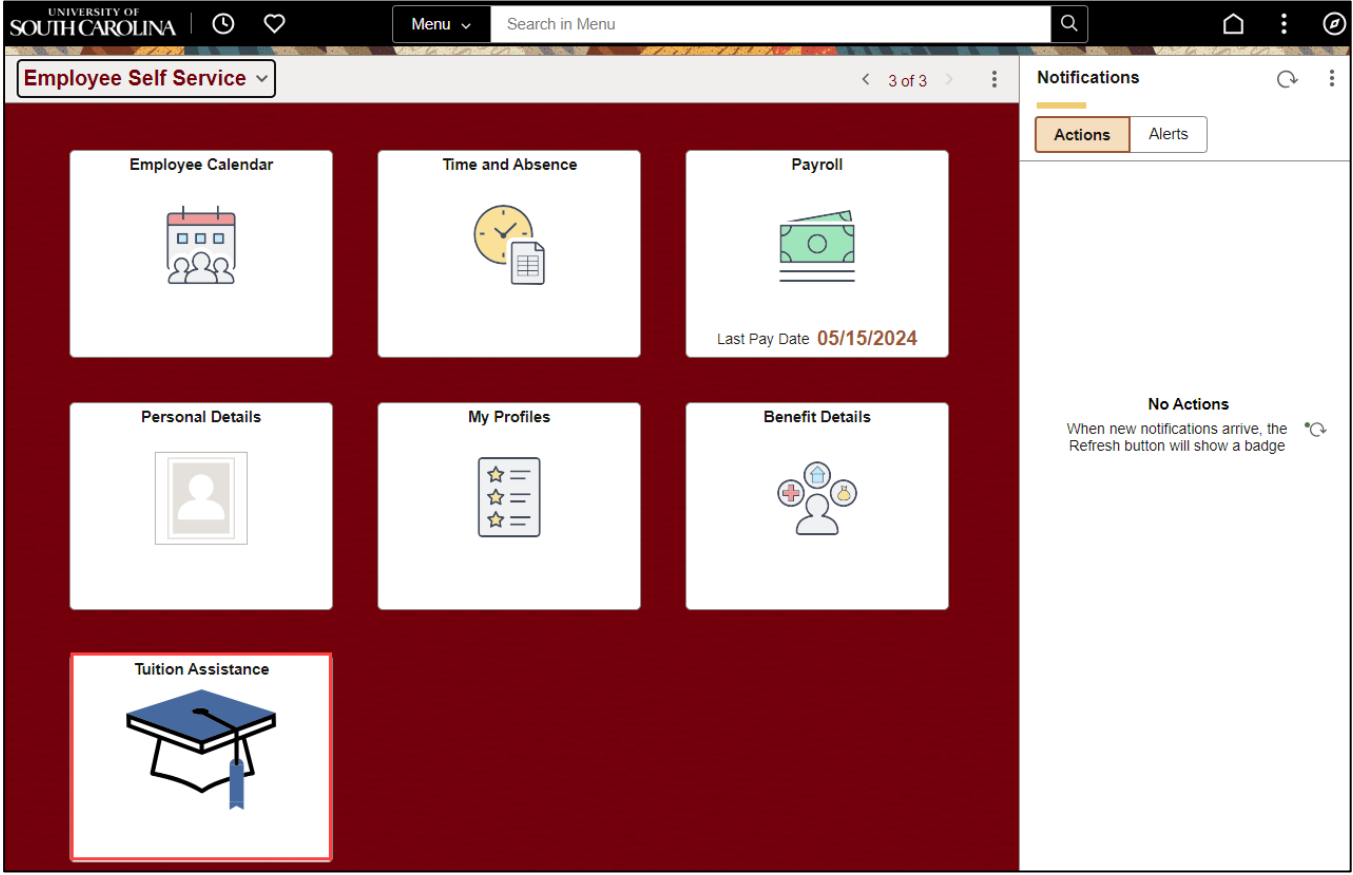| How to initiate a Tuition Assistance request in HCM:	
This job aid outlines the process for FTE, Research Grant, and Time Limited employees to request Tuition Assistance.	
Information	**Screenshots**
This process is governed by policy HR 1.61. **To be eligible for tuition assistance, faculty and staff must be:** • **Employed for at least 30 hours per week in an FTE, Research Grant or Time Limited position. OR have appointment as an ROTC affiliate.** • **Have successfully completed six months of employment at USC.** • **Have been admitted to the University of South Carolina through the appropriate admission process.** **Steps:** 1. From the Employee Self Service page, click the **Tuition Assistance** tile. a. This tile will only appear for eligible employees based on the above listed criteria.	

