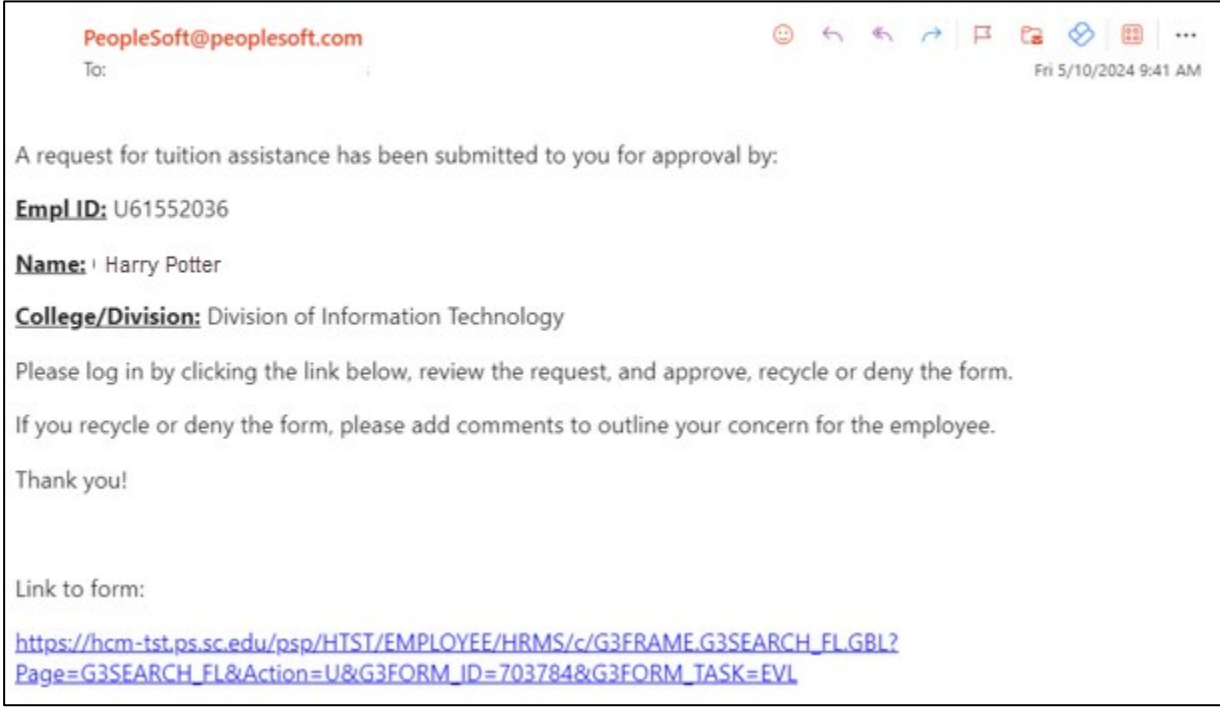


**How to review and approve a Tuition Assistance request in HCM:**

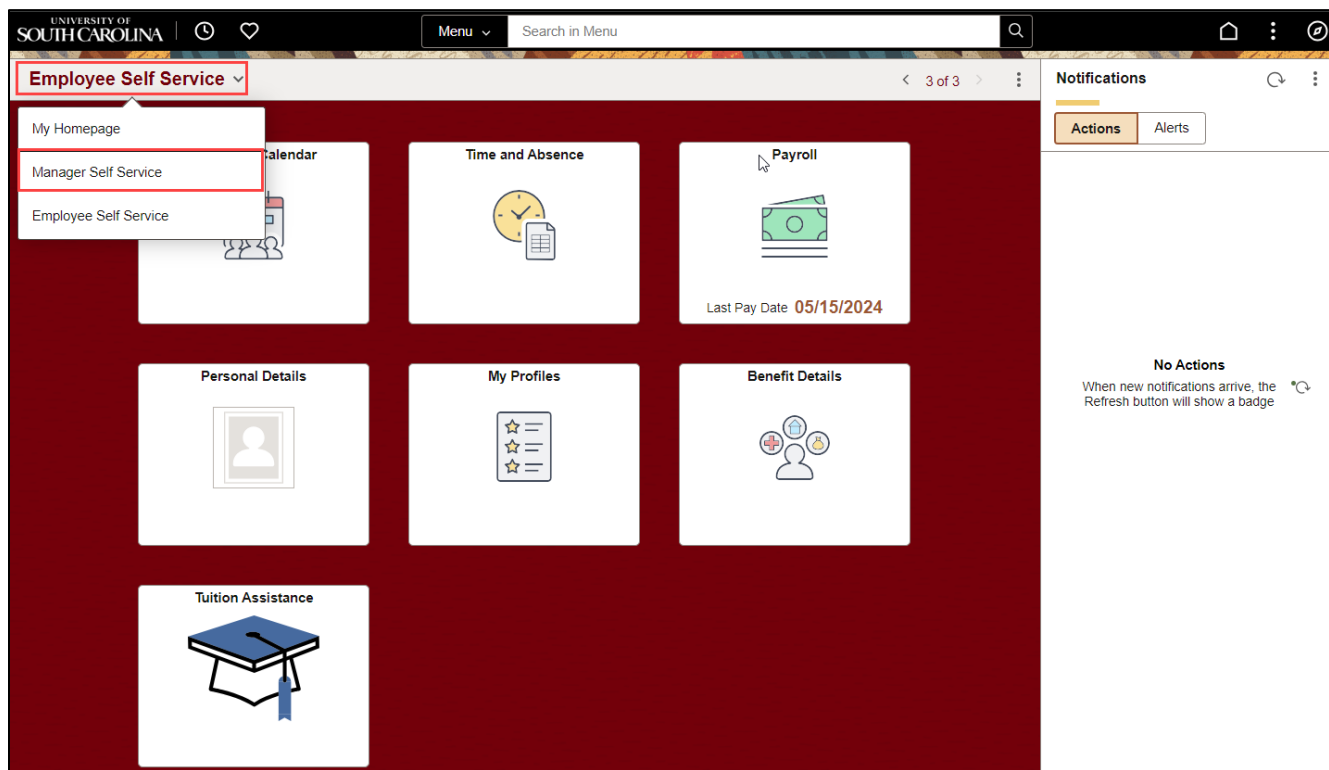
This job aid outlines the process for supervisors to review and approve their FTE, Research Grant, and Time Limited employee’s request for Tuition Assistance.

