



Online Tuition Concession

Managers or Department Approvers

July 2015
Human Resources
Wake Forest University

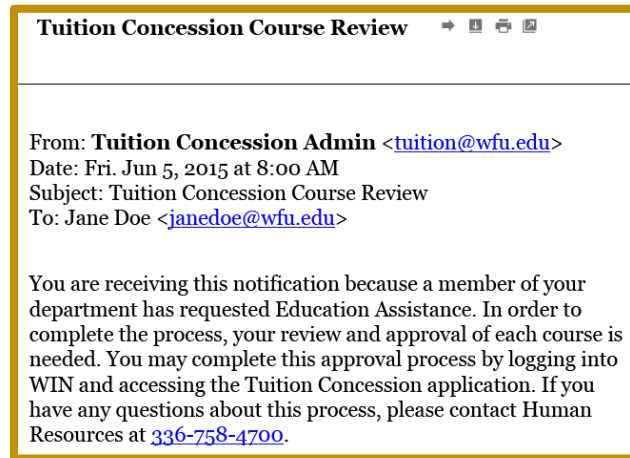
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Request Notification

When an employee submits a request through WIN to take a class(es), you as the Manager or Department Approver are responsible for reviewing and approving the request. Please note that if the request would not allow the employee to meet the business needs of your department, you may deny the request.

If there are any pending Tuition Concession requests that need your approval, an email notification will be sent to your Wake Forest University email account, once a day, until it is approved.



Accessing a Request

Step 1

Log into [WIN](#) by opening your web browser (Chrome is the recommended browser) and typing **win.wfu.edu** into the address bar. Enter your Wake Forest User Name and Password, and click **log in**.



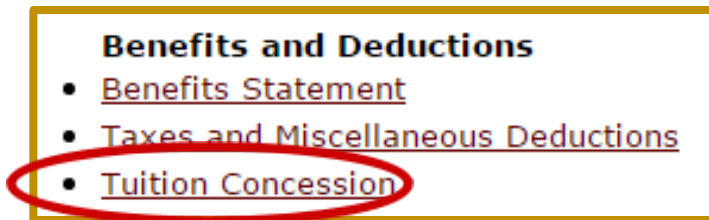
Step 2

Click the **WF@Work** link.



Step 3

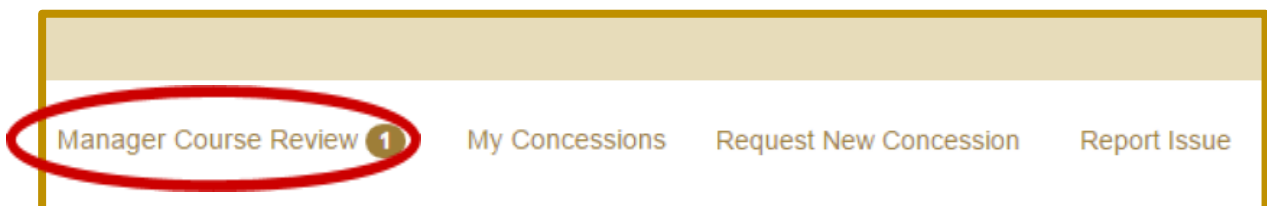
Under the **Benefits and Deductions** header, click the **Tuition Concession** link.



Approving a Request

Step 1

To review the Tuition Concession request, click **Manager Course Review**. This will display any requests that are waiting for your approval.



Step 2

Each request will display the **Student's Name, Academic Year, Institution, Date Requested**, and **Status**. Select a pending Tuition Concession request, by clicking on the **Student's Name**.

Student	Academic Year	Institution	Date Requested	Status
Doe, Jonathan J.	2015/2016	Wake Forest University	06/04/2015	Pending Dept Head/Manager review

Step 3

After you open the pending request, the **Enrollment Status** (either undergraduate or graduate), **Course Number**, and **Course Title** is provided for each course.

Course #1 Information

Level	UG	Number	ABC-123	Title	Gardening
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Answer the following questions for Course #1:

1. Is this course required by the University, or by law or regulation, to enable the employee to keep his/her current salary or position/job? Yes No
2. Does the course maintain or improve the skills required in the employee's present position/job? Yes No
3. Is the course required to meet the minimum requirements of the employee's present position/job? Yes No
4. Is the course part of a program of study that will lead to qualifying the employee for a new trade, business or career? Yes No

Reviewed Date: NEEDS REVIEWED

To approve each course:

1. Review **Course Information**.
2. Answer the four **Yes/No** questions.
3. Select **Approve** or **Deny**. The approval status will update immediately. If you would like to change your selection, you may do so by clicking the other option

As a manager or department approver there are a few things to keep in mind:

- An employee may request up to two courses a semester
- It is important to answer the 4 questions about if and how each course is related to their essential functions of the position or position requirements, as this may impact whether or not a course is taxable to them.
- You may deny a request if the timing/duration/frequency would negatively impact meeting the business needs or operations of your department

Course record 1 updated

Course #1 Information

Level	UG	Number	ABC-123	Title	Gardening
Answer the following questions for Course #1:					
1. Is this course required by the University, or by law or regulation, to enable the employee to keep his/her current salary or position/job? <input checked="" type="radio"/> Yes <input type="radio"/> No					
2. Does the course maintain or improve the skills required in the employee's present position/job? <input checked="" type="radio"/> Yes <input type="radio"/> No					
3. Is the course required to meet the minimum requirements of the employee's present position/job? <input checked="" type="radio"/> Yes <input type="radio"/> No					
4. Is the course part of a program of study that will lead to qualifying the employee for a new trade, business or career? <input checked="" type="radio"/> Yes <input type="radio"/> No					
<input type="button" value="Approve"/>		<input type="button" value="Deny"/>		Approved	Reviewed Date: Wed Jun 03 07:11:43 EDT 2014

If there is more than one course being requested, repeat steps 1 through 3.

4. Click **Done**.

When all requests have been reviewed and approved, you will see a confirmation message on your screen indicating you have no other requests pending processing.

Currently, there are no request pending processing

Contact Information

If you have any questions about a request that was submitted, you may contact Human Resources at:

Tuition@wfu.edu or 336.758.4700