

Accessing and Submitting the Tuition Assistance Form


1. Login to Galaxy
2. Under Staff Tools, click on **Employee Tuition Assistance** to access the form



The screenshot shows the UT Dallas Galaxy portal. The top navigation bar includes the UT Dallas logo and the word 'galaxy'. Below the navigation bar, there are sections for 'Personalization', 'My Email', 'Tools', and 'My Menu'. The 'Tools' section lists various services like 'Atlas Self-Service Portal', 'BioRAFT Research Mgmt Platform', 'Gemin Financials', 'Gemin HR', 'OnBase', 'Orion', 'eProcurement', 'PaymentWorks', 'eShopGlobal', 'Concur Travel', and 'WebEx for Faculty and Staff'. The 'My Menu' section lists services like 'New Employee DayOne', 'eLearning', 'My Parking', 'Child Care & Life Resources', 'My UT Benefits', 'Orion Self-Service (Student)', 'Campus Finances', 'Time and Absence', 'TimeSheet', 'LEO', and 'Staff Tools'. The 'Staff Tools' menu item is highlighted with a red box, and a sub-menu is displayed to its right. In this sub-menu, 'Employee Tuition Assistance' is highlighted in yellow.

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

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Forms ▾ > Employee Tuition Assistance

 All ▾

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 = ▾

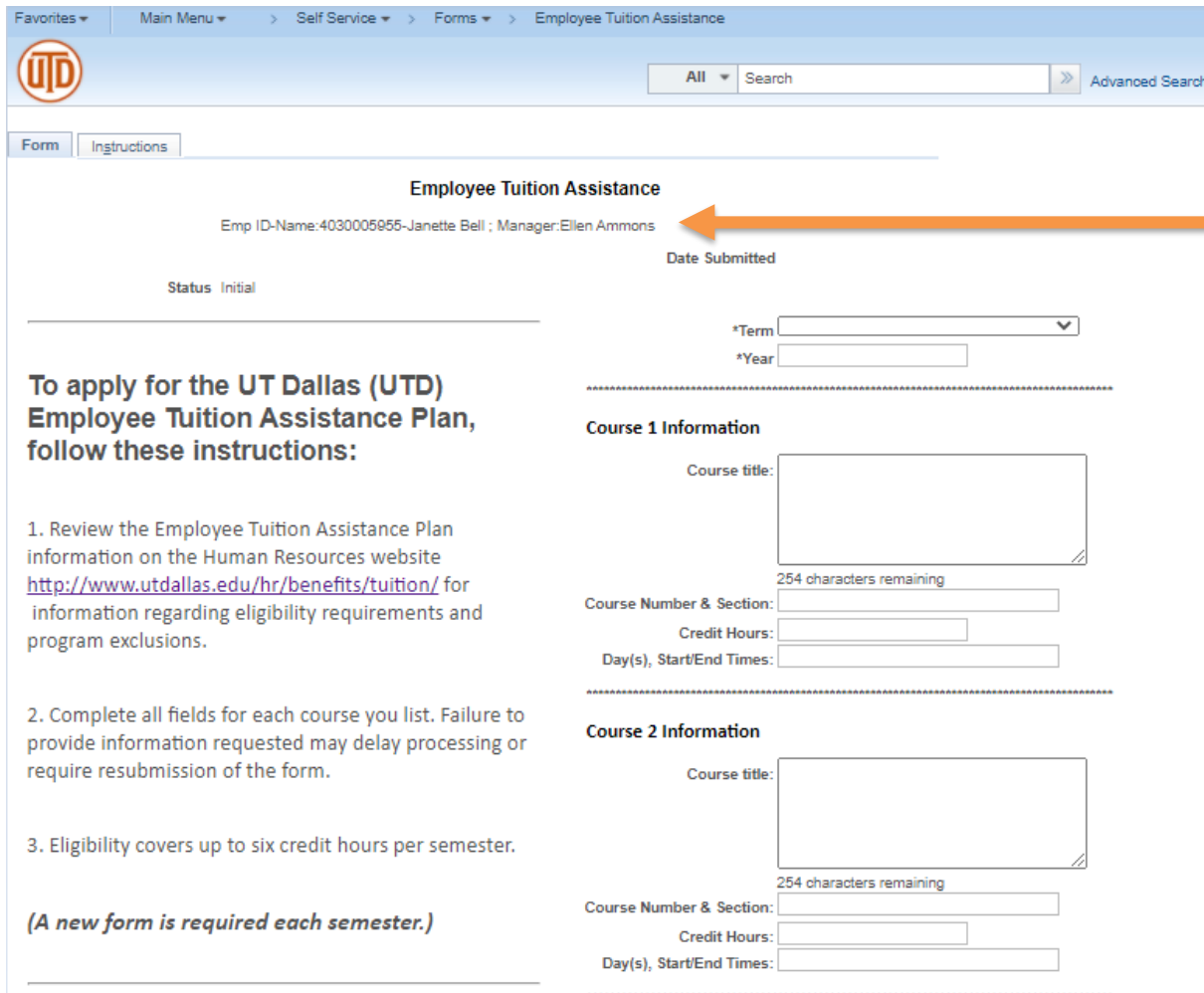
Due Date = ▾ 

Approval Status = ▾


Case Sensitive



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



Favorites ▾ Main Menu ▾ > Self Service ▾ > Forms ▾ > Employee Tuition Assistance



Form | Instructions

Employee Tuition Assistance

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

Date Submitted

Status: Initial

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

- 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.
- Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
- Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)

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

Course Number & Section:

Credit Hours:

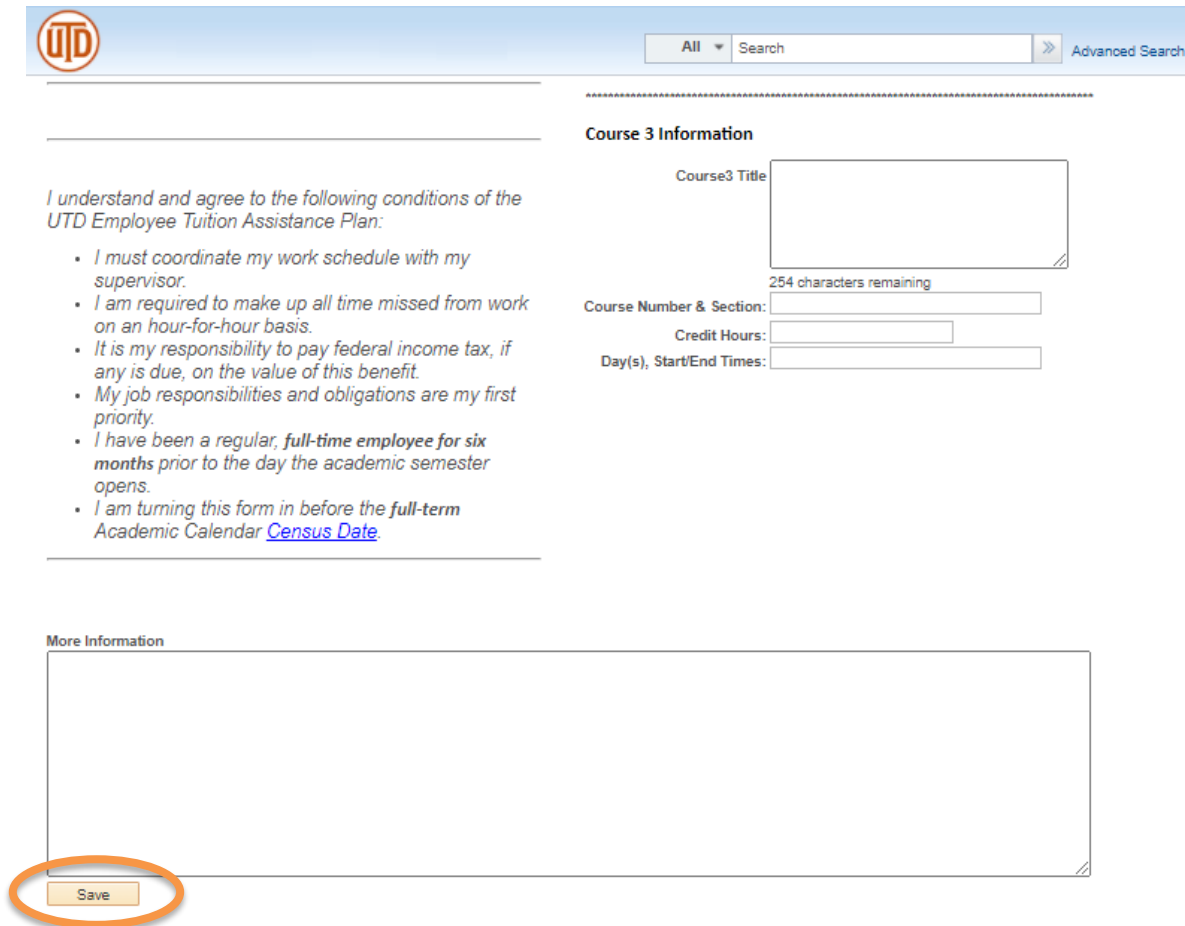
Day(s), Start/End Times:

