

EMPLOYEE APPLICANT

Academic Release and Tuition Support Form User Guide

This guide focuses on navigating the [employee/applicant](#) through the request form workflow for the Academic Release and Tuition Support form.

Rev. 3.2020



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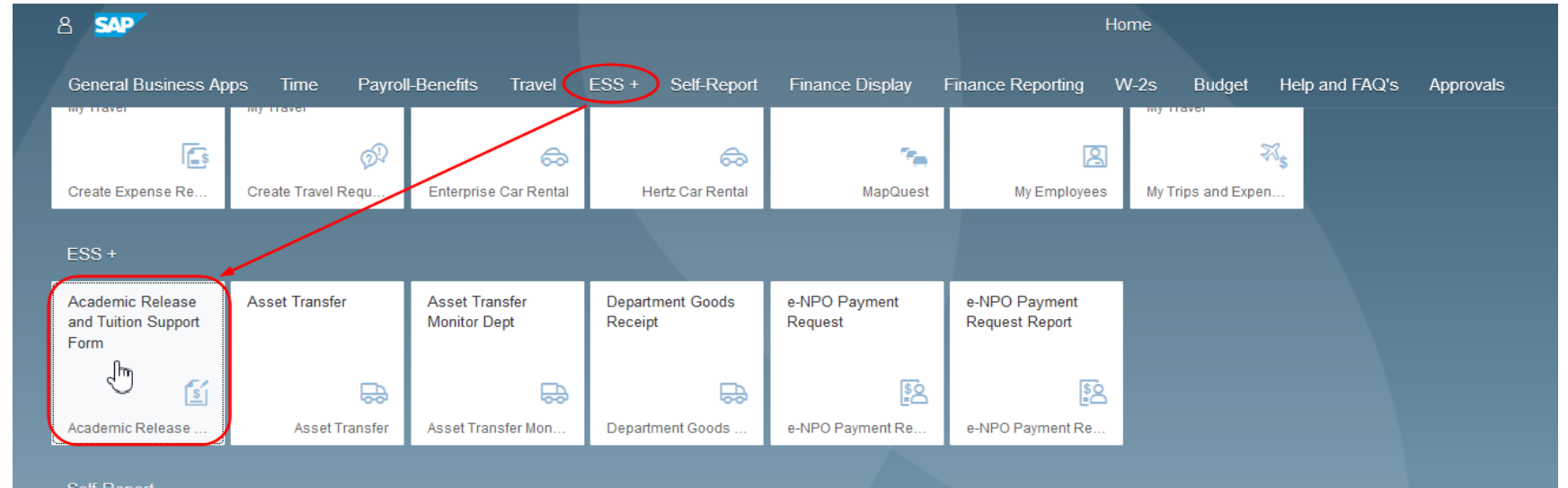
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 - Employee Information
 - Student Course Information
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Getting Started

Logging in | Form Entry

Getting Started

Log into SAP Portal, navigate to the ESS+ section, click on the Academic Release and Tuition Support Form



Getting Started

Form Entry

SAP Academic Release and Tuition Support Form

Section 1: Employee and Enrollment Information

Name	Bobcat Bob	Status: Active
Texas State Student ID	A00999999 (0000PRNR)	Employee Group: Staff
E-mail	XX99@TXSTATE.EDU	
Job Title	Coordinator	
Departm	Spring Lake	
Division	1200	
Supervisor	Denny Lair	

* Seeking Degree ?

If Yes, Degree Program (Major):

Term and Year: * Select Term/Year

* Enrollment:

* Course Name

* Course Schedule (Date/Time)
(Ex: Monday 2-3:30 p.m.)

Section 2: Request and Acknowledgement

I Request

Paid class release time not to exceed 3 class hours per week.

For purposes of paid class release time during regular work hours, I acknowledge that the courses I am enrolled in are related to my current job duties, prospective job duties, or are part of a formal degree plan.

Section 2a: Opting-out of Fee Waiver

For purposes of opting out of fee waiver, I understand if I am a financial aid recipient, waiving of fees could affect my financial aid eligibility. It is my responsibility to notify Student Business Services, by the 12th class day of long semesters and 4th class day of the summer semester, that I will be opting-out of the fee waiver and designated fee provision. Student Business Services will notify all applicable parties when opting-out of the waiver.

Requesting waiver opt-out Reason for opting-out:

Section 2b: Departmental Reimbursement of Tuition

Select ONLY if department head agrees to cover tuition expense through the department account. Please refer to UPPS 04.04.35 (Section 02.02.d) for criteria eligibility.

