



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

A screenshot of the FlashLine login page. The top navigation bar is dark blue with white text. On the left, 'CALENDARS', 'PHONE DIRECTORY', and 'MAPS & DIRECTIONS' are listed. The Kent State University logo is centered. On the right, there is a 'GIVE TO KENT STATE' button. The main content area has the 'FLASHline' logo. Below it is a login form with two fields: 'Username' (containing 'jrocco2@kent.edu') and 'Password' (containing dots). A red box highlights these fields and the 'Login' button below them. Below the login form is a link: 'Forgot your username or password?'. To the right of the login form is a section titled 'WHAT IS FLASHLINE?' with a description and a list of services: 'Email, Google Drive and Blackboard Learn', 'Registration, Scheduling and Advising', and 'Employee resources and records'.

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

KENT STATE UNIVERSITY
FLASHline

John Rocco
 jrocco2@kent.edu

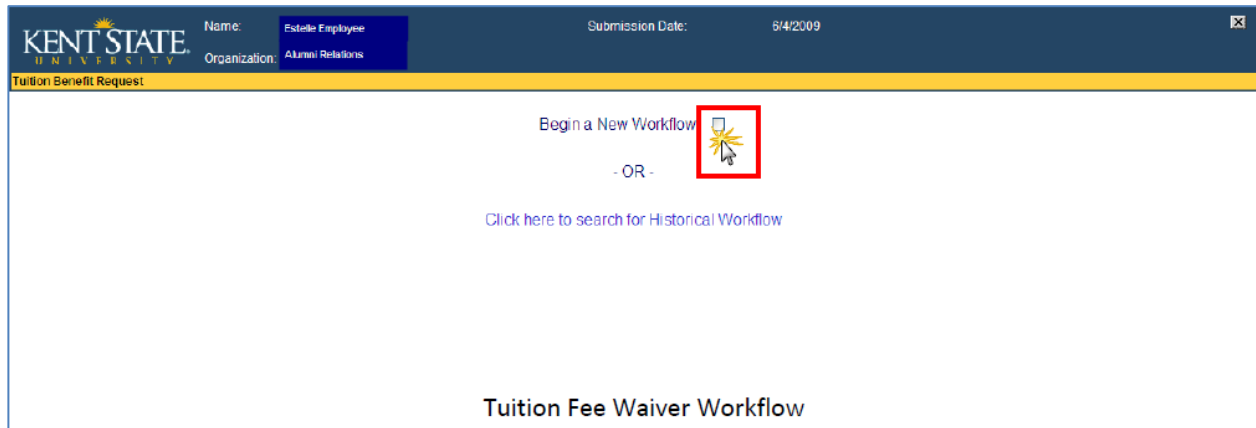
Welcome
 KSUView
 Student
Employee
 Dashboard
Workflows
 HR & Employee Workflows
 Maintenance/FAMIS

FlashCart Tap into this resource for purchasing power.	Banner Security Workflow(for Sec. Admins and Data Stewards)	Electronic Personnel Action Forms
Employee Transaction Workflow (ETW)	Equipment, Vehicle & Vessel Acquisition	Notice of Separation Begin new or check status (initiated on or after 8/13/2013)
Notice of Voluntary Separation Archived Check status (initiated prior to 8/13/2013)	Position Request Authorization (PRA)	Position Request Authorization (PRA) Tutorial
Scholarship Payment Authorization	Tuition Waiver Benefit Request	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



