



**HUMAN RESOURCES - UNIVERSITY BENEFITS**  
**Tuition Fee Waiver Workflow**

**June 2009**  
**Revised**

## Tuition Fee Waiver Workflow

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

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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.

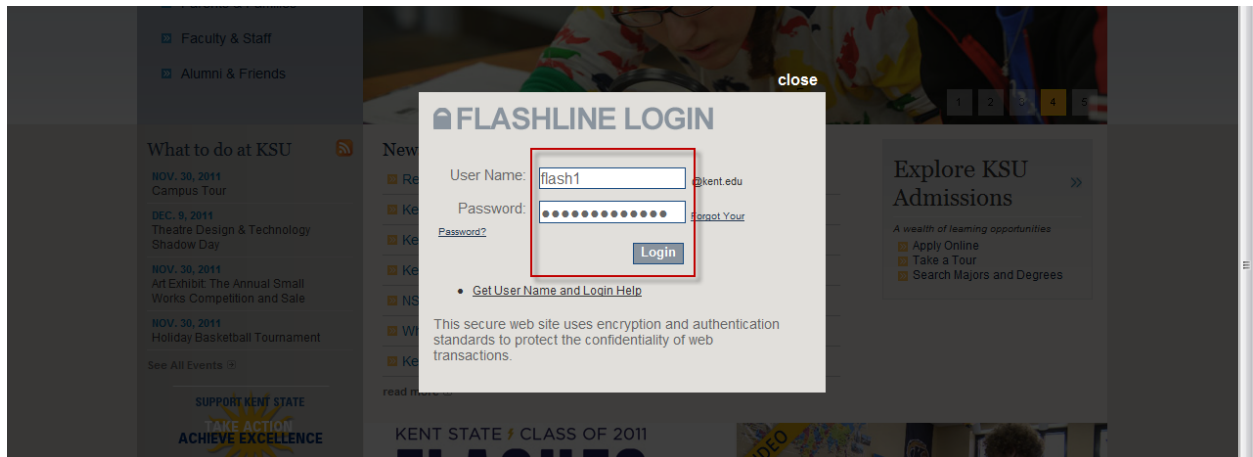
## Submitting a Tuition Fee Waiver Workflow

### Entering FlashLine



Follow these steps to submit a Tuition Fee Waiver Workflow:

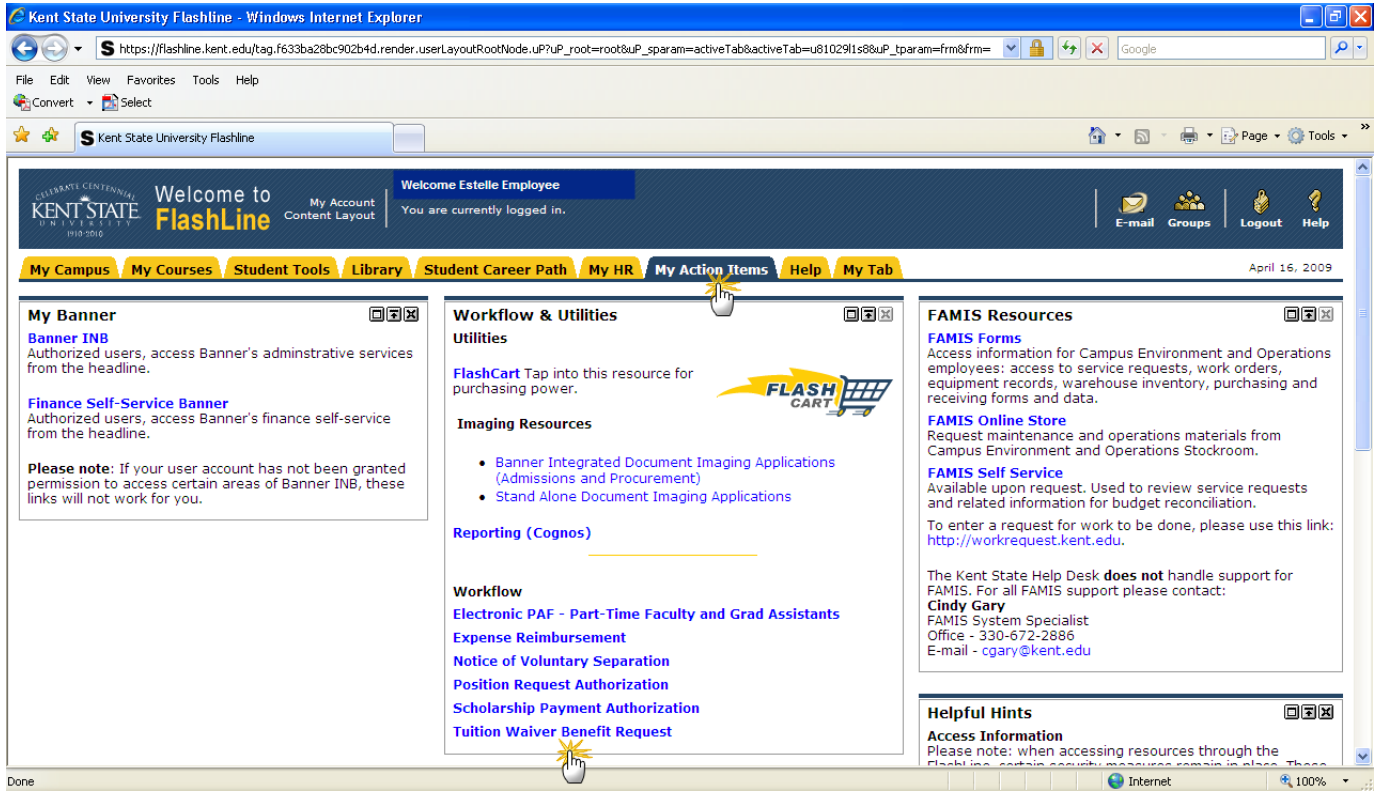
1. Open a web browser
2. Go to [www.kent.edu](http://www.kent.edu)