I Request

Reimbursement for tuition if approved by department head

* Cost Center Number 999999999 Person Responsible Denny Lair

As a student, you are responsible for coordinating payment through your direct supervisor and account manager.

Policy: UPPS 04.04.35 - - Professional Development and Educational Opportunities.

Acknowledgements and Submission

I understand that to be eligible for this educational benefit, I must currently be a full-time benefits eligible employee.

I confirm I have been granted approval from my department head to use class release time to take course(s) during my normal work hours.

I understand that this educational benefit program only allows for a total of three class hours per week. Unused hours cannot be carried over.

I confirm that the courses I am enrolled in are related to my current job duties, prospective job duties, and/or are part of a formal degree plan.

I understand I must meet successful completion standards for all credit hours attempted.

I understand I will be responsible for payment of fees and/or tuition not covered under this benefit. I understand all payments must be received by the payment deadline.

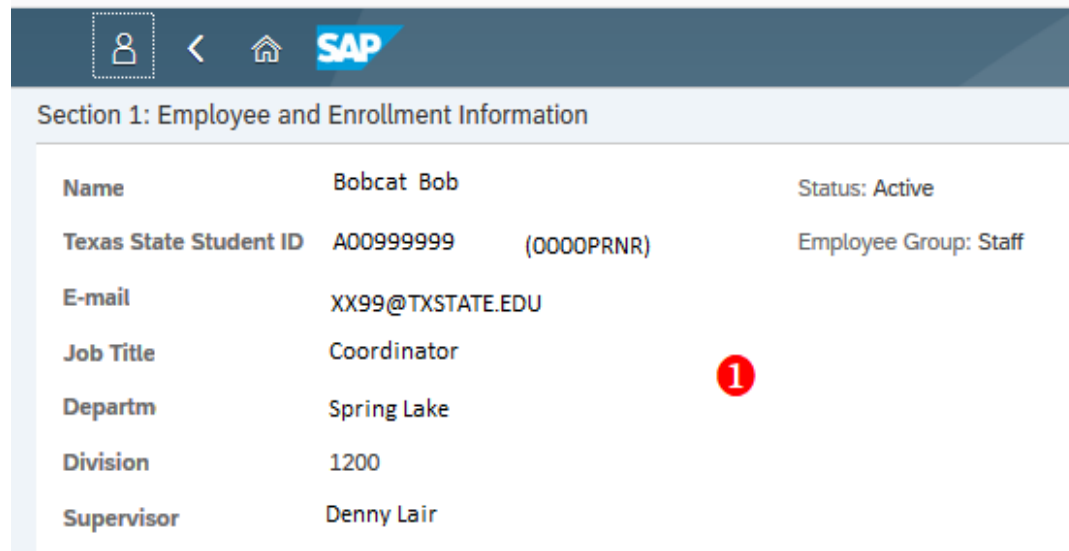
I understand that it is my responsibility to notify Student Business Services, by the 12th class day of long semesters and 4th class day of the summer semester, that I will be opting-out of the fee waiver and designated fee provision.

If my department head agrees to cover costs of my tuition expenses, I understand that it is my responsibility to coordinate payment through my direct supervisor and account manager.

Getting Started

Form Entry

1. **Employee information**, this will populate automatically.



The screenshot shows the SAP interface for 'Section 1: Employee and Enrollment Information'. The header includes a user profile icon, navigation arrows, and the SAP logo. The form contains the following data:

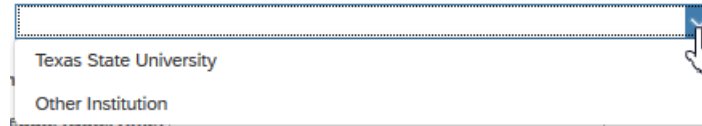
Field	Value	Additional Info
Name	Bobcat Bob	Status: Active
Texas State Student ID	A00999999 (0000PRNR)	Employee Group: Staff
E-mail	XX99@TXSTATE.EDU	
Job Title	Coordinator	1
Departm	Spring Lake	
Division	1200	
Supervisor	Denny Lair	