The Tuition Assistance program offers eligible faculty and staff free tuition for up to 16 credit hours per academic year (8/16/xxxx-8/15/xxxx).

2. Click the **Create New Tuition Asst Form** option from the left-hand menu.

The Tuition Assistance Request Form auto-populates Employee Information based on the primary job in HCM and Enrollment Data from Banner. Enrollment data feeds into the HCM system nightly from Banner for actively enrolled students.

My Tuition Assistance Forms

| Tuition Assistance |
| Create New Tuition Asst Form |
| Update My Tuition Asst Form |
| View My Tuition Asst Form |

USC Tuition Assistance

Welcome!
As an employee of the University of South Carolina, you have the opportunity to become a lifelong learner as a student at the university. To support you in your career and professional goals, the university offers you **free tuition for up to 16 hours per academic year (08/16-08/15).**

Check the Policy
HR 1.61 Tuition Assistance provides the program requirements and details.

Review the HR Website
Find out the details on how to submit a request and how to work with your supervisor on any work schedule impact.

Key Steps in Process
1. Complete the admissions process to the appropriate program at the University. For employees, the regular application fee is waived.
2. Register for the class(es) via Self Service Carolina (SSC).
3. Create a request form tuition assistance and submit for approval.

My Tuition Assistance Forms

| Tuition Assistance |
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➕ : Tuition Assistance Request   Form ID 720064 (NEW)

Employee Information

Empl ID	A05097661	Empl Record	0
First Name	Harry	Last Name	Potter
Email ID	hpotter@mailbox.sc.edu	Business Unit	SCCOL USC Columbia
Responsibility Code	CL039 College of Education	Department	152000 CED College of Education
Employee Classification	FTE Full Time Equivalent	Job Code	AH15 Administrative Coordinator II
HR Status	A		

Enrollment Data

Term Description	Fall 2024	Term Code	202408
Student Classification	Graduate	Hours Enrolled	6.000000
Start Date	8/16/2024	End Date	12/31/2024

NOTE: If you have not yet completed the admissions process and registered for classes through Self-Service Carolina _OR_ if you registered for classes on the same day that you are initiating the Tuition Assistance Request form, you must certify that you have completed the admission process.

Click the I **Certify I have completed admissions process** drop-down menu and select **Yes**. Note that no enrollment data will appear, but you can proceed with the request.

- If you select **No** the form does not allow you to add course information as noted in steps 3-6 below. Attempting to submit the form after selecting **No** in this question will present the error message shown here.

Admissions Requirement

*I certify I have completed admissions process

Yes
No

You must have been admitted to the University through the regular admissions process. Before submitting a tuition assistance request, complete the admissions process.

OK

3. Click the **Requested Semester** drop-down menu button and select the applicable semester.

Upon selecting the semester in step 3, the remaining fields in the Request Period section of the form auto-populate.

4. Enter all fields in the **Course Information** section. **Course #, Title of Course, Credit Hours, Course Start Date and CRN** are all required fields.
   a. If requesting tuition assistance for more than one course in the semester, click the plus + button and complete all information for the additional class(es).

5. Click the **Course will be taken for** drop-down menu button and select the appropriate option.

Request Period

Requested Semester [⌄]

| Fall 2024 |

Semester   Academic Year
Start Date   End Date

Request Period

Requested Semester [Fall 2024 ⌄]

Semester Fall 2024   Academic Year 2024/2025
Start Date 08/16/2024   End Date 08/15/2025

Course Information

1 row

*Course # ⇅	*Title of Course ⇅	*Credit Hours ⇅	*Course Start Date ⇅	*CRN ⇅		
1 ECON720	Managerial Economics	3.00	8/16/2024 📅	0011332	+	−

Working Time Impact

*Course will be taken for: [⌄]

*Will course be taken during work hours?

| Academic Credit |
| On an Audit Basis |
| Pass/Fail Option |

6. Click the **Will course be taken during work hours?** Drop-down menu button and select the appropriate option.
   a. Selecting Yes will open an additional field to provide details about making up hours missed from work.

The **Tuition Assistance Tracking – Current Academic Year** section of the form shows all initiated Tuition Assistance Request forms and will calculate the total for requested credit hours to assist you with tracking the 16 credit hour limit.

There are no required attachments to this form.