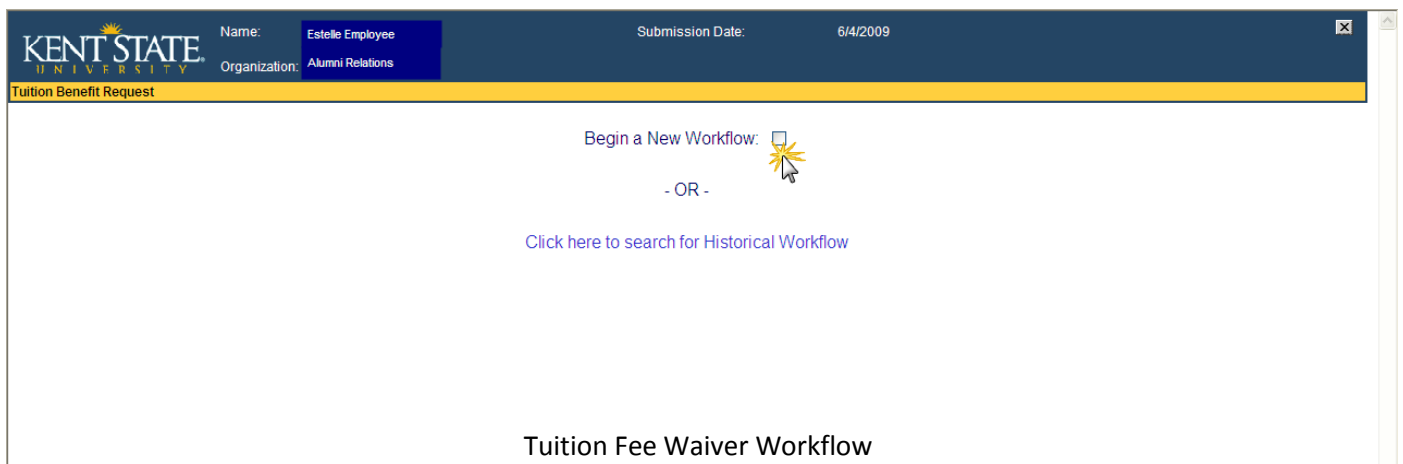
3. Enter your FlashLine User Name and Password
4. Click the **Login** button

## Tuition Fee Waiver Workflow

### Locating the Tuition Fee Waiver Workflow



5. FlashLine will open
6. Click the **My Action Items** tab
7. Under the **Workflow** tab, click the **Tuition Waiver Benefit Request**



8. Click the **Begin a New Workflow** checkbox

## Submitting a Tuition Fee Waiver Workflow for a Family Member

The screenshot shows a web browser window with the Kent State University logo in the top left. The header bar contains the following information: Name: Francine M Murphy, Submission Date: 4/21/2009, and Organization: Shared Services B&F. Below the header, the page title is "Tuition Benefit Request" and the version is "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

9. Select the family member from the **Tuition Benefit For** pull-down list

## Tuition Fee Waiver Workflow

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 888888888 Student's DOB: Month: AUG Day: 26 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

10. Fill in the required information as indicated by the asterisk\*
11. Select the **year** and **semester**
12. Click the **Submit** button

[Need help?](#)

**You have successfully submitted this Tuition Benefit Request.**

*To return to your "My Action Items" window, you must close this window.*

*To view or track the progress of this document, it can be retrieved from the historical documents view. The historical view can be accessed by selecting the application from the "Workflow & Utilities" channel on the "My Action Items" tab in Flashline.*