Getting Started

Form Entry

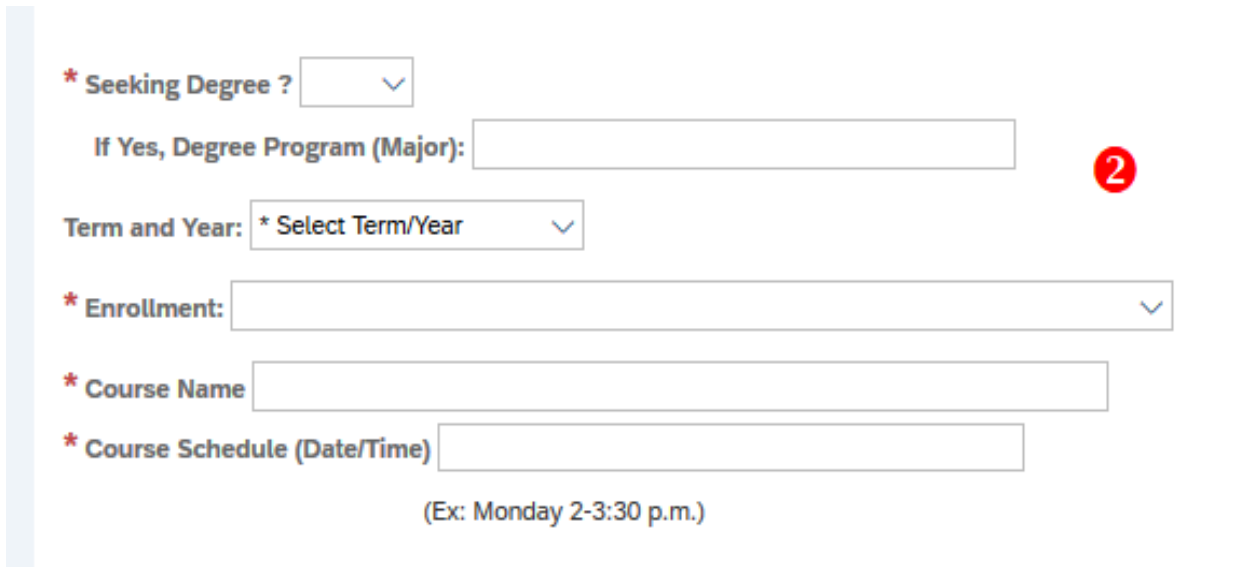
2. Student/Course information

- a. **Seeking Degree**, yes or no. If yes, user will be required to enter the degree program.
- b. **Term and year** – the drop down will only include the terms currently open for the benefit.
- c. **Enrollment** – choose whether the course(s) in this request will be taken at Texas State University or another institution.



A screenshot of a dropdown menu for enrollment. The menu is open, showing two options: "Texas State University" and "Other Institution". A mouse cursor is pointing at the dropdown arrow on the right side of the menu.

- a. **Course Name and Course Schedule** – list the course name(s) and date/time(s)



A screenshot of a form entry page. The form contains the following fields:

- * Seeking Degree ?
- If Yes, Degree Program (Major):
- Term and Year: * Select Term/Year
- * Enrollment:
- * Course Name
- * Course Schedule (Date/Time)

(Ex: Monday 2-3:30 p.m.)

A red circle with the number 2 is located to the right of the Degree Program field.

Getting Started

Form Entry

3. Section 2: If the request is for paid release time during regular work hours, click the box in this section. Workflow will route to the employee's supervisor for approval.

Academic Release and Tuition Support Form

Section 2: Request and Acknowledgement

I Request 3

Paid class release time not to exceed 3 class hours per week.

For purposes of paid class release time during regular work hours, I acknowledge that the courses I am enrolled in are related to my current job duties, prospective job duties, or are part of a formal degree plan.

Getting Started

Form Entry

4. Section 2a: If the requestor would like to opt-out of the benefit check the box in this section and choose a reason for opting-out of the benefit from the dropdown list:

Section 2a: Opting-out of Fee Waiver

For purposes of opting out of fee waiver, I understand if I am a financial aid recipient, waiving of fees could affect my financial aid eligibility. It is my responsibility to notify Student Business Services, by the 12th class day of long semesters and 4th class day of the summer semester, that I will be opting-out of the fee waiver and designated fee provision. Student Business Services will notify all applicable parties when opting-out of the waiver.

Requesting waiver opt-out

Reason for opting-out:

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- I am receiving Financial Aid
- I am utilizing GI Bill benefits and/or Hazelwood Act benefits
- I have received a scholarship
- Other

Checking this box will send an email to tuitionassist@txstate.edu (BURSAR) to request them to remove the benefit from the student record. The requestor is copied on this email.