Your employee information (UTD ID, Name, Supervisor) will appear here. If your Supervisor information is incorrect, reach out to your supervisor or to your department's administrative support for assistance in updating the "Reports To" field in PeopleSoft.



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

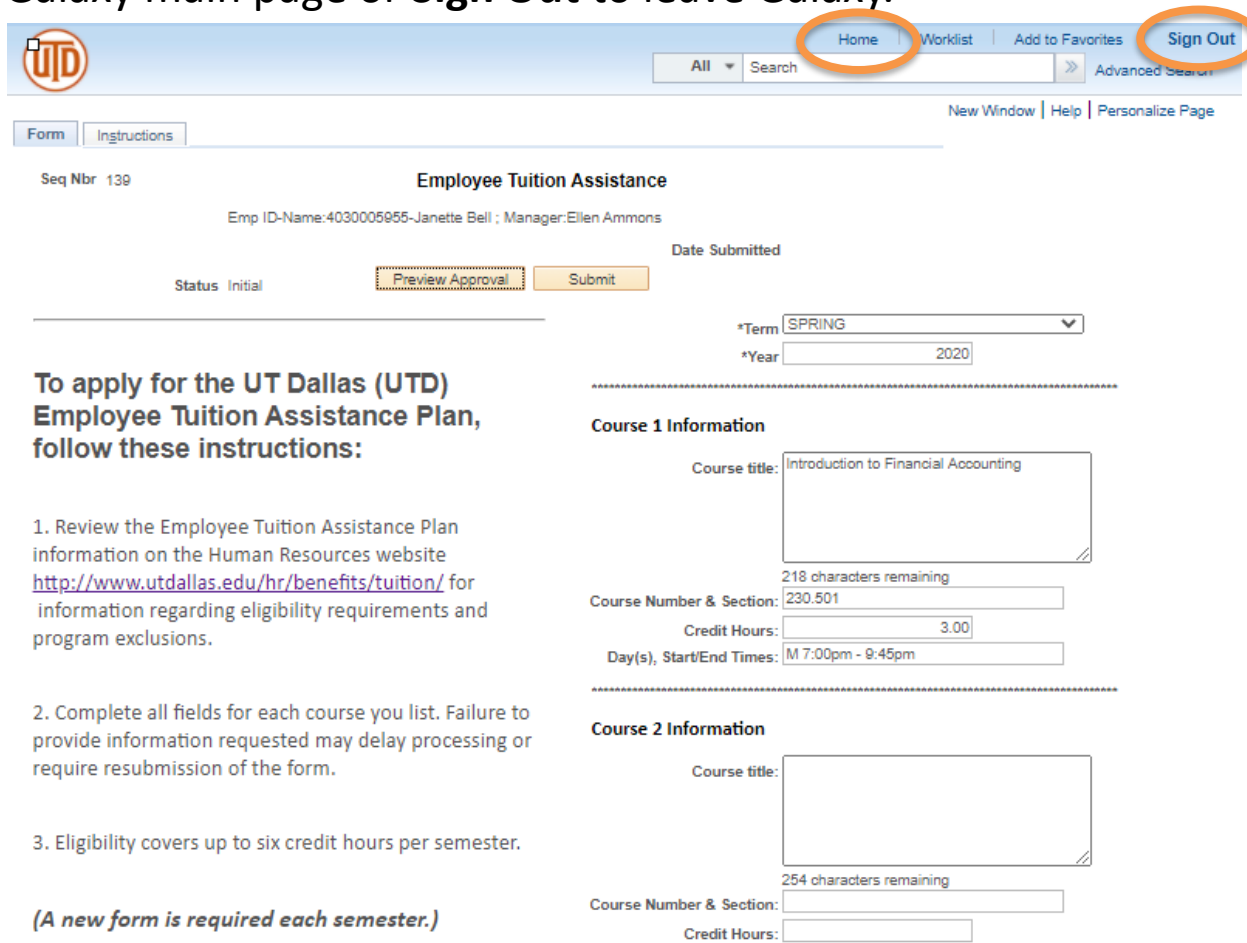
Note that the option to submit the form will not be enabled until you have saved the information you entered.



