

**MYFSCJ FLUID CHANGES**

Document	Submit Tuition Reimbursement Application
Publish Date	4/25/2021

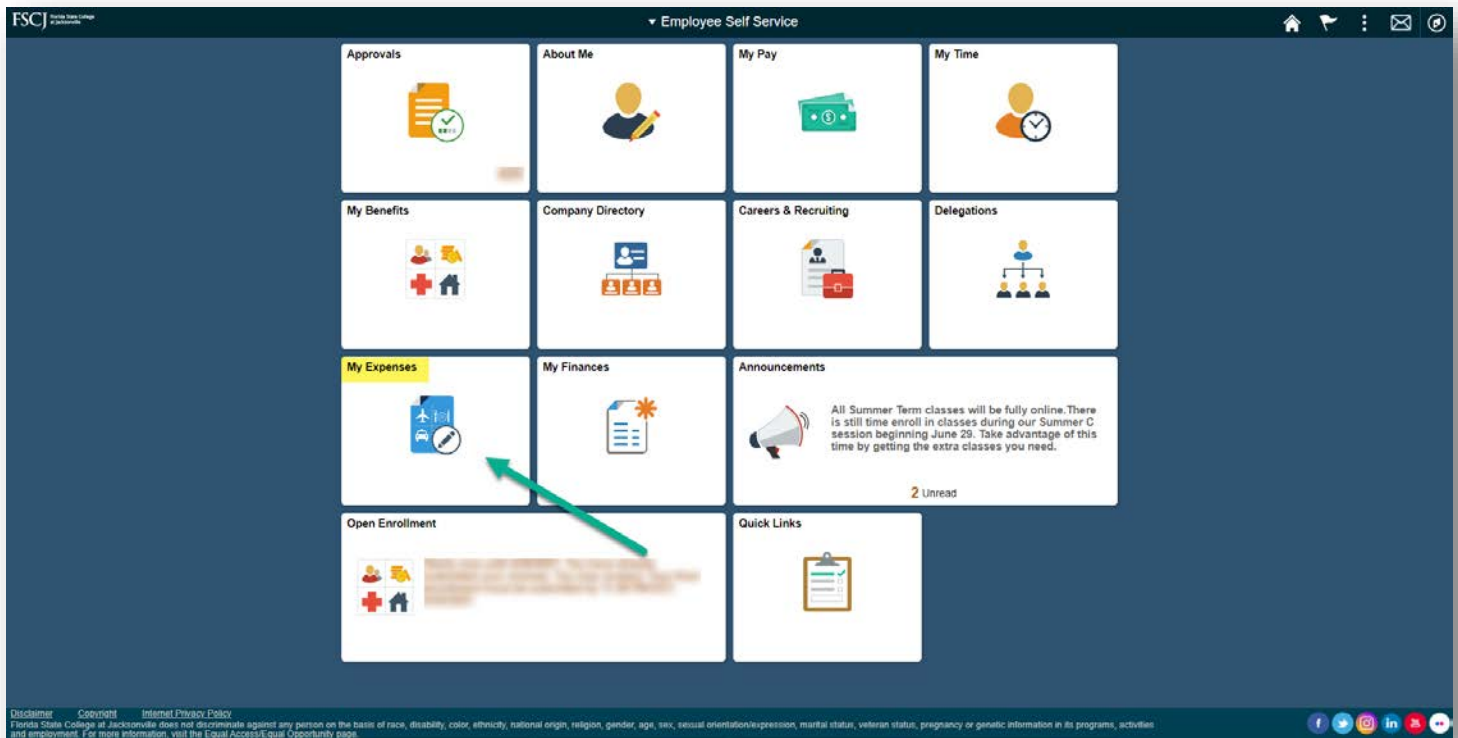
Overview	This document will share how to Submit a Tuition Reimbursement Application using the Fluid Navigation in PeopleSoft.
Target Audience	Staff, Faculty, Managers
Office	Finance
Contact(s)	TuitionReimbursement@fscj.edu