Getting Started

Form Entry

5. Section 2b: departments can agree to cover tuition expense through a departmental account. The entry screen automatically adds the cost center associated with the requestor's organization and lists the account manager responsible for the account. If this box is checked, the account manager listed will be included in the workflow approvals. The department is responsible for processing the reimbursement for this section.

If the cost center for this section needs to be changed, the user can enter the cost center and hit the enter key to derive the account manager, or click on the search button to search for the cost center:

Section 2b: Departmental Reimbursement of Tuition

Select ONLY if department head agrees to cover tuition expense through the department account. Please refer to UPPS 04.04.35 (Section 02.02.d) for criteria eligibility.

I Request

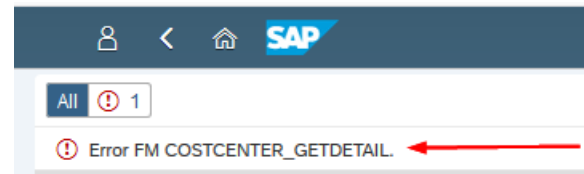
Reimbursement for tuition if approved by department head 5

* Cost Center Number Person Responsible Denny Lair

As a student, you are responsible for coordinating payment through your direct supervisor and account manager.

* Cost Center Number 

If the cost center is incorrect, an error will appear at the top of the entry screen:



The screenshot shows the SAP mobile app interface. At the top, there is a navigation bar with a user icon, a back arrow, a home icon, and the SAP logo. Below the navigation bar, there is a filter button labeled 'All' with a red warning icon and the number '1'. Below the filter button, there is an error message: 'Error FM COSTCENTER_GETDETAIL.' with a red arrow pointing to the message.

Getting Started

Form Entry

6. Link to UPPS 04.04.35 if more explanation of the benefit is needed.

Policy: [UPPS 04.04.35 - - Professional Development and Educational Opportunities.](#)

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Getting Started

Form Entry

7. Acknowledgements and Submission: All the boxes must be checked in order to submit the form.

Acknowledgements and Submission **7**

- I understand that to be eligible for this educational benefit, I must currently be a full-time benefits eligible employee.
- I confirm I have been granted approval from my department head to use class release time to take course(s) during my normal work hours.
- I understand that this educational benefit program only allows for a total of three class hours per week. Unused hours cannot be carried over.
- I confirm that the courses I am enrolled in are related to my current job duties, prospective job duties, and/or are part of a formal degree plan.
- I understand I must meet successful completion standards for all credit hours attempted.
- I understand I will be responsible for payment of fees and/or tuition not covered under this benefit. I understand all payments must be received by the payment deadline.
- I understand that it is my responsibility to notify Student Business Services, by the 12th class day of long semesters and 4th class day of the summer semester, that I will be opting-out of the fee waiver and designated fee provision.
- If my department head agrees to cover costs of my tuition expenses, I understand that it is my responsibility to coordinate payment through my direct supervisor and account manager.

Confirm Submission pop-up

Confirm Submission ✕

Do You Want to Submit the Form?

Yes


Form Submitted!

Thank You!

Academic Release and Tuition Support form sent for approval...

Approvers:

Denny Lair	Supervisor Title
Account Manager	Account Manager Title
Organizational Development & Communications	Office of Human Resources

 **Bobcat Bob**

You will receive an email shortly as a confirmation.

OK

Form Status

How to monitor the status of your form submission?

Form Status

How to monitor the status of your form submission?

Transaction Name: ZHR_ODC_COURSEREL2

This transaction allows the requestor to view the status of their submitted forms.

1. Parameter screen

- a. DATE: to see all requests submitted, enter a date range beginning with the first request submitted and end with the current date. The current date automatically populates upon entering the transaction.
- b. TERM: use this to narrow down the search, not a required field.
- c. FISCAL YEAR: use this to narrow down the search, not a required field.
- d. STATUS: defaults with all status types used in this workflow.
- e. WORK ITEM ID: this is obtained from the report itself. Can be used for search criteria, not required.
- f. LAYOUT: the user can create certain layouts if there is a certain way the user would like to see the columns or in a specific order.

Form Status

How to monitor the status of your form submission?

Report functions

Personnel No.	Employee Last Name	Job Title	Personnel Area	Approver Name	Approver Id	Approver Position	Status	Result	Work Item Text	Top WI ID	Workflow Date	cnt
0000PRNR	Bob	Coordinator	1200	Mr. Denny Lair	DL99	ISupervisor	READY		Approve Academic Rel. for Mr. Bobcat Bob (DL99)	12543070	02/27/2020	1
0000PRNR	Bob	Coordinator	1200	Mr. Denny Lair	DL99	ISupervisor	COMPLETED	APPROVED	Approve Academic Rel. for Mr. Bobcat Bob (ODC)	12543073	03/06/2020	1
0000PRNR	Bob	Coordinator	1200	Mr. Denny Lair	DL99	ISupervisor	READY		Approve Academic Rel. for Mr. Bobcat Bob (DL99)	12543076	03/05/2020	1

Form Status

How to monitor the status of your form submission?