The screenshot shows the UTD Employee Tuition Assistance Form. At the top left is the UTD logo. To the right is a search bar with a dropdown menu set to 'All' and a search button. Below the search bar is a horizontal line. On the left side, there is a section titled 'I understand and agree to the following conditions of the UTD Employee Tuition Assistance Plan:' followed by a bulleted list of conditions. On the right side, there is a section titled 'Course 3 Information' with three input fields: 'Course3 Title' (with a '254 characters remaining' indicator), 'Course Number & Section:', 'Credit Hours:', and 'Day(s), Start/End Times:'. Below these fields is a large empty text area labeled 'More Information'. At the bottom left, a 'Save' button is circled in orange.

6. 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 **Home** to return to the Galaxy main page or **Sign Out** to leave Galaxy.



Seq Nbr 139 **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)

Course Number & Section:

Credit Hours:


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

1. 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.
2. Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
3. Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)



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



All >> Advanced Search

Form
Instructions

Seq Nbr 139
Employee Tuition Assistance

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

Status Initial

Preview Approval

Submit

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

1. 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.
2. Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
3. Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)

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

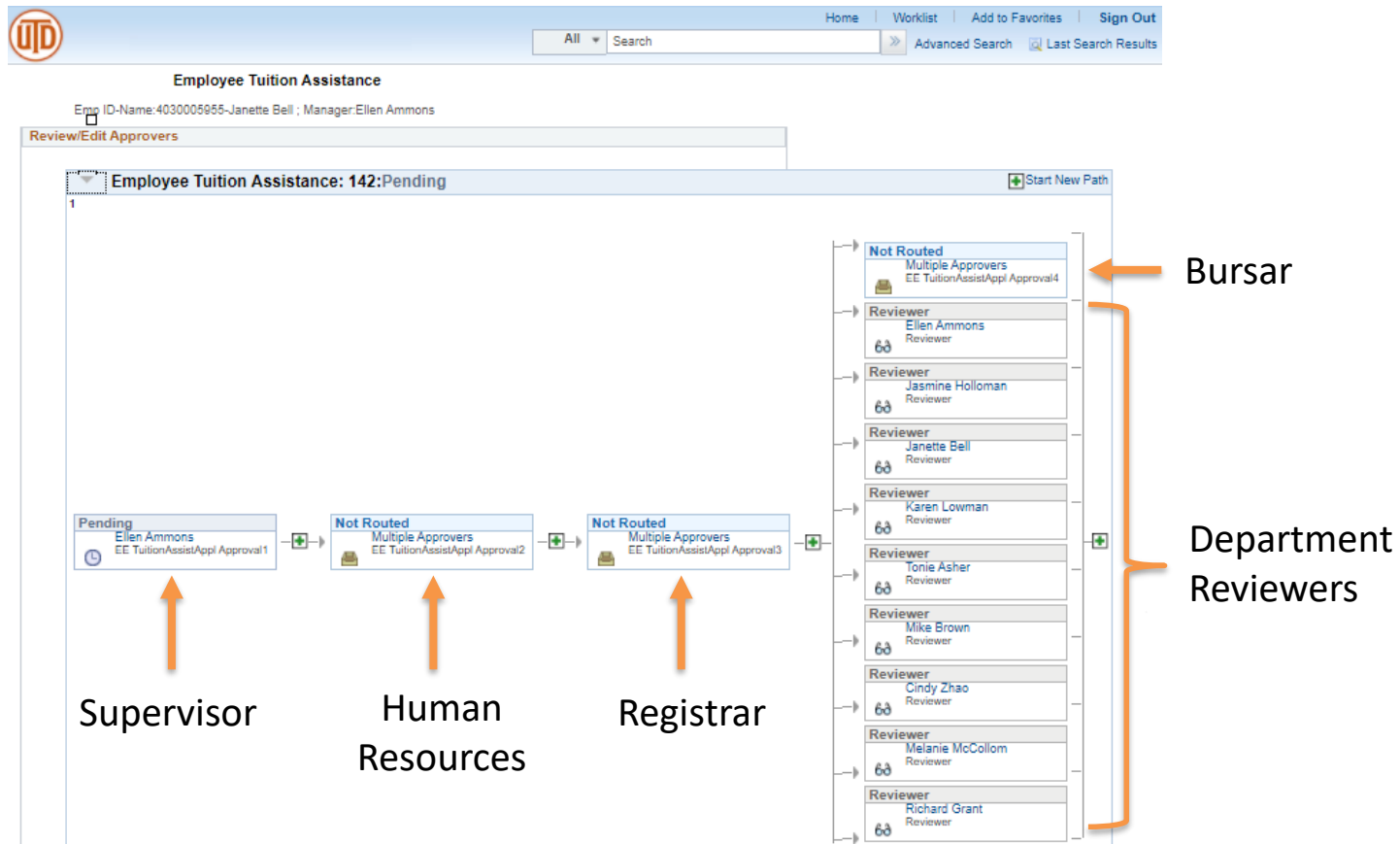
Course Number & Section:

