How to review and approve a Tuition Assistance request in HCM:
This job aid outlines the process for College/Division and Campus HR Contacts to review and approve their FTE, Research Grant, and Time Limited employee’s request for Tuition Assistance. **This action is only required if the employee’s supervisor does not approve the request within 5 calendar days of submission.**

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
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<tbody>
<tr>
<td>This process is governed by policy <a href="#">HR 1.61</a>.</td>
<td><img src="https://hcm-tst.ps.sc.edu/psp/HITST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?G3SEARCH_FL&amp;Action=U&amp;G3FORM_ID=703784&amp;G3FORM_TASK=EV1" alt="Screenshot" /></td>
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To be eligible for tuition assistance, faculty and staff must be:

- Employed for at least 30 hours per week in an FTE, Research Grant or Time Limited position. OR have appointment as an ROTC affiliate.
- Have successfully completed six months of employment at USC.
- Have been admitted to the University of South Carolina through the appropriate admission process.

Pre-Step:
1. Receive automated email when a Tuition Assistance Request form has been submitted for your approval.
Steps:
1. Click the Employee Self Service drop-down menu button and select the My Homepage option.
2. From the My Homepage page, click the Tuition Assistance Approvals tile.

3. Enter the Form ID or other identifier and click the Search button.
4. Review the form details.

Refer to the Tuition Assistance Request job aid for details on information that the employee is asked to provide.

NOTE: If the employee has not yet completed the admissions process and registered for classes through Self-Service Carolina OR if the student registered for classes on the same day that they initiated the Tuition Assistance Request form, they must certify that they have completed the admission process. Note that no enrollment data will appear, but the employee can proceed with the request. This is shown in the second screenshot to the right.

- If an employee selects No at the certification step, the form does not allow information to be entered and prevents form submission.
5. If the class(es) take place during work hours, be sure to read the employee’s answer in the **how do you plan to make up time missed from your job?** field.

If edits are needed, click the **Recycle** button to return the form to the employee.

6. If you are ready to approve the request, click the **Approve** button.
Notice in the Transaction/Signature Log that this form was moved automatically by the SC GT Robot after pending with the supervisor for 5 calendar days.

7. Click the View Approval Route to see the form’s workflow.

Since the supervisor did not take appropriate action to review/approve the Tuition Assistance request within 5 days of submission, the workflow will show Skipped at the Supervisor step. The form is now pending with your Campus Bursar for final approval. If the Bursar recycles the form to the employee for any reason, the request will workflow back through the supervisor. If the request sits with the supervisor for 5 calendar days, it will again workflow to the College/Division or Campus HR Contact for review and approval.

8. Click the Done button.

Thank you for supporting your employee’s educational goals!
College/Division and Campus HR Contacts have two queries (reports) available to monitor and track Tuition Assistance Requests.

1. Navigate to **Query Viewer**. Refer to the [Query Viewer and Adding a Favorite job aid](#) for detailed steps.
   
   b. It is recommended that you add these queries as favorites for quick reference.

SC_PENDING_TUITION_ASST/forms shows Tuition Assistance Request forms that are currently pending in the workflow.
SC_TUITION_ASST_CUPA is strictly for use by the Campus HR Contacts as required for annual reporting to CUPA.