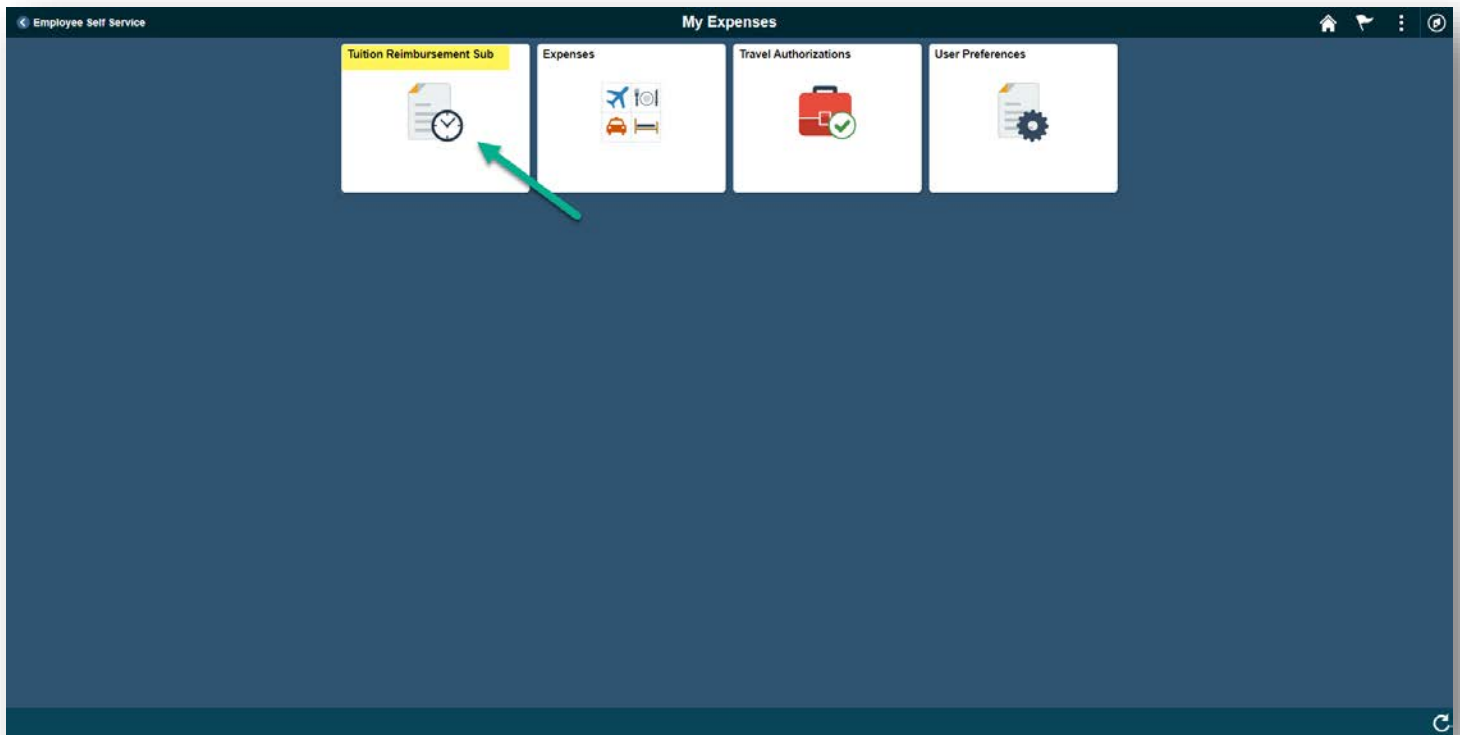
## Procedure

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).

