

This quick reference guide (QRG) provides instructions for employees on how to create and submit a Graduate tuition waiver request in Workday for themselves.

Before you begin, ensure that you have or can access your Employee ID and Student ID. You will also need to have a saved and up-loadable copy of your [class schedule](#) for the academic term for which you are requesting the waiver.

## LOCATING YOUR EMPLOYEE ID & STUDENT ID

Before requesting your tuition waiver, you will need your employee ID and your student ID. This information can be found on your employee profile in Workday.

### Worker Profile – Summary Page

1. Navigate to your **employee profile** by clicking on the top right corner icon in Workday.
2. From the **Summary** page, you can find your employee ID and student ID.
  - Your **Employee ID** is the first field under Job Details. This is the number you will need for the form.
  - Your **Student ID** is under the Student Card. You will see it in parentheses after your name.

## SUBMITTING TUITION WAIVER FOR SELF

To submit a tuition waiver for yourself from the Workday home page:

1. Type and select **Create Request** in the search bar.
2. Select the **Request Type: Employee Tuition Waiver - Graduate** from the dropdown list.



3. Click **OK**.



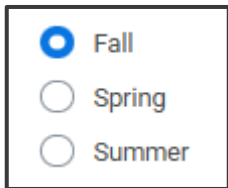
**Note:** Before tuition waivers can be processed you will need to complete your registration for classes for the requesting term of the waiver. Don't forget to [print your class schedule!](#)

4. Enter your **Student ID**.
5. Enter your **Employee ID**.



**Note:** For the purpose of tuition waivers, as outlined in [Board Policy 440.1](#), employees who work at a campus that offers undergraduate degree programs are eligible for tuition waiver at their campus of employment. For employees who work at a campus that does not offer undergraduate degree programs, those employees must designate a "home campus" for the purposes of this policy. **The designated "home campus" shall remain the same for the term of employment unless the site of employment changes.**

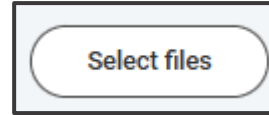
6. Select your **campus of employment**.
  - If your campus does not offer undergraduate degree programs, answer the follow up question to designate your "**Home Campus**"
7. Select the campus you are attending and requesting the waiver for from the dropdown list.
8. Select the Academic Period this waiver is for. The Academic Period is captured in two questions, Year & Term.
  - a) Enter the **Year**. For example, if the waiver is for Fall 2025, enter 2025.
  - b) Select the **Term**. For example, if the waiver is for Fall 2025, select Fall.



Fall  
 Spring  
 Summer

9. Confirm you have registered for classes for the requested term. If you have not registered yet, you will get a hard error when trying to submit the form. Please ensure you register first.
10. Enter the number of **Credit Hours** you are enrolled in for the requested academic period.

11. Click **Select Files** and select/upload a copy of your class schedule.

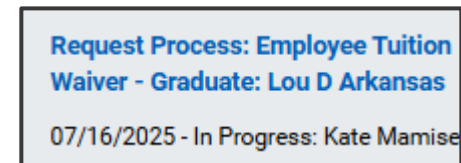


Need help getting your class schedule? Check out this QRG: [print your class schedule!](#)

12. Select the appropriate response to the question does your class schedule conflict with your work schedule? If you select yes, enter additional information about the time conflict and plans to manage.
13. Click **Submit**.



Note: The status of your request can be checked by accessing your My Tasks inbox and then clicking the Archived folder.



### PROCESSING EXPECTATIONS

Employee tuition waivers route through manager approvals, human resources approvals and student finance approvals before they can be applied to the student's account.

Once all approvals have been obtained, the tuition waiver should be applied to your student account within 2 business days after the request has been officially approved. You will receive an email once the request is officially approved. Please see the callout regarding Spring tuition waivers and processing timeframe expectations.

Delays most often occur due to invalid student ID number entered on the form. Please ensure the student ID number is correct for timely processing.

Please refer to campus policy regarding deadlines for submitting your tuition waiver.

### TAX INFORMATION

Per IRS code section 127, tuition waivers are considered an educational assistance program and a tax-free benefit up to \$5,250 per employee per year. Tuition waiver amounts above that level are considered taxable wages and will be added to your payroll as a taxable wage for tax deduction purposes only.

For Spring tuition waivers, processing the requests are typically held until after January 1<sup>st</sup> to ensure taxes are processed in the calendar year in which the waiver is being applied.