



Human Resources
University Benefits

Tuition Fee Waiver Workflow

*October 2016
Revised*

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About the Tuition Fee Waiver Workflow

Employees should not begin the process unless they are currently eligible for tuition benefits *under university policy 3342-6-09.1 and the student is registered for classes*. A tuition benefit will not be approved for a student who has not registered for class.

Full-time employees must apply for tuition benefits the first time each student enrolls for classes, and do not have to apply again each semester unless the employee changes departments or employment status; or the student has not taken any classes for three consecutive years.

Part-time faculty members and part-time staff employees must apply for tuition benefits every semester they will utilize the benefit.

For additional information regarding Tuition Fee Waiver policies or other questions, contact the University Benefits Office at benefits@kent.edu or 330-672-3107. For technical assistance, contact the IS Help Desk at 672-HELP (4357).

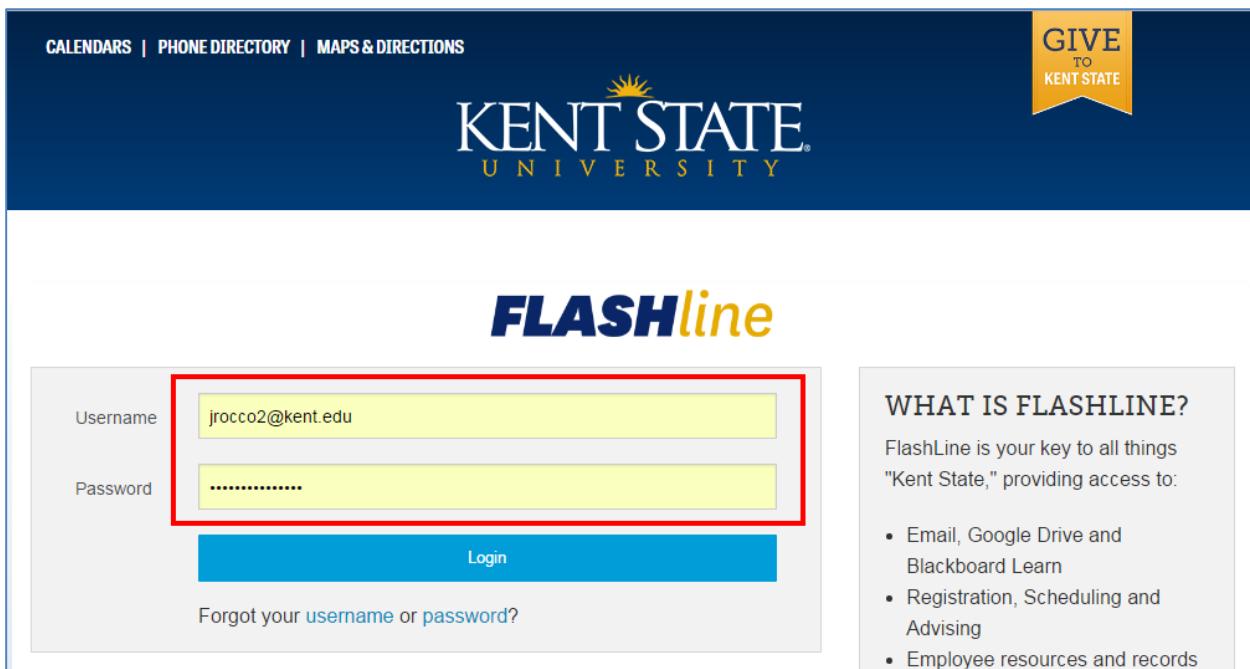
Initiating a Tuition Fee Waiver Workflow

