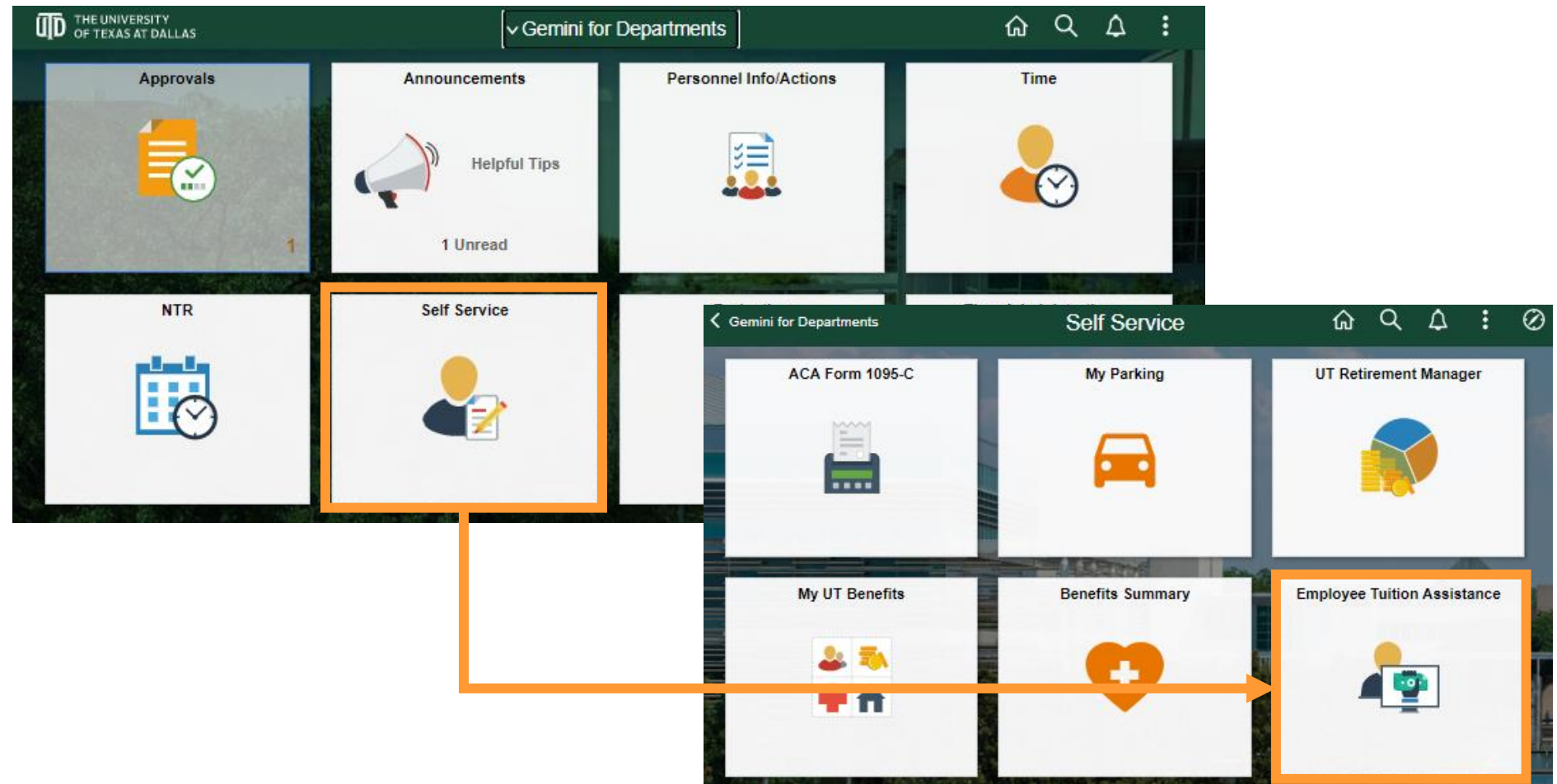


Employee Tuition Assistance Form: Employee Instructions

Accessing and Submitting the Tuition Assistance Form

1. Login to Galaxy
2. Click the **Self Service** tile
3. Click on the **Employee Tuition Assistance** tile



Employee Tuition Assistance Form: Employee Instructions

4. Click on the **Add a New Value** tab to view the form

< Gemini for Departments Search/Fill a Form

New Window | Help

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =

Approval Status =

Case Sensitive

Basic Search Save Search Criteria

Employee Tuition Assistance Form: Employee Instructions

5. Read the instructions on the left side of the screen, and complete all appropriate fields on the right.

Employee Tuition Assistance

Emp ID-Name:4030005955-Janette Bell ; Manager:Ellen Ammons

Date Submitted

*Term

*Year

Course 1 Information

Course title:

254 characters remaining

Course Number & Section:

Credit Hours:

Day(s), Start/End Times:

Course 2 Information

Course title:

254 characters remaining

Your employee information (UTD ID, Name, Supervisor Name) will appear here.