Information	Screenshots
<p><b>This process is governed by policy <a href="#">HR 1.61</a>.</b></p> <p><b>To be eligible for tuition assistance, faculty and staff must be:</b></p> <ul style="list-style-type: none"> <li>• <b>Employed for at least 30 hours per week in an FTE, Research Grant or Time Limited position. OR have appointment as an ROTC affiliate.</b></li> <li>• <b>Have successfully completed six months of employment at USC.</b></li> <li>• <b>Have been admitted to the University of South Carolina through the appropriate admission process.</b></li> </ul> <p><b>Pre-Step:</b></p> <ol style="list-style-type: none"> <li>1. Receive automated email when a Tuition Assistance Request form has been submitted for your approval.</li> </ol>	 <p>The screenshot shows an email from PeopleSoft@peoplesoft.com. The subject line is partially visible as 'A request for tuition assistance has been submitted to you for approval by:'. The email body contains the following information:</p> <ul style="list-style-type: none"> <li><b>Empl ID:</b> U61552036</li> <li><b>Name:</b> Harry Potter</li> <li><b>College/Division:</b> Division of Information Technology</li> </ul> <p>The email instructs the recipient to log in by clicking a link, review the request, and approve, recycle, or deny the form. It also notes that if the form is recycled or denied, comments should be added to outline concerns. The link provided is: <a href="https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&amp;Action=U&amp;G3FORM_ID=703784&amp;G3FORM_TASK=EVL">https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&amp;Action=U&amp;G3FORM_ID=703784&amp;G3FORM_TASK=EVL</a></p>