Access FlashLine

1. Open a Web Browser
2. Navigate to www.kent.edu



3. Open FlashLine



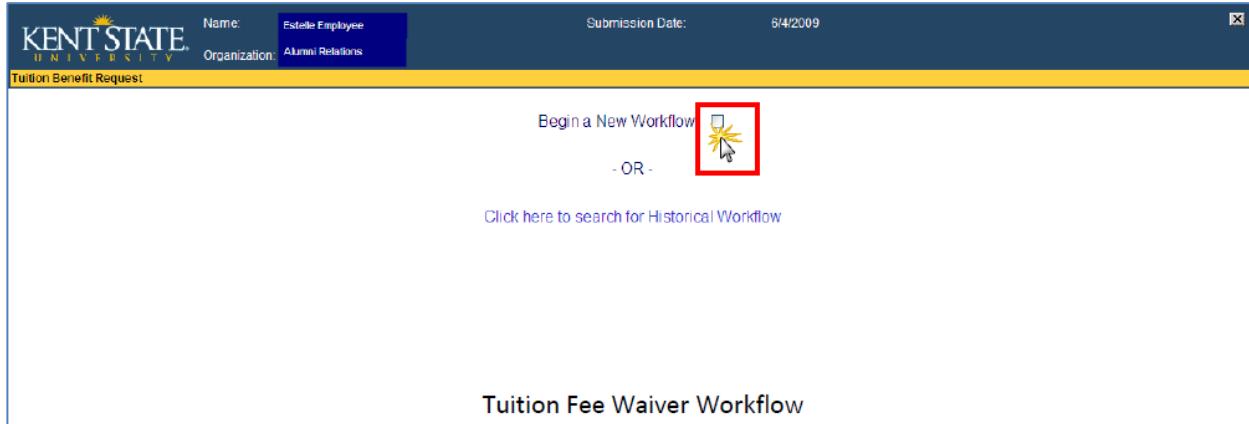
4. Enter your FlashLine User name and Password
5. Click the Login Button

The screenshot shows the Kent State University FlashLine interface. On the left, the navigation bar is visible with sections like Welcome, KSUView, Student, Employee (selected and highlighted with a red box), Workflows (selected and highlighted with a red box), HR & Employee Workflows, and Maintenance/FAMIS. The main content area displays various workflow options. The 'Tuition Waiver Benefit Request' link is highlighted with a red box. Other visible links include FlashCart, Banner Security Workflow, Electronic Personnel Action Forms, Employee Transaction Workflow (ETW), Equipment, Vehicle & Vessel Acquisition, Notice of Separation, Notice of Voluntary Separation Archived, Position Request Authorization (PRA), Position Request Authorization (PRA) Tutorial, Scholarship Payment Authorization, and Section Meeting Time Location.

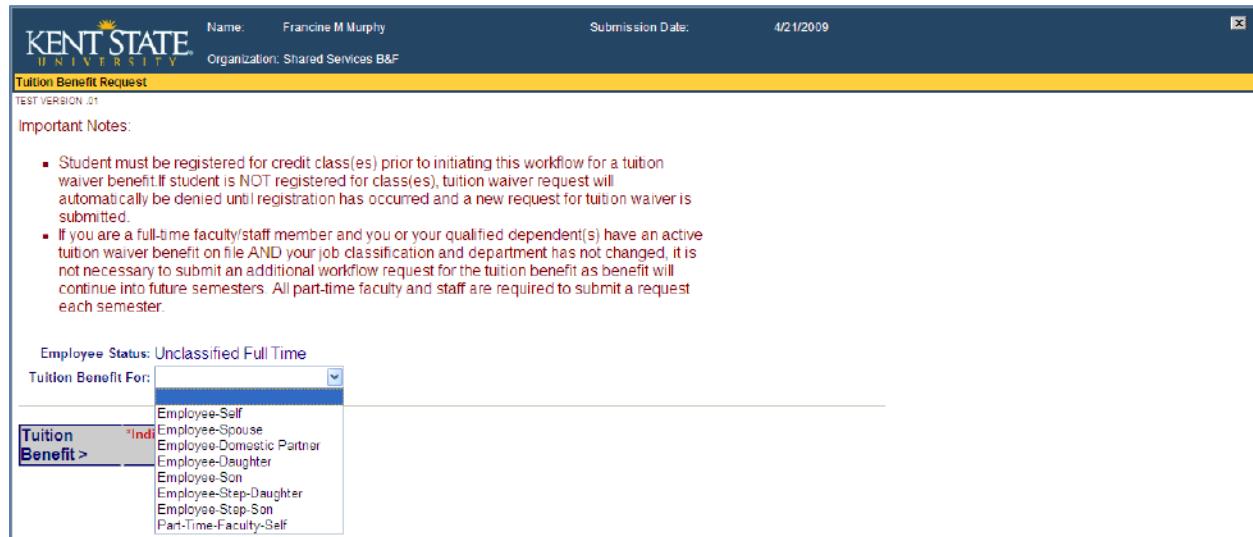
Accessing the Tuition Fee Waiver Workflow

The Tuition Fee Waiver workflow can be accessed by navigating in FlashLine through the **Employee Category**, the **Workflows** page, the **HR & Employee Workflows** section and using the link for **Tuition Waiver Benefit Request**.

Submitting a Tuition Fee Waiver Workflow



Clicking the **Begin New workflow** checkbox opens the tuition Benefits Request window.



