# Tuition Assistance Request: Supervisor Approval

**University of South Carolina**

**HCM Employee Resources**

**Tuition Assistance Request: Supervisor Approval**

## How to review and approve a Tuition Assistance request in HCM:

This job aid outlines the process for supervisors to review and approve their FTE, Research Grant, and Time Limited employee’s request for Tuition Assistance.

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
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<tbody>
<tr>
<td>This process is governed by policy <strong>HR 1.61.</strong></td>
<td><img src="https://hcm-ist.ps.sc.edu/psp/EMPLOYEE/HRMS/SS/G3FRAME_GBL?Page=G3SEARCH_FL&amp;Action=U&amp;G3FOM_ID=703784&amp;G3CRM_TASK=EVL" alt="Email notification" /></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 Manager Self Service option.
2. From the Manager Self Service page, click the Approvals tile.

3. From the Pending Approvals page you can filter your queue on the left-hand menu. Click the Tuition Assistance option.

4. Click Harry Potter’s pending Tuition Assistance request to review details.
5. 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.
6. 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.

7. If you are ready to approve the request, click the Approve button.

NOTE: If your employee’s Tuition Assistance Request form is pending your approval 5 calendar days after submission, system logic will automatically route the request to your area’s College/Division or Campus HR team for review and approval. Once you or the HR contact approves the request it is routed to the campus Bursar’s office for final approval.
8. Click the View Approval Route to see the form’s workflow.

Since you, the employee’s direct supervisor, approved this Tuition Assistance Request form, the workflow will show Skipped at the College/Division or Campus HR 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, you will be required to review/approve the request again.

9. Click the Done button.

Thank you for supporting your employee’s educational goals!