Credit Hours:

Day(s), Start/End Times:



8. If you click on **Approver Status**, 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 10 for instructions on accessing the workflow).



What Happens After the Form is Submitted?

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

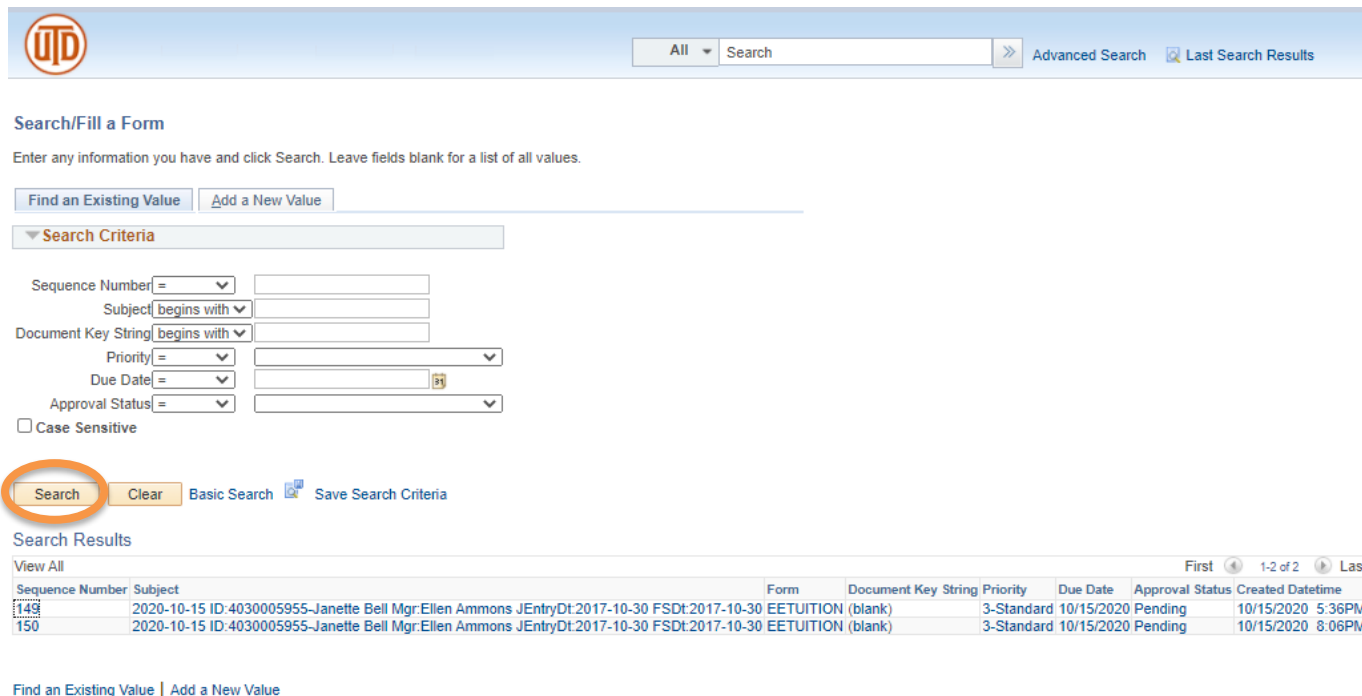
- A. Once all departments have completed and approved their portion of the process, you will receive an email notifying you that your form has been approved.
- B. Should additional information be needed in order to process your form, you will receive an email notifying you that the form has been returned 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.