The **Tuition Benefit For** drop down selection box allows for choice of the student. Select from the options of:

- Employee-Self
- Employee-Spouse
- Employee-Domestic Partner
- Employee-Daughter
- Employee-Son
- Employee-Step-Daughter
- Employee-Step-Son
- Part-Time Faculty-Self

Employee Status: Unclassified Full Time
 Tuition Benefit For: Employee-Daughter

Tuition Benefit > Employee-Daughter *Indicates Required Field

Name Of Student To Receive This Tuition Benefit

*Last: Student *First: Sally Middle:

*Student Banner ID: 88888888 Student's DOB: Month: AUG Day: 25 Year: 1990

Employee Name

Last: Employee First: Estelle Middle: M

Position Information

Department: Alumni Relations Date Of Hire: 4/26/1999
 Type Of Position: Unclassified Full Time

I certify that I am a Full-Time employee or retired Full-Time employee of Kent State University. The above named person is a dependent of mine, and is applying for Tuition Benefit for the following Semester

Year: 2009 Fall Spring Summer

Submit 

Required information on the remainder of the form is noted by an asterisk *. With the Academic Year and Term also selected, the **Submit** button can be clicked to certify the information and enter the workflow.

Need help?

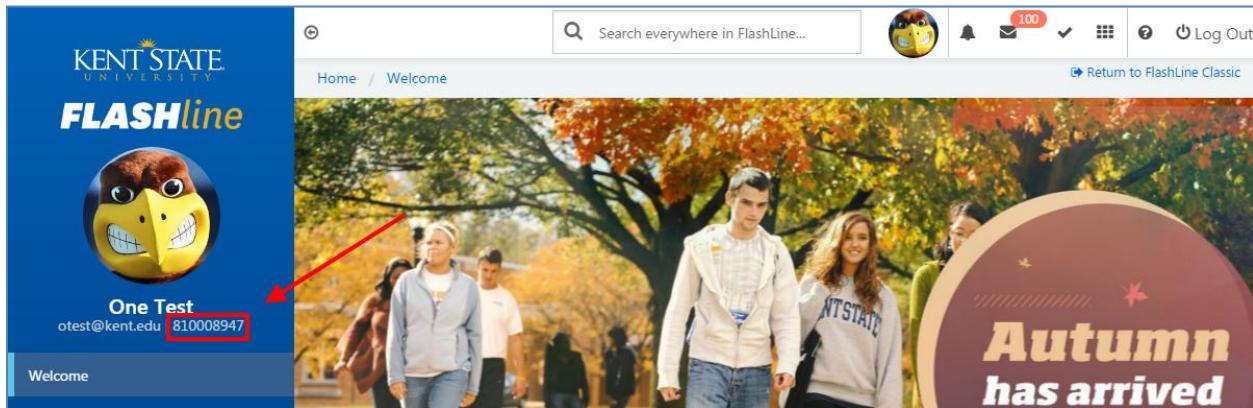
You have successfully submitted this Tuition Benefit Request.

To return to FlashLine, you must close this window.

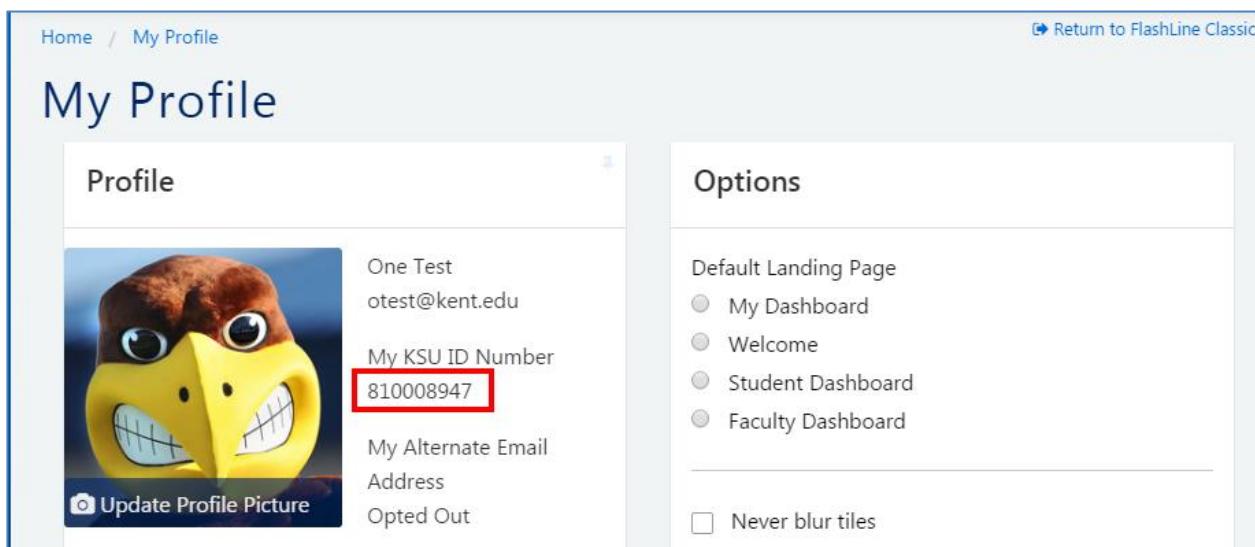
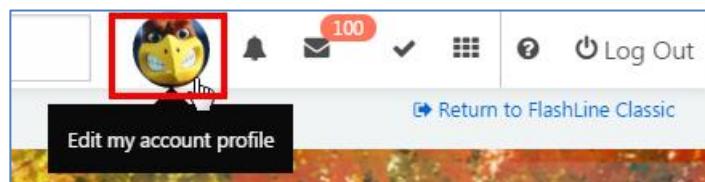
To view or track progress of this document, it can be retrieved from the Historical documents view. The historical view can be accessed by navigating in FlashLine to the Workflows page, HR & Employee Workflows section, and selecting the link for Tuition Waiver Benefit Request.

