Compensation: Tuition Reimbursement

An itemized bill or statement to show proof of payment and final passing grade(s) or the course(s) from the accredited college or university is required.

CREATE REQUEST

The employee initiates the first step in the Tuition Reimbursement process by completing the Create Request in Workday *(refer to Create Request job aid)*

From the home landing page,

1. Enter **Create Request** in the search field.

2. Select **Tuition Reimbursement** from the options and [OK].

3. Attach the following documents:
   - Completed **Tuition Reimbursement Request Form**
   - Copy of your **Transcript**
   - Copy of your **Course Pay Receipts**

4. Select [Submit].

ONE-TIME PAYMENT

This step is completed by the Manager or delegate.

One-Time payment is a single payment to an employee, on-demand, outside of their regular salary processed in Workday using the **Request One-Time Payment** business process *(refer to One-Payment job aid).*

From the home landing page,

1. Enter worker's name in the search bar.

2. Select [Actions] button and hover over **Compensation** option, then select **Request One-Payment**.

3. Enter **Effective Date** for the request and ensure the appropriate **employee's name** is in focus.

4. Select [OK].

5. Select the [pencil] icon; then select the [list] icon to display the **reasons** from the drop-down list.

6. Add the One-Time Payment Plan by clicking on the Add button under the **One-Time Payment** section.

7. Enter the Amount and make sure that the "Send to Payroll" option is checked.

   > **Note**: One-Time Payment plans flows through an approval routing based on the employee's manager within their departmental organization.

8. Attach supporting documentation for one-time payment request.

9. Select [Submit].