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, under Staff Tools, click on **Employee Tuition Assistance** to Access the form (Refer to steps 1-2 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.



UTD

All Search >> Advanced Search Last Search Results

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

Search Clear Basic Search Save Search Criteria

Search Results


View All First 1-2 of 2 Last

Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Datetime
149	2020-10-15 ID:4030005955-Janette Bell Mgr:Elien Ammons JEntryDt:2017-10-30 FSDt:2017-10-30 EETUITION (blank)			3-Standard	10/15/2020	Pending	10/15/2020 5:36PM
150	2020-10-15 ID:4030005955-Janette Bell Mgr:Elien Ammons JEntryDt:2017-10-30 FSDt:2017-10-30 EETUITION (blank)			3-Standard	10/15/2020	Pending	10/15/2020 8:06PM

Find an Existing Value | Add a New Value



3. Next, click on **Approver Status** on the top of the form.



All >> [Advanced Search](#)

Form

Instructions

Seq Nbr 139 **Employee Tuition Assistance**

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

Status Pending

Approver Status

Term SPRING

Year 2020

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

1. 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.
2. Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
3. Eligibility covers up to six credit hours per semester.

(A new form is required each semester.)

Course 1 Information

Course title:

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

Course Number & Section:

Credit Hours:

Day(s), Start/End Times:



You will be routed 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.

The screenshot displays the 'Employee Tuition Assistance' workflow interface. At the top, it shows the UT Dallas logo, a search bar, and navigation options like 'Advanced Search' and 'Last Search Results'. Below this, the title 'Employee Tuition Assistance' is followed by the employee's ID and manager name: 'Emp ID-Name:4030005955-Janette Bell ; Manager:Ellen Ammons'. A 'Review/Edit Approvers' tab is active.

The main workflow area shows a sequence of steps:

- Approved:** Ellen Ammons (Supervisor) - EE TuitionAssistAppl Approval1 (11/05/20 - 10:23 AM)
- Approved:** Melanie McCollom (Human Resources) - EE TuitionAssistAppl Approval2 (11/05/20 - 2:34 PM)
- Skipped:** Janette Bell (Human Resources) - EE TuitionAssistAppl Approval2 (11/05/20 - 10:23 AM)
- Pending:** Multiple Approvers (Registrar) - EE TuitionAssistAppl Approval3

 Arrows point from the labels 'Supervisor', 'Human Resources', and 'Registrar' to their respective steps in the workflow.