A confirmation message will appear as notification that the workflow has been successfully submitted for review and approval.

Locating a KSU ID number



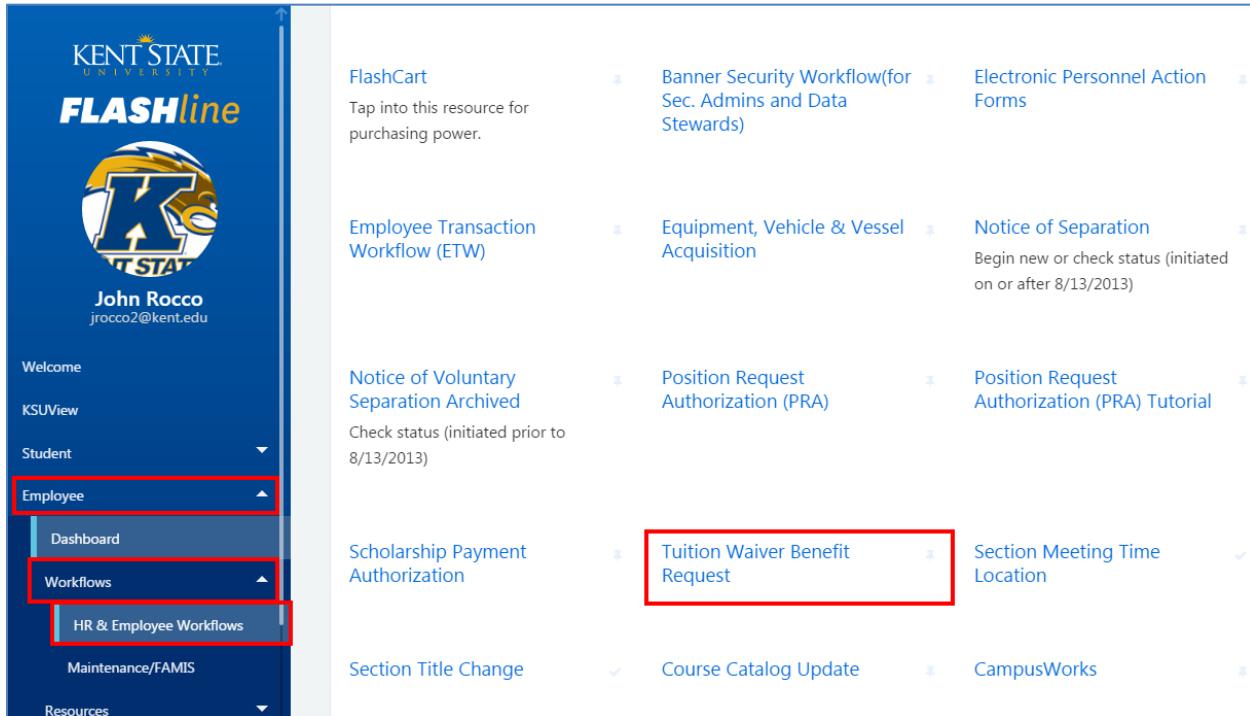
Have the student log into FlashLine. If the KSU ID number has not been requested to be hidden, it will be displayed under the student name at the top of the Left Navigation menu.