7. Click the **Submit** button to route this request to your supervisor for approval.

Working Time Impact

*Course will be taken for: Academic Credit

*Will course be taken during work hours?
Yes
No

Working Time Impact

*Course will be taken for: Academic Credit

*Will course be taken during work hours? Yes

*If yes, how do you plan to make up time missed from your job? I will work through lunch on Mondays, Tuesdays, and Wednesdays to make up time missed for this class.

Tuition Assistance Tracking - Current Academic Year

1 row

Form ID	Academic Year	Semester	Course	Title of Course	Credit Hours	Course State Date	CRN	Start Date	End Date	Empl ID
1					0.00					

Total Hours Requested in Academic Year 3.00

File Attachments

1 row

Status	Upload	Description	File Name	Delete
1	Upload			Delete

Add

> Comments

Save   Submit

8. Click the **View Approval Route** button to confirm the request is with your supervisor for approval.

If your Tuition Assistance Request form is pending supervisor approval 5 calendar days after submission, system logic will automatically route the request to your area's College/Division or Campus HR team for review and approval. Once your supervisor or HR contact approves the request it is routed to the campus Bursar's office for final approval.

9. Click the **Done** button.

+ : Results   Form ID 720064 (Pending)

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.

multiple approvers.

[View Approval Route]

Transaction / Signature Log   1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/28/2024 10:49:12AM	Initiated	HPOTTER	Harry Potter	Submit	

[Refresh Log]

Cancel   **View Approval Route**   Done

Review/Edit Approvers

Basic Stage

⌄ G3FORM_ID=720064   Pending

Basic Path

⧗ Pending
Multiple Approvers
TUITION_SUPV + SCGTROBOT -> SC

▶

▷ Not Routed
Multiple Approvers
SCHGT_WF_COL_DV_HR_ADMIN

▶

▷ Not Routed
Multiple Approvers
TUITION_BURSAR

>

To check the status of your submitted Tuition Assistance requests, click the **View My Tuition Asst Form** option from the left-hand menu.

If you received an email alerting you that your form was Recycled from someone in the workflow, click the **Update My Tuition Asst Form** option to review and resubmit as applicable.

My Tuition Assistance Forms

	Form ID ⇅	Actions	Form Status ⇅	Name ⇅	ID ⇅	Academic Year ⇅	Semester ⇅
	720064	⌄	Pending	Harry Potter	A05097661	2024/2025	Fall 2024

Menu items:
- Tuition Assistance
- Create New Tuition Asst Form
- Update My Tuition Asst Form
- **View My Tuition Asst Form**

1 row

My Tuition Assistance Forms

	Form ID ⇅	Actions	Form Status ⇅	Name ⇅	ID ⇅	Academic Year ⇅	Semester ⇅
	720064	⌄	Actions ✕ — Update	Amanda Fontenot	A05097661	2024/2025	Fall 2024

Menu items:
- Tuition Assistance
- Create New Tuition Asst Form
- **Update My Tuition Asst Form**
- View My Tuition Asst Form

1 row

You will receive automated email notifications during the workflow. Sample emails are shown here for the below actions:

- Initial submission confirmation.
- Your Tuition Assistance request has been recycled back to you for edits (be sure to review the comments to see what edits are needed).
- Final approval by your Campus Bursar's Office.

Cheers to being a lifelong learner!

PeopleSoft@peoplesoft.com
To:
Fri 5/10/2024 9:41 AM

Harry Potter,

Thank you for submitting your tuition assistance request. The form ID for tracking is 703784. You can use the link below to access the form.

https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=703784&G3FORM_TASK=VWS

The request will require approval by your manager and the campus Bursar's Office. You will receive an automated email notification once the approval process is completed.

PeopleSoft@peoplesoft.com
To:
Fri 5/10/2024 9:43 AM

Your request for tuition assistance for the semester listed below has been recycled back to you.

Semester: Fall 2024

Please review the comments below to see what changes may be needed:

_____
** Chris Poore
** Fri, May 10 24, 09:43:04 AM
Please update the title of the course

Link to form: https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=703784&G3FORM_TASK=UPD

Thanks!

PeopleSoft@peoplesoft.com
To:
Fri 5/10/2024 9:43 AM

Harry Potter,

Your request for tuition assistance for the following semester has been approved.

Semester = Fall 2024

Link to form: https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=703784&G3FORM_TASK=VWS

As both an institution of higher learning and your employer, we are so pleased that you are pursuing further education and development. Your choice to use this tuition assistance program benefits both you and the University of South Carolina.

Study hard!