

Tuition Reimbursement Checklist for Teammates

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.

Before the Course Starts:

Step 1: Teammate downloads the Tuition Reimbursement Application Form from the DAS HR Website.

Step 2: Teammate completes the Tuition Reimbursement Application Form.

Step 3: Teammate submits the following documents to Direct People Leader:

1. Completed Tuition Reimbursement Application Form
2. Course Description for course(s) listed on application
3. Core Curriculum for the Academic Year

Step 3: Direct People Leader reviews submitted documentation to determine if course description and core curriculum is career related.

Step 4: People Leader submits documentation to Division Administrator (if applicable).



Step 5: Division Administrator reviews submitted documentation. If approved, sign document and submit to Agency Head (or designee).

Step 6: Agency Head reviews submitted documentation. If approved, sign document and send back to Teammate.

Step 7: Teammate scans and saves documents to computer.

Step 8: Teammate submits a Tuition Reimbursement Case through the Workday Help Center.

1. Navigate to the EWC (found [here](#) or at link.nebraska.gov).
2. Click on 'Menu' in the upper-left corner.
3. Click on 'Help.'
4. Click on 'Create Case' at the bottom of the page.
5. Select Case Type: 'Tuition Reimbursement' from the drop-down menu.

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6. Provide details of your request in the 'Detailed Description' box.
 7. Click on the paperclip icon  and attach Tuition Reimbursement documents.
 8. Click on 'Add Required Details.'
 9. Answer the questions accordingly.
 10. Click "Create Case.'

After Course is Complete:

Step 9: Teammate resumes Tuition Reimbursement Case previously submitted in Workday Help.

1. Navigate to the EWC (found [here](#) or at link.nebraska.gov)
2. Click on 'Menu' in the upper-left corner.
3. Click on 'Help.'
4. Click on 'View Your Cases'
5. Find your open Tuition Reimbursement Case

Step 10: Teammate submits the following documents to Tuition Reimbursement case:

1. Final Grade – must be official from school
2. Itemized Receipt for tuition paid by teammate (must be able to calculate tuition cost)

Step 11: Teammate submits an Expense Reimbursement Request according to agency policy and procedure.

1. Completed Tuition Reimbursement Application Form
2. Course Description for course(s) listed on application
3. Core Curriculum for the Academic Year
4. Final Grade(s)
5. Itemized Receipt for tuition paid by teammate
6. Completed Expense Reimbursement Form (*Must be submitted within 60 days of course end date*)

For updates on your Case, return to Workday Help to 'View Your Cases.'