

TUITION REIMBURSEMENT TEAMMATE CHECKLIST

Tuition for courses provided by an accredited, or approved institution of higher education, may be eligible for reimbursement. The program reimburses for tuition only when approved by agency head prior to the course start date. Upon approval, the Agency may reimburse up to 100% of the tuition costs for approved job, career-related, or degree courses. Teammates successfully completing approved course(s), with a grade of “C” or better, or “Pass” for a Pass/Fail course, will be reimbursed for the tuition rate, if approved.

It is important to follow this checklist closely to ensure deadlines and requirements of the Tuition Reimbursement Program are met. Applications can be denied if deadlines are missed.

NOTE: COMPLETED TUITION REIMBURSEMENT APPLICATIONS MUST BE SIGNED BY AGENCY HEAD BEFORE THE COURSE START DATE TO BE ELIGIBLE.

STEP 1: TEAMMATE DETERMINES ELIGIBILITY

- Teammate is a permanent employee (not temporary or on original probation)
 - Yes – continue to Step 2
 - No – teammate not eligible for tuition reimbursement

STEP 2: TEAMMATE DOWNLOADS TUITION REIMBURSEMENT APPLICATION

- Open HR Shared Services Share website (das.nebraska.gov/hr)
- Click on “Forms & Docs” on left side of page
- Find on “Tuition Reimbursement” section
- Click on “Tuition Reimbursement Application”
- Save or print document




STEP 3: TEAMMATE COMPLETES TUITION REIMBURSEMENT APPLICATION AND ACQUIRES AGENCY APPROVALS

- Complete Tuition Reimbursement Application
- Submit completed Tuition Reimbursement Application, degree curriculum, and course description to People Leader
- Teammate receives approved & signed Tuition Reimbursement Application

STEP 3: TEAMMATE GATHERS TUITION REIMBURSEMENT DOCUMENTS

- Teammate gathers the following forms:
 - Completed/Approved Tuition Reimbursement Application (multiple courses can be submitted on one application)
 - Degree Program Curriculum (unless previously submitted to HR Shared Services and no changes)
 - Course Description (for each course)

STEP 4: TEAMMATE SUBMITS TUITION REIMBURSEMENT DOCUMENT TO HR SHARED SERVICES THROUGH WORKDAY HELP CENTER

- Open Employee Work Center (aka: EWC, Workday) (located at link.nebraska.gov)
- Click on the three lines in the top left corner of screen  
- Click “Help” icon  Help
- Click “Create Case” at the bottom of page – the following screen will appear



Create Case

Create For *

Search name

Error: Select a person

Create About

Search name

This person won't get any notifications about this case

Case Type *

Select the most relevant case type

This helps us route your case

Case Title *


Provide a short title for your case

Detailed Description

Provide as much detail as possible to help speed up resolution





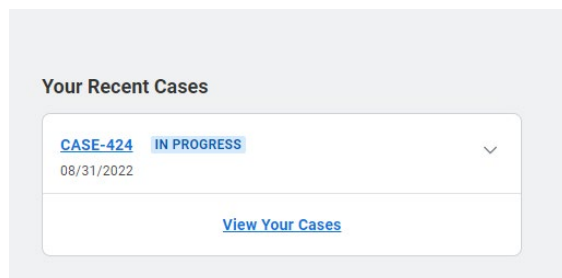
Create Case

- Create For: Your name
- Case Type: "Tuition Reimbursement"
- Case Title: "Semester Title and Year (ie – Spring 2023)"
- Detailed Description: Click on the paperclip icon 
- Attach the following documents:
 - Completed/Approved Tuition Reimbursement Application
 - Degree Program Curriculum (unless previously submitted to HR Shared Services and no changes)
 - Course Description (for each course)
- HR reviews documentation
- HR communicates eligibility through Workday Help Case
- Teammate completes course then continues to STEP 5

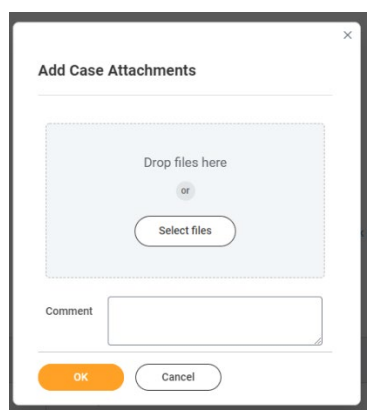
AFTER COURSE COMPLETE

STEP 5: TEAMMATE SUBMITS REMAINING TUITION REIMBURSEMENT DOCUMENTS IN WORKDAY HELP CENTER. Note: This must be completed within 60 days of course end date

- Open Employee Work Center
- Click on the three lines in the top left corner of screen 
- Click "Help" icon  Help
- Find "Your Recent Cases" in the right, middle of the screen.



- Click on the case previously created for the Tuition Reimbursement Request
- Click "Add Attachment" at the bottom of the page. The following box will pop up:



- Click "Select Files" (or drag and drop files).
- Add the following documents:
 - Grade(s) for course(s).
 - Receipt of payment
 - Itemized bill of charges

STEP 6: HR DIRECTS TEAMMATE TO SUBMIT REIMBURSEMENT REQUEST TO AGENCY FINANCE

Teammate will receive communication for HRSS through Workday Help Case when all requirements for tuition reimbursement have been met. Keep an eye on the case.

STEP 7: TEAMMATE FOLLOWS AGENCY EXPENSE REIMBURSEMENT PROCESS

- Teammate submits the following documents to Agency Finance:
 - Approved/signed Tuition Reimbursement Application for the course(s)
 - Completed and approved Expense Reimbursement Form (located on State Accounting Website)

LAST UPDATED: MARCH 2023

This form is internally created for State of Nebraska Human Resources Shared Services ("HRSS") and is intended for HRSS Customer Agencies only. No State of Nebraska agency is required to use this form unless otherwise instructed.