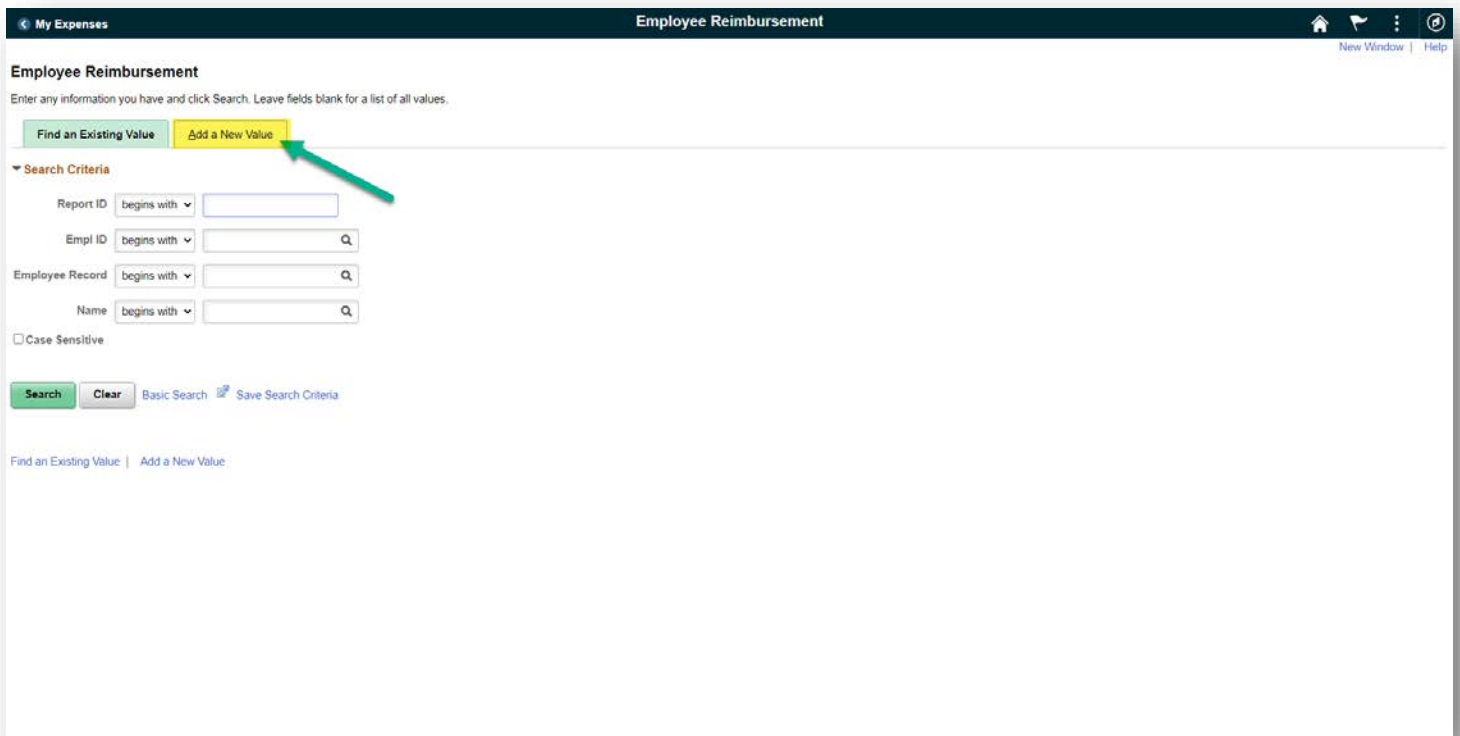
## Application

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".

My Expenses Employee Reimbursement

Employee Reimbursement

Find an Existing Value Add a New Value

Report ID NEXT

Empl ID [ ] 🔍

Employee Record 2 🔍

Add

Find an Existing Value | Add a New Value

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](mailto: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.

My Expenses Tuition Reimbursement Sub

Reimb ID NEXT Budget Status None Instruction Document  
 Empl ID XXXXX@fscj.edu Empl Rcd# 2

**5** Employee Details

Full/Part Full-Time Position Detail XXXX  
 Hire Date Description Career  
 Dept Descr  
 Supervisor

Reimb Status Pending Accounting Date 04/23/2021

**6** Course Type

Continuing Ed  Graduate  Undergraduate Total Amount \$315.00  
 \$315.00

**7** Course Information

\*Institution Name  
 \*Course number  
 \*Course Location  
 \*Date From \*Date To  
 \*Credit Hrs \*Tuition Per Credit Hr  
 Total Amount \$0.00  
 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.