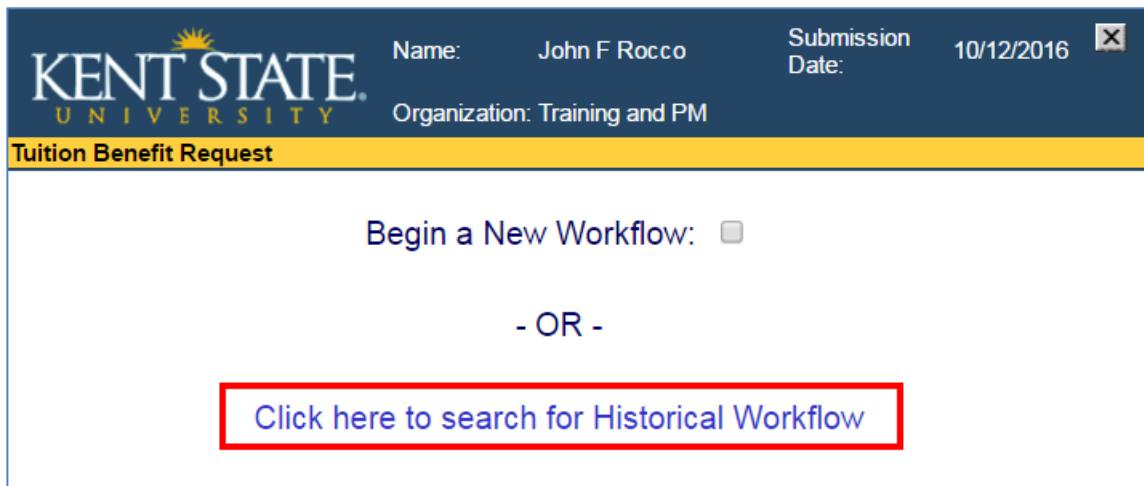
Profile	Options
One Test otest@kent.edu My KSU ID Number 810008947 My Alternate Email Address Opted Out	Default Landing Page <input checked="" type="radio"/> My Dashboard <input type="radio"/> Welcome <input type="radio"/> Student Dashboard <input type="radio"/> Faculty Dashboard <input type="checkbox"/> Never blur tiles

If the KSU ID number is not shown, the student can click on the Account Profile icon to view their personal information including the KSU ID.

Viewing Tuition Fee Waiver History



Again, access the link to the **Tuition Waiver Benefit Request** page through FlashLine.



Use the link labeled **Click here to search for Historical Workflow** to access previous requests.

KENT STATE UNIVERSITY Name: Estelle Employee Organization: Alumni Relations Submission Date: 6/4/2009 X

Tuition Benefit Request

[<< Go Back to Main Menu](#)

[Search](#)

Workflow Information

Workflow Specific Name:

Use the percent (%) character as a wild card in the Workflow Specific Name field to match on similar values.

Start Date Range: To

End Date Range: To

Enter the search criteria and select **Search**

2 record(s) found.

	ID	Name	Current State	Running Start	Stop
<input type="button" value="Select"/>	2164351	TB216435 Employee, Estelle	2009 Spring stopped completed	12/18/2008	01/02/2009
<input type="button" value="Select"/>	2152856	TB215285 Employee, Estelle	2009 Spring stopped completed	12/16/2008	12/18/2008

[Search](#)

Enter search criteria in the Workflow Information fields and click the **Search** button to execute the search.

Click the **Select** button for the appropriate workflow to display details for the selection.

KENT STATE UNIVERSITY Name: Estelle Employee Organization: Alumni Relations Submission Date: 6/4/2009

Tuition Benefit Request

[<< Return to Search Results](#)

Workflow Information

Workflow ID: TB2164351

Workflow Name: TB216435 Employee, Estelle 2009 Spring

Current Status: Completed

Current Approver: Not Applicable

Workflow Start: 18-DEC-08 **Workflow End:** 02-JAN-09

Application Term: Spring 2009 (200910)

Benefit Type: Full-Time Employee-Self (FTES)

Student Information

Student ID:

Student Name:

Student Birthdate:

Sponsor Information

Employee ID: 888888881

Employee Name: Employee, Estelle

Work Term: Fall 2006 (200600)

Department Approval (Where Applicable)

User Name: wwest03

Full Name: William West

Approval Status: true

Comments:

Funding Information:

Banner Index: 999999 - Alumni Relations

Banner Account: 62201 Adm Waiver-Employee

Benefit Office Processing (Where Applicable)

User Name: mlalonde

Approval Status: true

Comments:

Regular Tuition Waiver