If your Supervisor information is incorrect or does not appear on the form, you should reach out to your supervisor or to your department’s administrative support for assistance updating the “Reports To” field in PeopleSoft.

Your form cannot be routed for approval until the “Reports To” field has been updated.

Employee Tuition Assistance Form: Employee Instructions

- Next, scroll to the bottom of the form and click **Save**.

Note that the option to submit the form will not be enabled until you have saved the information you entered.

< Gemini for Departments Employee Tuition Assistance

I understand and agree to the following conditions of the UTD Employee Tuition Assistance Plan:

- I must coordinate my work schedule with my supervisor.
- I am required to make up all time missed from work on an hour-for-hour basis.
- It is my responsibility to pay federal income tax, if any is due, on the value of this benefit.
- My job responsibilities and obligations are my first priority.
- I have been a regular, full-time employee for six months prior to the day the academic semester opens.
- I am turning this form in before the full-term Academic Calendar [Census Date](#).

Course 1 Information

Course Number & Section: [input]
Credit Hours: [input]
Day(s), Start/End Times: [input]

Course 2 Information

Course Number & Section: [input]
Credit Hours: [input]
Day(s), Start/End Times: [input]

Course 3 Information

Course3 Title: [input]
Course Number & Section: [input]
Credit Hours: [input]
Day(s), Start/End Times: [input]

More Information

[input]

Save

Employee Tuition Assistance Form: Employee Instructions

7. After saving the form, you will have two options:
- a) You may log off and return to the form at a later time to edit and/or submit it.

To do this, scroll to the top of the form and click on the Home icon to **return to the Galaxy main page**, or click on the three vertical dots to **sign out from Galaxy**.

The screenshot shows the 'Employee Tuition Assistance' form in the 'Gemini for Departments' system. The header includes a back arrow, the text 'Gemini for Departments', the title 'Employee Tuition Assistance', and navigation icons for Home, Search, Notifications, and a menu (three vertical dots). The form content includes:

- Seq Nbr: 279
- Employee Tuition Assistance
- Emp ID-Name: 4030005955-Janette Bell ; Manager: Ellen Ammons
- Date Submitted: [empty]
- Status: Initial
- Buttons: Preview Approval, Submit
- *Term: SPRING (dropdown)
- *Year: 2021
- Section: **To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:**
- Instructions 1-4 regarding manager name, HR website, field completion, and eligibility.
- Section: **Course 1 Information**
- Course title: Introduction to Financial Accounting (218 characters remaining)
- Course Number & Section: 230.501
- Credit Hours: 3.00
- Day(s), Start/End Times: M 7:00pm - 9:45pm
- Section: **Course 2 Information**
- Course title: [empty] (254 characters remaining)

Employee Tuition Assistance Form: Employee Instructions

- b) Or, you may submit the form for approval.
To do this, scroll to the top of the form and click on **Submit**.

[Gemini for Departments](#) Employee Tuition Assistance 🏠 🔍 🔔 ⋮

Seq Nbr 279 Employee Tuition Assistance
Emp ID-Name:4030005955-Janette Bell ; Manager:Ellen Ammons

Status Initial Date Submitted

*Term
*Year

Course 1 Information

Course title:
218 characters remaining

Course Number & Section:
Credit Hours:

Day(s), Start/End Times:

Course 2 Information

Course title:
254 characters remaining

To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:

