

Supervisor- Registered courses are **NOT held** or are **held** during the regularly scheduled working hours.

Note: Google Chrome (this is required browser for this form)

When the employee create a Tuition Waiver request, employee need to attest if the registered courses are **NOT held** or are **held** during the regularly scheduled working hours.

- 1- When the employee select the **first option** in the form (review screenshot below), he/she is NOT registered in a class during a regular scheduled work hours. The supervisor will receive an information email (see screen shot below).

[] I attest that the registered course(s) covered by this waiver is/are NOT held during my regularly scheduled work hours. I understand my supervisor will receive a system-generated email that includes the days/times of the course(s).

Dear Supervisor name,

Nelsia King has submitted a tuition waiver for the following course(s) and has acknowledged that the registered course(s) are not held during their scheduled working hours:

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prereq
201830	Masters - HCBE	PUB	5429	17-MAR-18	05-MAY-18	S	1330	1730	80	<input type="checkbox"/>
201830	Masters - HCBE	PUB	5469	01-MAR-18	04-MAR-18	ONLINE	-	-	80	<input type="checkbox"/>

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

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- 2- When the employee select the **second option** in the form (review screenshot below), he/she is NOT registered in a class during a regular scheduled work hours. The supervisor will receive an email with an approve/deny task.

[] I attest that the registered course(s) covered by this waiver IS/ARE held during my regularly scheduled work hours and I have discussed this with, and obtained the approval of, my supervisor. I understand my supervisor will receive a system-generated email that includes days/times of the course(s) and that their online approval is required.

Dear Karen Aguilar Cerrato,

Nelsia King has submitted a tuition waiver for the following course(s) and has acknowledged that the registered course(s) are held during their scheduled working hours.

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prereq
201830	Masters - HCBE	PUB	5429	17-MAR-18	05-MAY-18	S	1330	1730	80	<input type="checkbox"/>
201830	Masters - HCBE	PUB	5469	01-MAR-18	04-MAR-18	ONLINE	-	-	80	<input type="checkbox"/>

Please click on this [WF Task link](#) to Acknowledge/Deny this request.

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1- Click on WF Task Link, to be redirected to the supervisor task.

Supervisor/ Approval Task

In the Tuition Waiver WF, we will be receiving two different kind of emails, a. **Informational email**, you do not need to take any action. Please review this email to ensure that there is no error or ambiguity in its information. B. **Task Notification email**, with this notifications the workflow is remind you, what task you need to do in order to complete your part. These tasks could be – approve or deny, complete a section in Banner, attach document etc.

a. Informational email,

Hello Employee name,

Your tuition waiver request for the following course(s) has been approved by your supervisor and email(s) will follow with status updates:

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prereq
201830	Masters - CEC	CISC	0650	26-FEB-18	30-APR-18	W	0600	0800	100	<input type="checkbox"/>
201830	Masters - CEC	CISC	0500	05-MAR-18	02-MAY-18	R	1400	1500	100	<input type="checkbox"/>

You have acknowledged that the registered course(s) are held during your regularly scheduled working hours.

Your supervisor is aware that your chosen course(s) are held during scheduled working hours and attendance has been authorized by the Center Head.

Supervisor comment: ok 2/27

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email hr4u@nova.edu.

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b. Task Notification email,

ESStuitionwaiver@nova.edu Employee name has submitted a tuition waiver Tue 2:33 P

Dear Financial Aid Team,

The student Student name NSU ID has submitted a tuition waiver for the following course(s).

Employee ID	NSU ID
Employee Name	Employee Name
Student ID	Student ID
Student Name	Student Name
Student Relationship	Self
Student Level	Masters - CEC

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prereq
201830	Masters - CEC	CISC	0650	26-FEB-18	30-APR-18	W	0600	0800	100	<input type="checkbox"/>
201830	Masters - CEC	CISC	0500	05-MAR-18	02-MAY-18	R	1400	1500	100	<input type="checkbox"/>

Please click on this [WF Task link](#) to Approve/Deny this request.

For any questions, please reference the NSU Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email

User Profile
My Processes
User Information
Change Password

Administration
Workflow System
Administration

Dear Supervisor name,

Nelsia King has submitted a tuition waiver for the following course(s) and has acknowledged that the registered course(s) are held during their scheduled working hours:

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prereq
201830	Masters - HCBE	PUB	5429	17-MAR-18	05-MAY-18	S	1330	1730	80	<input type="checkbox"/>
201830	Masters - HCBE	PUB	5469	01-MAR-18	04-MAR-18	ONLINE	-	-	80	<input type="checkbox"/>

Tuition Waiver policy at: <http://www.nova.edu/hr/tuition-waiver-policy.html> and for additional questions email

2. Click here to approve/deny the Tuition waiver.

4. Click here to add a

* Review Request
 I am aware that the employee's chosen course(s) are held during scheduled working hours and attendance has been authorized by the Center Head
 Attending classes during scheduled hours has been deemed an interference with employee's work performance and/or department/center operations and therefore the request to attend classes with application of tuition waiver is denied.

Comment:

Complete Save & Close Cancel

3. Click here to complete the task.

Note:

1- Any supervisor can delegate (proxy) any task, to a selected person.

If the tasks is **approved or denied**, the employee will receive an approved or denied email. (See an example of tuition waiver approved by supervisor)