KENT STATE UNIVERSITY

Name: Estelle Employee
Organization: Alumni Relations

Submission Date: 5/4/2009

Tuition Benefit Request

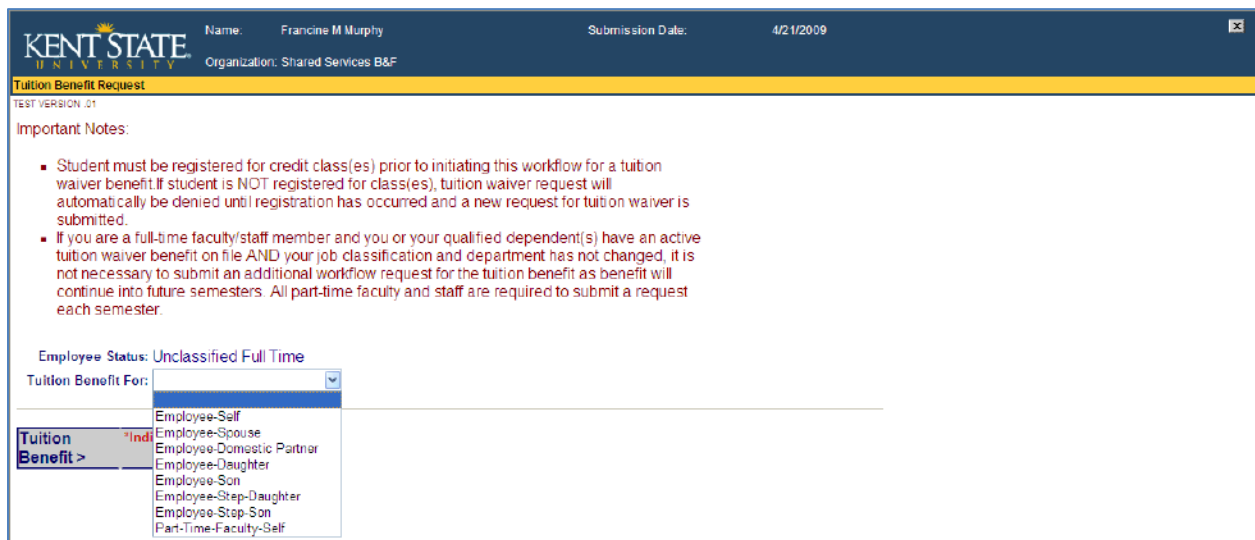
Begin a New Workflow

- OR -

Click here to search for Historical Workflow

Tuition Fee Waiver Workflow

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



KENT STATE UNIVERSITY

Name: Francine M Murphy
Organization: Shared Services B&F

Submission Date: 4/21/2009

Tuition Benefit Request

TEST VERSION: 01

Important Notes:

- Student must be registered for credit class(es) prior to initiating this workflow for a tuition waiver benefit. If student is NOT registered for class(es), tuition waiver request will automatically be denied until registration has occurred and a new request for tuition waiver is submitted.
- If you are a full-time faculty/staff member and you or your qualified dependent(s) have an active tuition waiver benefit on file AND your job classification and department has not changed, it is not necessary to submit an additional workflow request for the tuition benefit as benefit will continue into future semesters. All part-time faculty and staff are required to submit a request each semester.

Employee Status: Unclassified Full Time

Tuition Benefit For:

Tuition Benefit >

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

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: *First: Middle:

*Student Banner ID: Student's DOB: Month: AUG Day: 26 Year: 1990

Employee Name

Last: First: Middle:

Position Information

Department: Date Of Hire:
Type Of Position:

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

Required information on the remainder of the form is notated 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?](#)

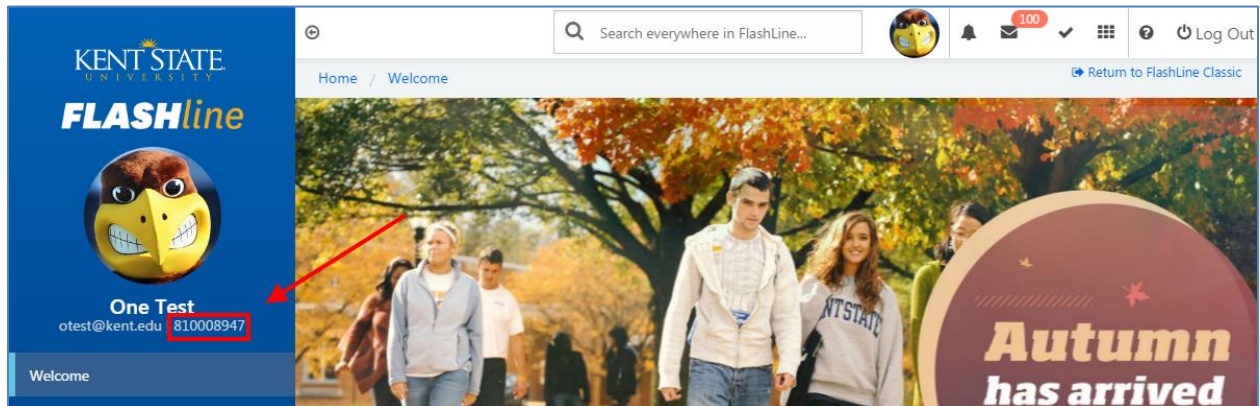
You have successfully submitted this Tuition Benefit Request.

To return to FlashLine, you must close this window.