13. A message will appear that the workflow has been successfully submitted



## How to Locate a Student ID Number

The screenshot shows the 'Kent State University Self Service' portal. At the top, there is a navigation bar with 'Welcome to FlashLine' and the Kent State University logo. Below this is a secondary navigation bar with 'Back to Student Tools Tab' and links for 'E-mail', 'Groups', 'Logout', and 'Help'. The main content area features a breadcrumb trail: 'Personal Information > Advancement Officers > Student and Financial Aid > Employee > Finance'. The current page is titled 'Registration Term'. A dropdown menu is set to 'Fall 2009' with a 'Submit' button below it. In the upper right corner, a speech bubble highlights the text 'Student ID Number'. At the bottom right, the user's identity is shown as '888888888 Sally Q. Student' with a timestamp of 'April 21, 2009 03:30 pm'. The footer includes 'RELEASE: 7.2' and the Kent State University logo.

1. Have the student sign into his or her FlashLine account
2. Click the **Student Tools** tab
3. Click on the **Print Student Schedule** link
4. The **Student ID Number** is located in the upper-right-hand corner of the page

## Submitting a Tuition Fee Waiver for an Employee

**KENT STATE UNIVERSITY** Name: Estelle Employee Submission Date: 4/23/2009  
Organization: Alumni Affairs

**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: [Dropdown Menu]

**Tuition Benefit >** \*Indicates Required Field

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

1. Follow steps 1 - 8 as listed above
2. Select **Employee-Self** from the **Tuition Benefit For** pull-down list

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

**Tuition Benefit > Employee-Self** \*Indicates Required Field

**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

**\* Semester in which classes are to be taken**

Year: 2009  Fall  Spring  Summer

Select the Year and Semester then click **Submit**

I certify that I am a Full-time employee or retired Full-Time Employee of Kent State University. I am aware that any time taken away from working hours to attend classes must be made up.

Submit

3. Select the **Year** and **Semester**
4. Click the **Submit** button

## Tuition Fee Waiver Workflow

[Need help?](#)

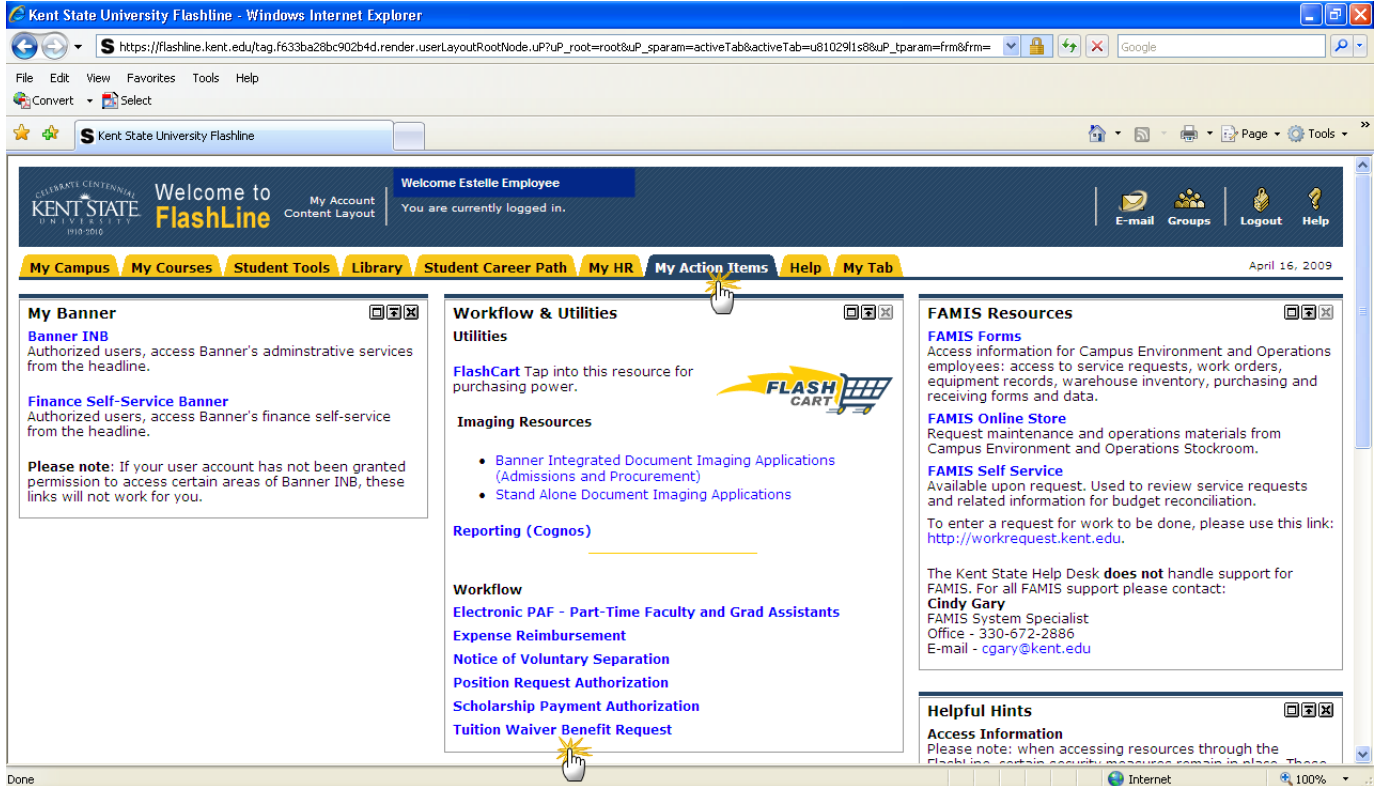
**You have successfully submitted this Tuition Benefit Request.**