My Expenses Tuition Reimbursement Sub

Saving Page

\*Date From 06/24/2021 \*Date To 06/17/2021

\*Credit Hrs 1.00 \*Tuition Per Credit Hr \$75.00

Total Amount \$75.00

Course Name Course

Attach File

File Type	Sub/Completion	Attached File	Add Attachment	Delete Attachment	View Attachment
1 Course Description	Submission		Add Attachment	Delete Attachment	View Attachment +
2 Itemized Tuition Cost	Submission		Add Attachment	Delete Attachment	View Attachment +

Save

Comments

User ID	User Name	Comments	Date Time Stamp
1			04/23/21 11:52AM EDT

Submit for Approval 10 Withdraw

Approval Process

Notify Add Update/Dis

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

- 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.

The screenshot shows the 'Employee Reimbursement' application interface. At the top, there is a navigation bar with 'My Expenses' and 'Employee Reimbursement'. Below the navigation bar, there is a search section with two tabs: 'Find an Existing Value' (highlighted in yellow) and 'Add a New Value'. The search criteria section includes fields for 'Report ID', 'Empl ID', 'Employee Record', and 'Name', each with a 'begins with' dropdown and a search input field. The 'Empl ID' field is highlighted in yellow. There is a 'Search' button (highlighted in green) and a 'Clear' button. Below the search criteria, there is a 'Search Results' section with a table showing the results. The table has columns for 'Report ID', 'Empl ID', 'Employee Record', and 'Name'. The first row is highlighted in yellow, showing 'R000331', '2', and 'Name'. There are also 'Basic Search' and 'Save Search Criteria' links. At the bottom, there are 'Find an Existing Value' and 'Add a New Value' links.

Employee Reimbursement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Report ID begins with [ ]

Empl ID begins with [ ]

Employee Record begins with [ ]

Name begins with [ ]

Case Sensitive

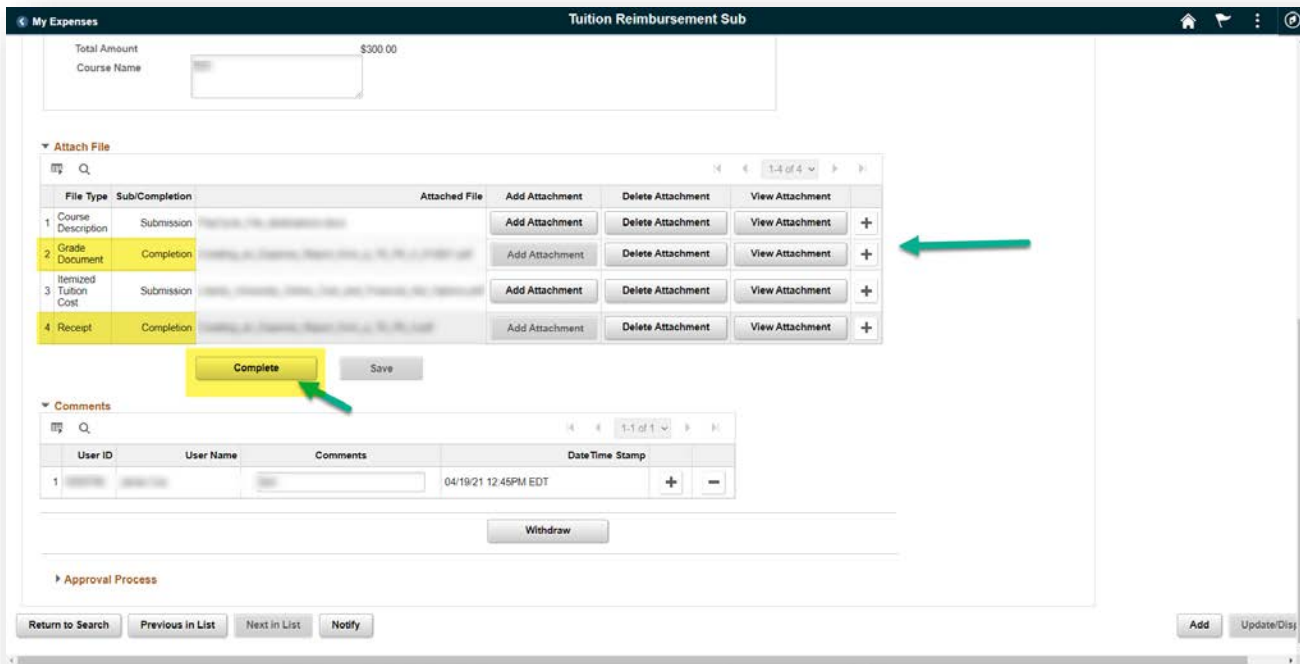
Search | Clear | Basic Search | Save Search Criteria

