approved, the employee may upload his/her itemized invoice/billing statement. To do so, please click on the green Upload icon.

The *View/Delete Tuition Supporting Documents* box will appear. Click on the Upload Document button to navigate to the document's location on your computer.
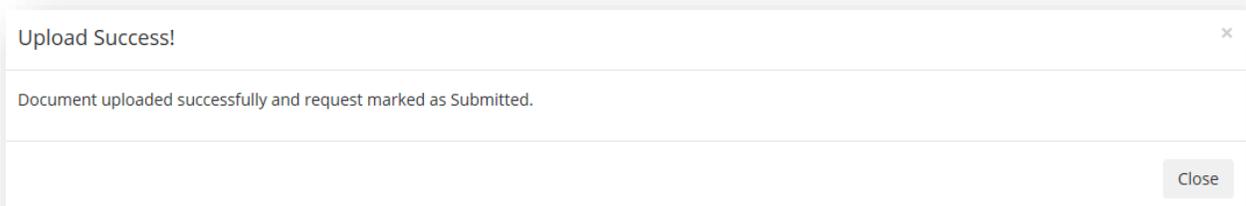
Documents uploaded successfully will display an *Upload Success!* message. Requests with an uploaded itemized invoice/billing statement will update to a Submitted status.

Upload Success!

Document uploaded successfully and request marked as Submitted.

Close

When the employee's official transcript is received by the Human Resources Department, the submission will be reviewed and the request will be processed for reimbursement. E-Transcripts should still be sent to the tuitionreimbursement@carrollk12.org email address. Once the request has been processed for reimbursement, the *Tuition Request Log* and *Current Balances* boxes will display the status change. Additionally, employees will receive an email notification that their request has been processed for reimbursement.

My Tuition Reimbursements

My Information

Employee Name:

Employee ID:

Fiscal Year: 2017 - 2018

Current Balances:

Initial Balance:	$2,700.00
Pending Pre-Approvals:	$0.00
Approved Submissions:	$0.00
Submitted for Reimbursement:	$0.00
Reimbursements:	$1,680.00
Remaining Reimbursements:	$1,020.00

Tuition Request Log

New Request

College/University	Course ID	Course Name	Credits	Tuition	Fees	Cohort	Total	Status	Actions
McDaniel College	EDL-540	SCHOOL LAW	3.00	$1,605.00	$75.00	✖	$1,680.00	Reimbursed	🔍 📄

Reimbursement payments are paid semi-monthly via the employee's direct deposit. Tuition Reimbursement will not be taxed nor will it affect your W-2 wages for year end.

If at any time, an employee drops a course and needs to remove a pre-approval/reimbursement request, he/she can click the red 'Drop this Request' icon:

Requests that are marked as dropped will still appear in the *Tuition Request Log*. However, they cannot be reactivated.