*To return to your "My Action Items" window, you must close this window.*

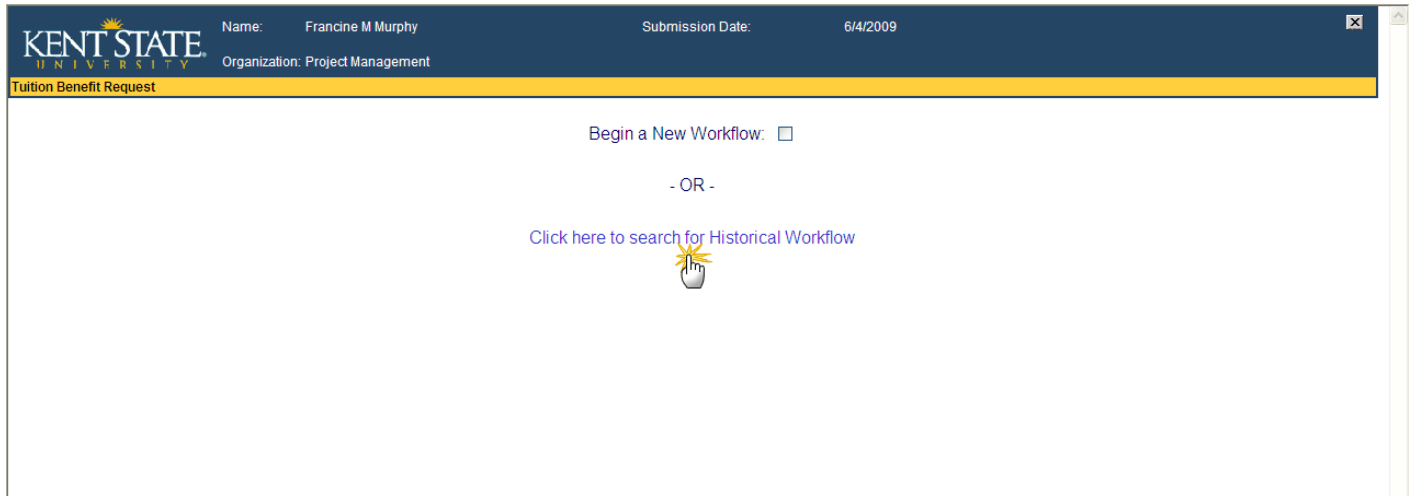
*To view or track the progress of this document, it can be retrieved from the historical documents view. The historical view can be accessed by selecting the application from the "Workflow & Utilities" channel on the "My Action Items" tab in Flashline.*

5. A message will appear that the workflow has been successfully submitted

## Viewing Tuition Fee Waiver History



1. Open FlashLine
2. Click the **My Action Items** tab
3. Under the **Workflow** tab, click the **Tuition Waiver Benefit Request**



4. Select the **Historical Workflow** link

## Tuition Fee Waiver Workflow

**Tuition Benefit Request**

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

[<< 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: (mm/dd/yyyy)    09/01/2008    To    05/01/2009

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

**2 record(s) found.**

	ID	Name	Current State	Running	Start	Stop
Select	2164351	TB216435 Employee, Estelle	2009 Spring stopped.comple	ted	12/18/2008	01/02/2009
Select	2152856	TB215285 Employee, Estelle	2009 Spring stopped.comple	ted	12/16/2008	12/18/2008

5. Enter your search criteria; use the **wildcard (%)** if necessary
6. Select the **Search** button
7. When the record(s) are returned, click the **Select** link for the record you want to view

**Tuition Benefit Request**

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

[<< 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

8. View your history