Search Results

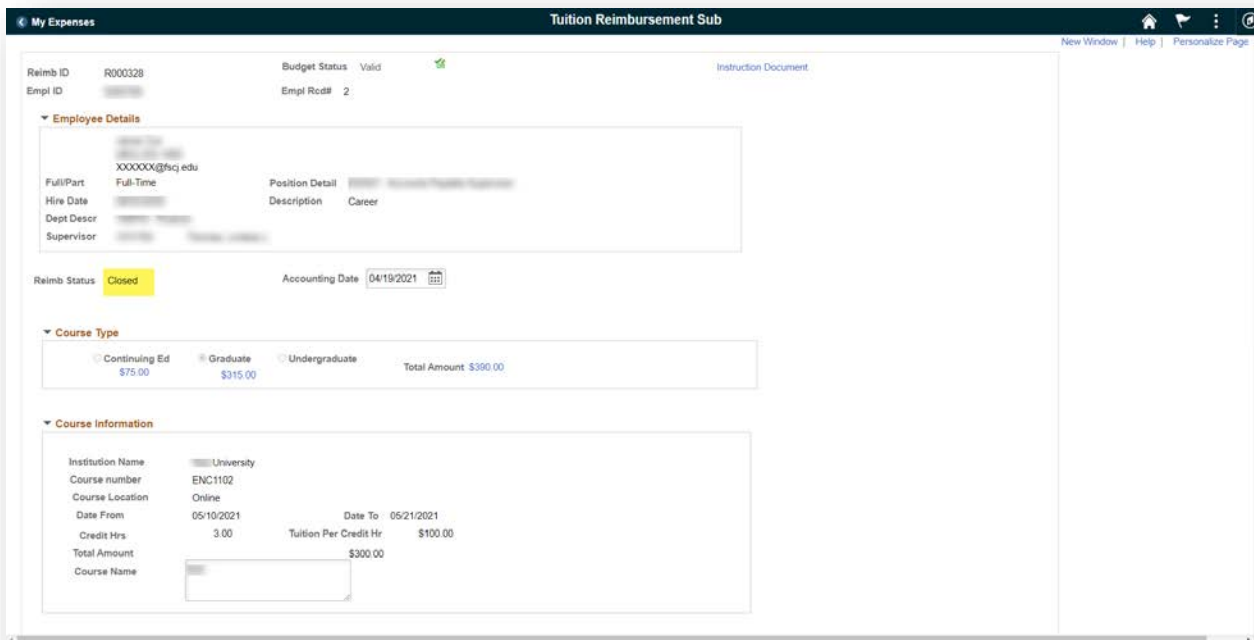
View All | 1-3 of 3

Report ID	Empl ID	Employee Record	Name
R000331	2		
R000329	2		
R000328	2		

Find an Existing Value | Add a New Value



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.
16. Process complete.