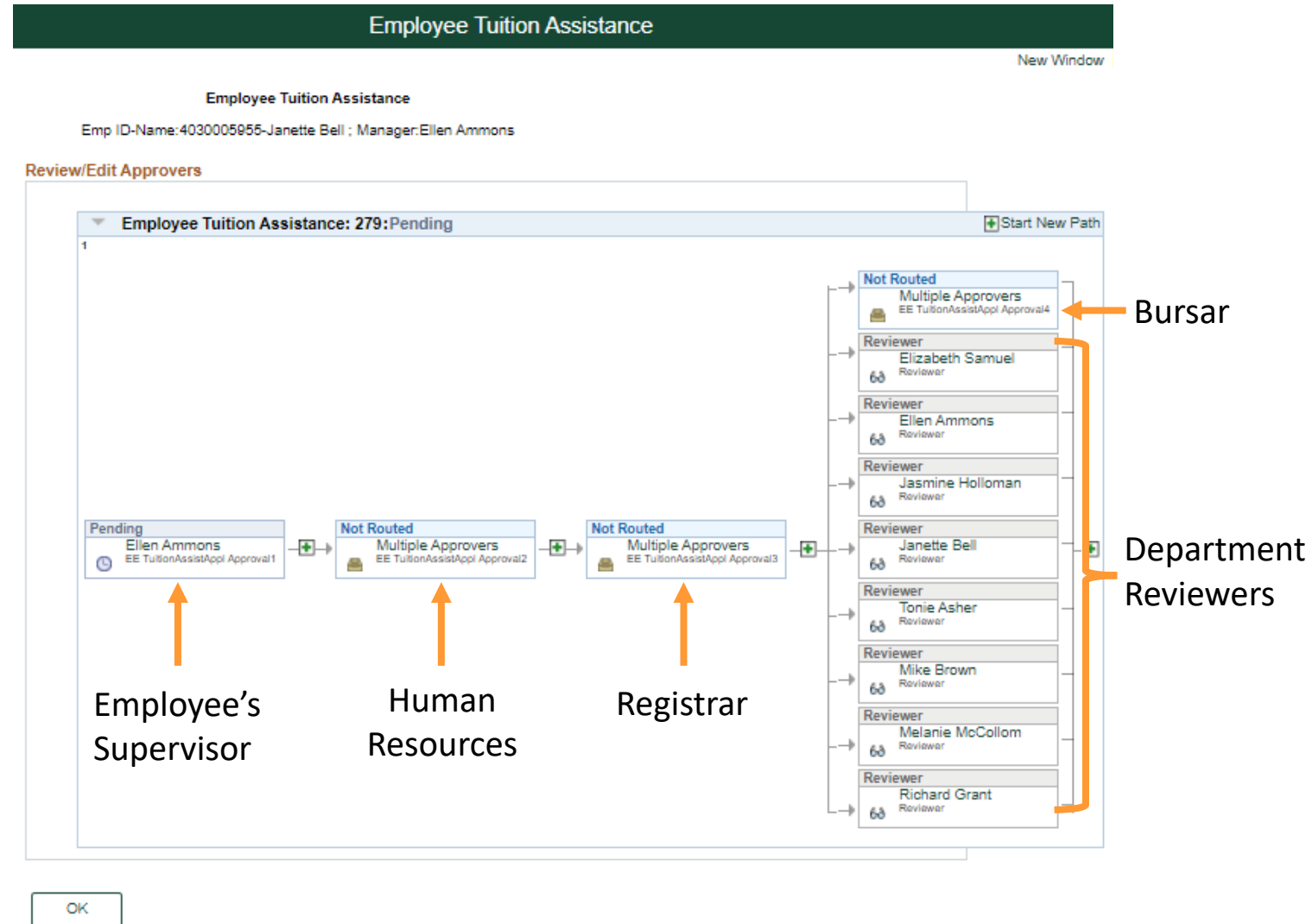
1. Ensure your manager's name is listed on the top of this form (next to your employee ID/name) so that your form will be routed to the appropriate person for approval. If your manager's name is not listed, or this information not up-to-date, reach out to your manager or your department's administrative support for assistance in updating the "Reports To" field in PeopleSoft.
2. Review the Employee Tuition Assistance Plan information on the Human Resources website <http://www.utdallas.edu/hr/benefits/tuition/> for information regarding eligibility requirements and program exclusions.
3. Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
4. Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)

Employee Tuition Assistance Form: Employee Instructions

8. After you submit the form, you will be routed to a workflow screen which shows the approval sequence and departments involved in this process.

You will be able to return to this screen at any time to track your form as it is routed through this sequence (refer to slide 9 for instructions on accessing the workflow).



Employee Tuition Assistance Form: Employee Instructions

What Happens After the Form is Submitted?