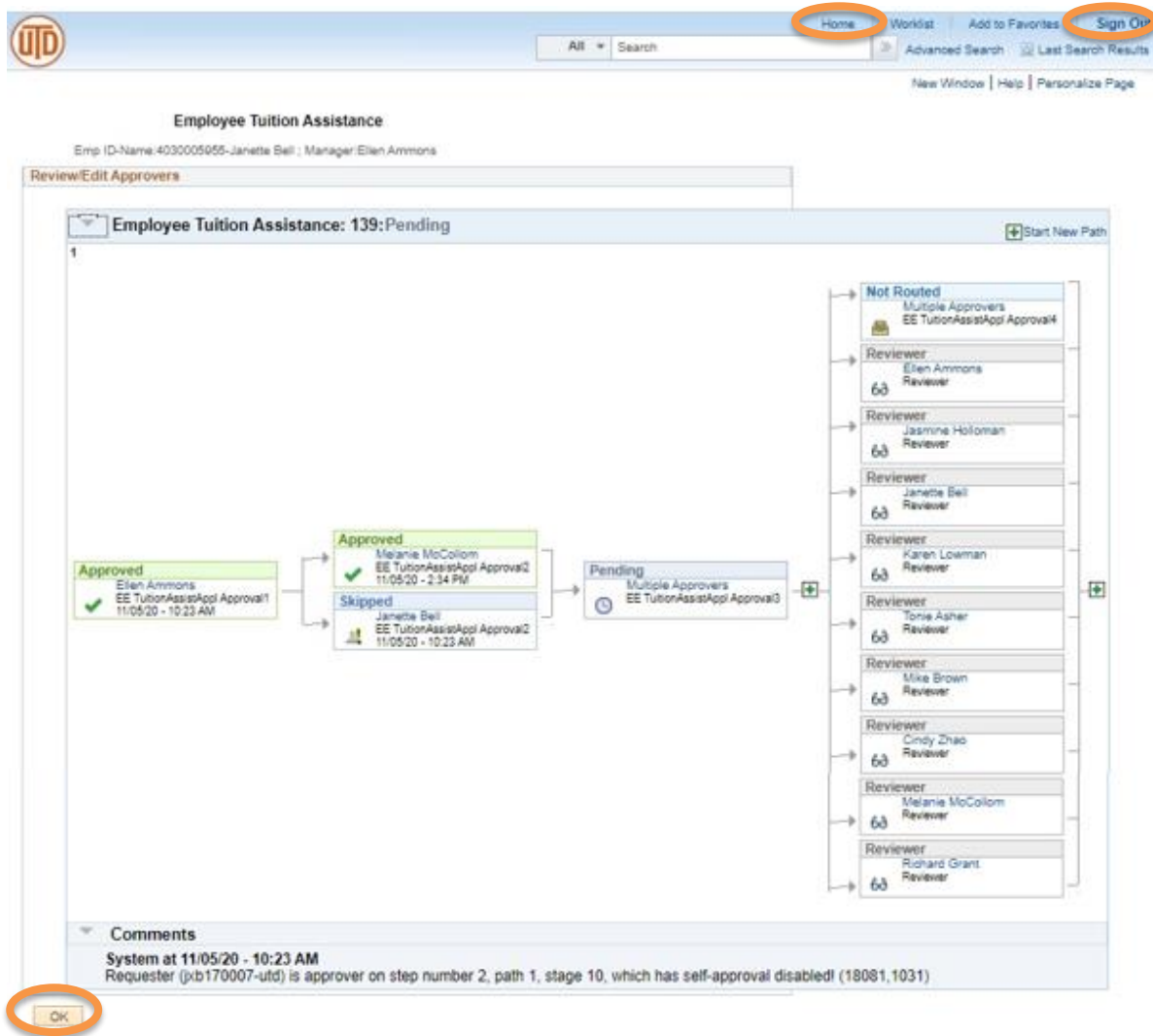
On the right side, a vertical list of reviewers is shown under the heading 'Department Reviewers'. The list includes:

- Not Routed: Multiple Approvers (EE TuitionAssistAppl Approval4) - Bursar
- Reviewer: Ellen Ammons
- Reviewer: Jasmine Holloman
- Reviewer: Janette Bell
- Reviewer: Karen Lowman
- Reviewer: Tonie Asher
- Reviewer: Mike Brown
- Reviewer: Cindy Zhao
- Reviewer: Melanie McCollom
- Reviewer: Richard Grant

 A bracket on the right groups these reviewers under the label 'Department Reviewers'. A '+' icon is visible next to the list.



- After reviewing the workflow, you can select **Home** to return to the Galaxy main page, **Sign Out** to leave Galaxy, or OK to return to your form.



Employee Tuition Assistance

Emp ID-Name: 4030005055-Janette Bell ; Manager: Elan Ammons

Review/Edit Approvers

Employee Tuition Assistance: 139: Pending

Approved

- Elan Ammons
EE TuitionAssistAppr Approval1
11/05/20 - 10:23 AM

Approved

- Melanie McColom
EE TuitionAssistAppr Approval2
11/05/20 - 2:34 PM

Skipped

- Janette Bell
EE TuitionAssistAppr Approval2
11/05/20 - 10:23 AM

Pending

- Multiple Approvers
EE TuitionAssistAppr Approval3

Not Routed

- Multiple Approvers
EE TuitionAssistAppr Approval4

Reviewer: Elan Ammons

Reviewer: Jasmine Holloman

Reviewer: Janette Bell

Reviewer: Karen Lowman

Reviewer: Tomi Asher

Reviewer: Mike Brown

Reviewer: Cindy Zhao

Reviewer: Melanie McColom

Reviewer: Richard Grant

Comments

System at 11/05/20 - 10:23 AM
Requester (pb170007-utd) is approver on step number 2, path 1, stage 10, which has self-approval disabled! (18081,1031)

OK

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