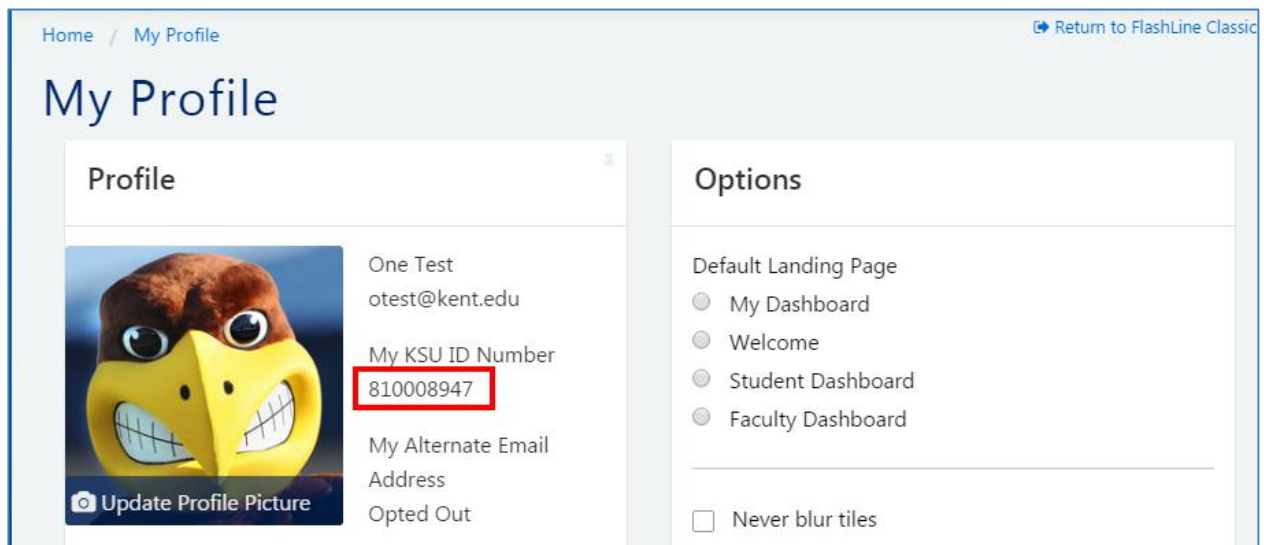
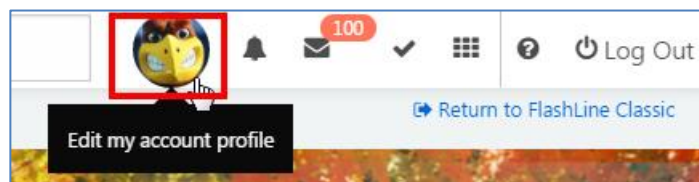
To view or track progress of this document, it can be retrieved from the Historical documents view. The historical view can be accessed by navigating in FlashLine to the Workflows page, HR & Employee Workflows section, and selecting the link for Tuition Waiver Benefit Request.

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.



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

The screenshot shows the Kent State University FlashLine portal. On the left is a blue sidebar with the Kent State logo and the text 'FLASHline'. Below the logo is the user's name 'John Rocco' and email 'jrocco2@kent.edu'. The sidebar contains a 'Welcome' message, 'KSUView', and a 'Student' dropdown menu. The 'Employee' menu item is highlighted with a red box. Below it, the 'Dashboard' is visible, and the 'Workflows' dropdown menu is also highlighted with a red box. Under 'Workflows', the 'HR & Employee Workflows' option is highlighted with a red box. The main content area displays a grid of workflow links. The 'Tuition Waiver Benefit Request' link is circled in red.

FlashCart Tap into this resource for purchasing power.	Banner Security Workflow(for Sec. Admins and Data Stewards)	Electronic Personnel Action Forms
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Notice of Voluntary Separation Archived Check status (initiated prior to 8/13/2013)	Position Request Authorization (PRA)	Position Request Authorization (PRA) Tutorial
Scholarship Payment Authorization	Tuition Waiver Benefit Request	Section Meeting Time Location
Section Title Change	Course Catalog Update	CampusWorks

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

The screenshot shows the 'Tuition Benefit Request' page in FlashLine. At the top, the Kent State University logo is on the left, and the user's name 'Name: John F Rocco' and organization 'Organization: Training and PM' are in the center. The submission date 'Submission Date: 10/12/2016' is on the right. Below this is a yellow header bar with the text 'Tuition Benefit Request'. The main content area is white and contains a 'Begin a New Workflow' button with a dropdown arrow. Below this is a '- OR -' separator. At the bottom, there is a red box containing the link 'Click here to search for Historical Workflow'.

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

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

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
(mm/dd/yyyy) (mm/dd/yyyy)

End Date Range: To
(mm/dd/yyyy) (mm/dd/yyyy)

<< Go Back to Main Menu

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

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** Submission Date: 6/4/2009
Organization: **Alumni Relations**

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 (200680)

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