The following scenarios may occur after you submit your Tuition Assistance form:

- A. Once all departments have completed and approved their portion of the process, you will receive an email notifying you that your form has been approved.
- B. Should additional information be needed in order to process your form, you will receive an email notifying you that the form has been returned to you. The email will include a link that will take you back to the form so that you can edit the form to include the required information and resubmit it for approval. Follow steps listed on slides 3-6 to complete and resubmit.
- C. Should your form be denied, you will receive an email notifying you of this outcome. The email will include a link that will take you back to the workflow screen, where you will be able to see a comment indicating the reason for the denial.

Employee Tuition Assistance Form: Employee Instructions

Checking the Status of Your Form:

You may check the status of your form at any time during the approval process. To do so:

1. Login to Galaxy and, once again, click on the Self Service tile and the Employee Tuition Assistance tile (Refer to steps 1-3 on slide 1).

2. Click on **Search** to view a list of the form(s) you have submitted. Click on the form's *Sequence Number* or *Subject* to view it.

The screenshot shows the 'Employee Tuition Assistance' search interface. At the top, there are navigation icons and the text 'New Window | Help'. Below that is the 'Search/Fill a Form' section with instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Search Criteria' section includes several dropdown menus and text input fields: 'Sequence Number =', 'Subject begins with', 'Document Key String begins with', 'Priority =', 'Due Date =', and 'Approval Status ='. There is also a 'Case Sensitive' checkbox. Below the search criteria are 'Search' and 'Clear' buttons, along with 'Basic Search' and 'Save Search Criteria' options. The 'Search Results' section shows a table with one result. The 'Search' button and the '279' in the 'Sequence Number' column are circled in orange, with an arrow pointing from the 'Search' button to the '279'. The 'Subject' cell in the same row is also circled in orange.

Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Datetime
279	Emp ID-Name:4030005955-Janette Bell ; Manager:Ellen Ammons	EETUITION	(blank)	3-Standard	03/30/2021	Pending	03/29/2021 11:41PM

Employee Tuition Assistance Form: Employee Instructions

3. This will route you to the form you submitted. Click on **Approver Status** on the top of the form.

Employee Tuition Assistance

New Window | Help | Personalize Page

Form | Instructions

Seq Nbr 279 **Employee Tuition Assistance**

Emp ID-Name: 4030005955-Janette Bell ; Manager: Ellen Ammons

Date Submitted 03/30/2021

Status Pending

Approver Status

Term SPRING
Year 2021

To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:

1. Ensure your manager's name is listed on the top of this form (next to your employee ID/name) so that your form will be routed to the appropriate person for approval. If your manager's name is not listed, or this information not up-to-date, reach out to your manager or your department's administrative support for assistance in updating the "Reports To" field in PeopleSoft.
2. Review the Employee Tuition Assistance Plan information on the Human Resources website <http://www.utdallas.edu/hr/benefits/tuition/> for information regarding eligibility requirements and program exclusions.
3. Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
4. Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)