## University of South Carolina HCM Employee Resources Tuition Assistance Request: Supervisor Approval

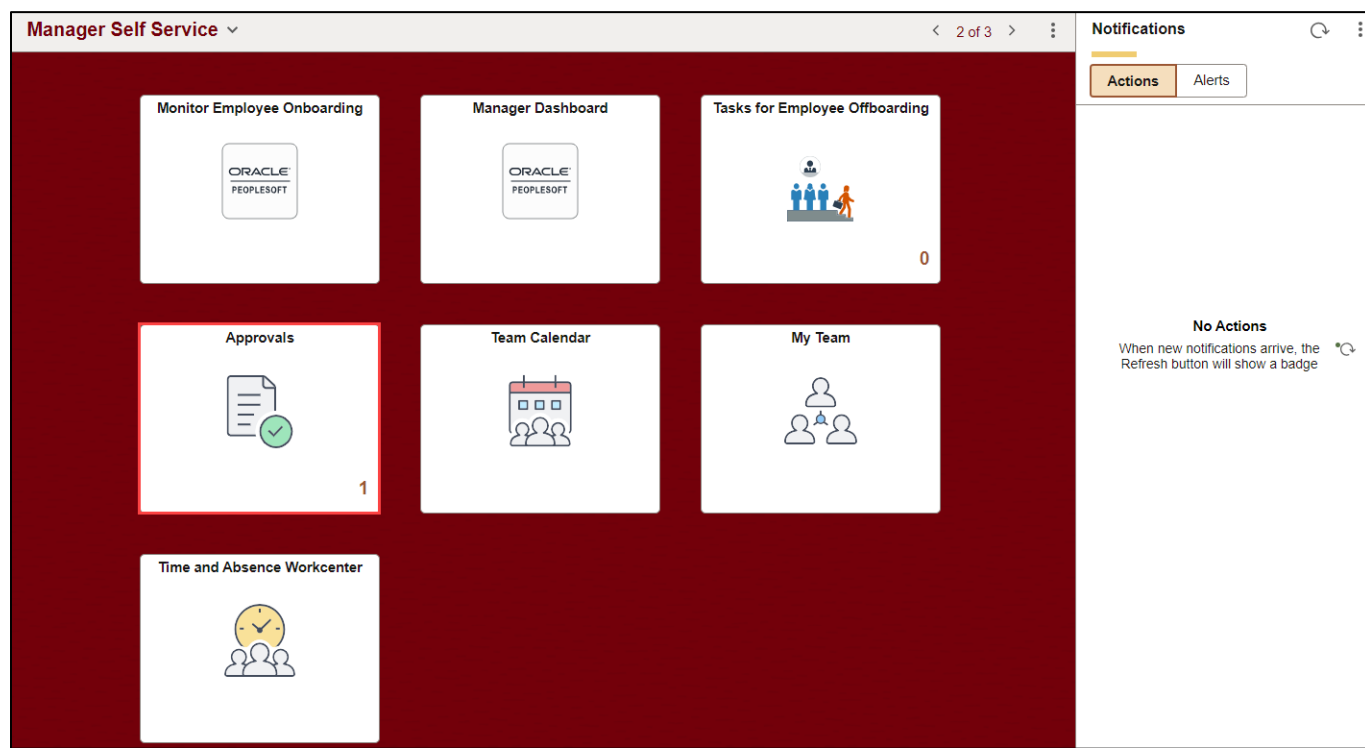
**Steps:**

1. Click the **Employee Self Service** drop-down menu button and select the **Manager Self Service** option.



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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.



**Pending Approvals**

View By: Type

Filter	Count
All	1
Tuition Assistance	1

Request Type	Request ID	Name	Status	Date
Tuition Assistance	720064	Harry Potter	Routed	05/28/2024

1 row

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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 QR 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.

 : Tuition Assistance Request Form ID 720064 (Pending)

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**Employee Information**

Empl ID	A05097661	Empl Record	0
First Name	Harry	Last Name	Potter
Email ID	HPOTTER@mailbox.sc.edu	Business Unit	SCCOL USC Columbia
Responsibility Code	CL039 College of Education	Department	152000 CED College of Education
Employee Classification	FTE Full Time Equivalent	Job Code	AH15 Administrative Coordinator II
HR Status	A		

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**Enrollment Data**

Term Description	Fall 2024	Term Code	202408
Student Classification	Graduate	Hours Enrolled	6.000000
Start Date	8/16/2024	End Date	12/31/2024

---

**Request Period**

Requested Semester	Fall 2024	Academic Year	2024/2025
Semester	Fall 2024	End Date	08/15/2025
Start Date	08/16/2024		

**Admissions Requirement**

I certify I have completed admissions process  Yes

---

**Enrollment Data**

Term Description		Term Code	
Student Classification		Hours Enrolled	0.000000
Start Date		End Date	

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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.**

**Course Information** 1 row

Course # ↑↓	Title of Course ↑↓	Credit Hours ↑↓	Course Start Date ↑↓	CRN ↑↓
1	ECON720	3.00	8/16/2024	0011332

**Working Time Impact**

Course will be taken for: Academic Credit

Will course be taken during work hours? Yes

If yes, how do you plan to make up time missed from your job?

I will work through lunch on Mondays, Tuesdays, and Wednesdays to make up time missed for this class.

**Tuition Assistance Tracking - Current Academic Year** 1 row

Form ID ↑↓	Academic Year ↑↓	Semester ↑↓	Course ↑↓	Title of Course ↑↓	Credit Hours ↑↓	Course State Date ↑↓	CRN ↑↓	Start Date ↑↓	End Date ↑↓	Empl ID ↑↓
1					0.00					

Total Hours Requested in Academic Year 3.00

**File Attachments** 1 row

Status	Upload	Description ↑↓	File Name ↑↓	Delete
1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>

▼ **Comments**

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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!

**Form Result**

: Results Form ID 720064 (Pending)

You have successfully approved your eForm.  
The eForm has been routed to the next approval step.  
[multiple approvers.](#)

[View Approval Route](#)

**Transaction / Signature Log** 2 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/28/2024 10:49:12AM	Initiated	HPOTTER	Harry Potter	Submit	
2	05/28/2024 11:43:48AM	TUITION_SUPV + SCGTROBOT -> SC GT - Robot	ADUMBLE	Albus Dumbledore	Approve	54 minutes

[Refresh Log](#)

[Cancel](#) **View Approval Route** [Done](#)

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=720064 Pending

**Basic Path**

```

graph LR
    A[" Approved  
Albus Dumbledore  
TUITION_SUPV + SCGTROBOT -> SC  
05/28/24 11:43 AM"] --> B[" Skipped  
Multiple Approvers  
SCHGT_WF_COL_DV_HR_ADMIN  
05/28/24 11:43 AM"]
    B --> C[" Pending  
Multiple Approvers  
TUITION_BURSAR"]
  
```