Procedure

1. The Tuition Reimbursement process is a two-stage process. Prior to taking a course, you will fill out one application per course and submit for approval (Steps 2-10). After the course is over, you will return to the same application and complete it to generate an expense report (Steps 11-16).

Application

2. Navigation: Employee Self Services > My Expenses tile > Tuition Reimbursement Sub Tile
3. Click on the “Add a New Value” tab.
4. Type your Employee ID in the Empl ID field, select your name from the list and click “Add”.

5. Review the information in the Employee Details section to make sure it is up to date and accurate to your current position. If it is not, you may need to select a different Employee Record number in step 3. For more assistance with this issue, please contact TuitionReimbursement@fscj.edu.

6. In the Course Type section: Select the correct course type: Continuing Ed, Graduate, or Undergraduate.

7. In the Course Information section: Fill in the Institution Name, Course Number, Course Location, Course Dates, Number of Credit Hours, Tuition Per Credit Hour amount, and the Course Name.
8. Tuition Per Credit Hour Cost note: for Graduate and Undergraduate courses, you will need to have an Itemized Tuition Cost document. This document, sometimes called a fee schedule, is available on most university's websites and shows a full breakdown of all fees and the cost of tuition only per credit hour. This is the amount that you are eligible to be reimbursed for, and this is the amount you should fill in to the Tuition Per Credit Hour box.
9. Add the needed documents using the “Add Attachment” buttons. Please only attach PDFs. The official course
description should be taken from the institution’s website, course syllabus, or other official source. The Itemized
Tuition Cost sheet should show a full break down of tuition and fees separately and show the cost of Tuition Only
per credit hour. If you need to add additional documents, use the plus sign to add another document.
10. When form is complete and documents attached, click “Submit for Approval” to submit your application.
11. The application will go first to your supervisor’s approval list, and then to the Tuition Reimbursement team for
approval. If there are any issues with your application, Tuition Reimbursement will contact you via email.

Application Stage complete.
Completion

12. Return to the same Application using the same Navigation shown in step 2. Select the “Find an Existing Value” tab and search for your application using Report ID, Empl ID, or Name, and click Search. Select the correct application from the list.
13. Add the additional documents needed for completing the course: your official grade document, and your receipt.

The grade document can be a grade report from the institution's website, a copy of your transcript, or other official document showing the final grade for the selected course. Be sure this shows the date of the course, course name, your name, and the final grade. The receipt should be a full itemized receipt from the institution showing full payment for the course and a zero-dollar balance.

14. Click “Complete” to close the application and generate an expense report.
15. The Application will show status "Closed". The expense report generated will be reviewed and processed for payment by Accounts Payable.