Course 1 Information

Course title: Introduction to Financial Accounting
218 characters remaining

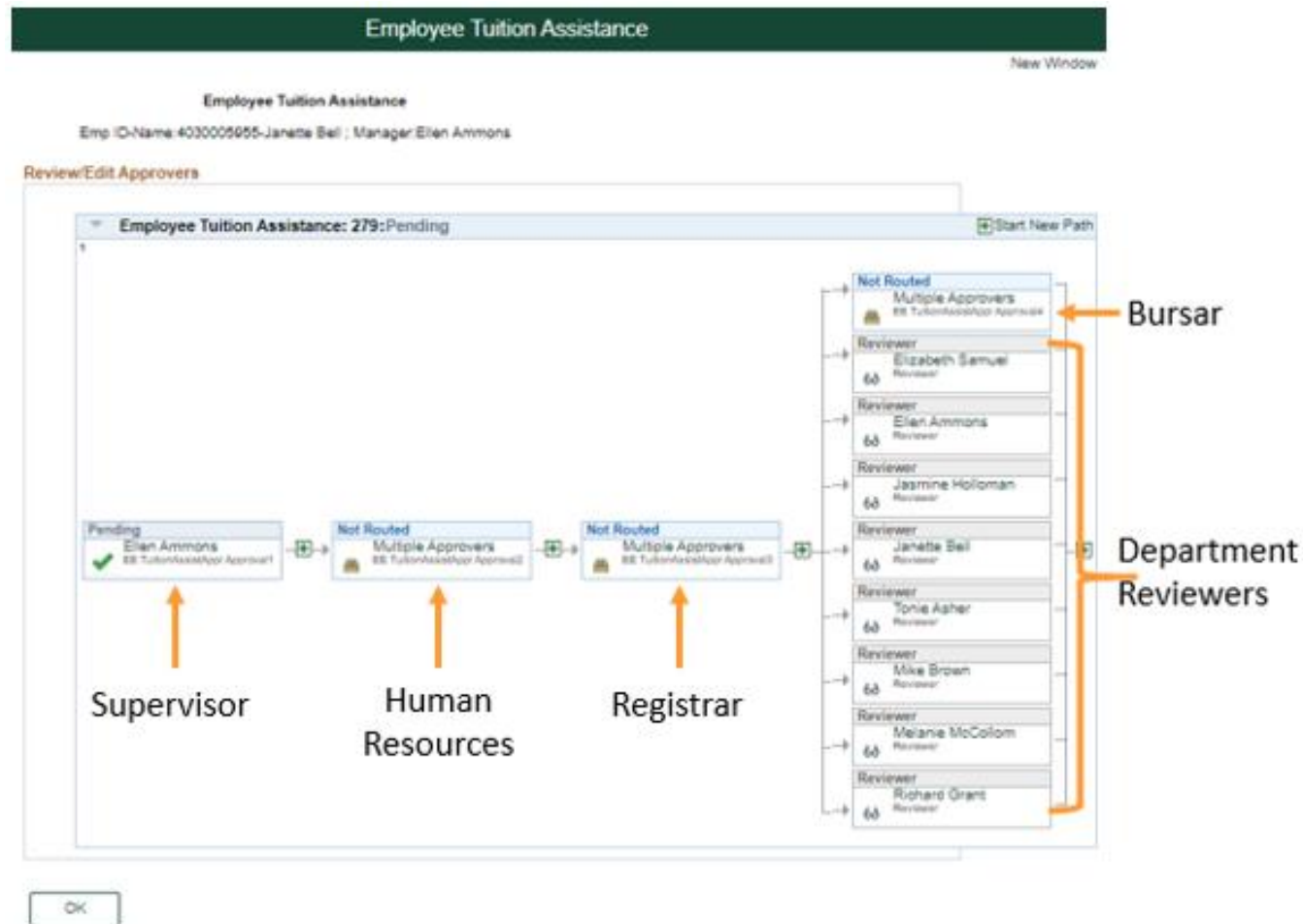
Course Number & Section: 230.501
Credit Hours: 3.00
Day(s), Start/End Times: M 7:00pm - 9:45pm

Course 2 Information

Course title:
254 characters remaining

Employee Tuition Assistance Form: Employee Instructions

This will route you to the workflow screen, which allows you to view the status of your form and track each stage as it is routed through the appropriate departments for approval.



Employee Tuition Assistance Form: Employee Instructions

4. After reviewing the workflow, you can click on the Home icon to **return to the Galaxy main page**, or click on the three vertical dots to **sign out from Galaxy**.

Employee Tuition Assistance

New Window | Help | Personalize Page

Form Instructions

Seq Nbr 279 Employee Tuition Assistance

Emp ID-Name:4030005955-Janette Bell ; Manager:Ellen Ammons

Date Submitted 03/30/2021

Status Pending

Approver Status

Term SPRING

Year 2021

To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:

1. Ensure your manager's name is listed on the top of this form (next to your employee ID/name) so that your form will be routed to the appropriate person for approval. If your manager's name is not listed, or this information not up-to-date, reach out to your manager or your department's administrative support for assistance in updating the "Reports To" field in PeopleSoft.
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Course 1 Information

Course title: Introduction to Financial Accounting

218 characters remaining

Course Number & Section: 230.501

Credit Hours: 3.00

Day(s), Start/End Times: M 7:00pm - 9:45pm

Course 2 Information

Course title:

254 characters remaining

Employee Tuition Assistance Form: Employee Instructions

Questions?

For questions about...	Please contact...
Completing/Submitting the Employee Tuition Assistance form Eligibility (Employment)	employeerelations@utdallas.edu
Registration/Continuing this benefit Eligibility (Academic)	records@utdallas.edu
Fees, Refunds, Waivers	bursar@utdallas.edu
Income Taxes	taxcompliance@utdallas.edu