Report functions (a) Workflow approval information - approver name, user ID and approver position of the supervisor of employee completing the request.

TED = C

Area	Approver Name	Approver Id	Approver Position
	Mr. Denny Lair	DL99	ISupervisor

(a)

Form Status

How to monitor the status of your form submission?

Report functions (b) Workflow Status and Result

- Will show one of the following:
 - READY – task has not been opened
 - STARTED – task has been opened, but not completed
 - COMPLETED – workflow task has finished
- Result will show one of the following:
 - BLANK – task has not had an action taken on it
 - REJECTED – a user within the workflow has denied the request. If this happens, the requestor will receive an email stating why the request was rejected. If the request can be corrected, the user should create a new request.
 - APPROVED – the request is done, an email is sent to the requestor to confirm approval.

Status	Result
READY	
COMPLETED	APPROVED
READY	

(b)

Form Status

How to monitor the status of your form submission?

Report functions (b) Workflow Status and Result

- Will show one of the following:
 - READY – task has not been opened
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 - APPROVED – the request is done, an email is sent to the requestor to confirm approval.

Work Item Text
Approve Academic Rel. for Mr. Bobcat Bob (DL99)
Approve Academic Rel. for Mr. Bobcat Bob (ODC)
Approve Academic Rel. for Mr. Bobcat Bob (DL99)

(c)

Form Status

How to monitor the status of your form submission?

Report functions (d) Top WI ID – click on the number to view the workflow log. The log shows the path the workflow has taken to date.

Awaiting Supervisor Approval:

Workflow Log

View: WF Chronicle | View: Workflow Agents | View: Workflow Objects

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Academic Release and Tuition Support Form				In Process	Workflow started	03/13/2020	09:16:50
• Get Academic Reimbursement Data				Completed		03/13/2020	09:16:50
• Approve Academic Release and Tuition Support Form for Mr. BobcatBob (DL99)				Ready		03/13/2020	09:16:50

Supervisor has approved, waiting on the account manager:

Workflow Log

View: WF Chronicle | View: Workflow Agents | View: Workflow Objects

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Academic Release and Tuition Support Form				In Process	Workflow started	03/13/2020	09:16:50
• Get Academic Reimbursement Data				Completed		03/13/2020	09:16:50
• Approve Academic Release and Tuition Support Form for Mr. BobcatBob (DL99)				Completed	Approved	03/13/2020	09:16:50
• Approve Academic Release and Tuition Support Form for Mr. BobcatBob (DL99)				Ready		03/13/2020	10:04:21

When a workflow has been rejected:

Workflow Log

View: WF Chronicle | View: Workflow Agents | View: Workflow Objects

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Academic Release and Tuition Support Form				Completed	Workflow started	03/13/2020	09:16:50
• Get Academic Reimbursement Data				Completed		03/13/2020	09:16:50
• Approve Academic Release and Tuition Support Form for Mr. BobcatBob (DL99)				Completed	Approved	03/13/2020	09:16:50
• Approve Academic Release and Tuition Support Form for Mr. BobcatBob (DL99)				Completed	Rejected	03/13/2020	10:04:21

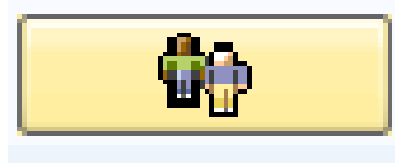
Top WI ID	Workflow Date	cnt
12543070	02/27/2020	1
12543073	03/06/2020	1
12543076	03/05/2020	1

(d)

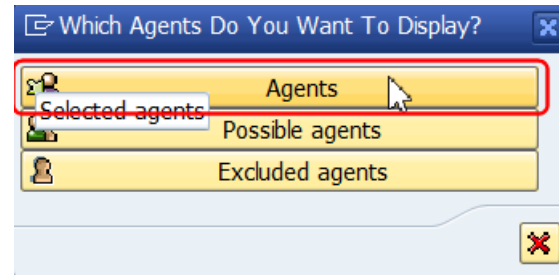
Form Status

How to monitor the status of your form submission?

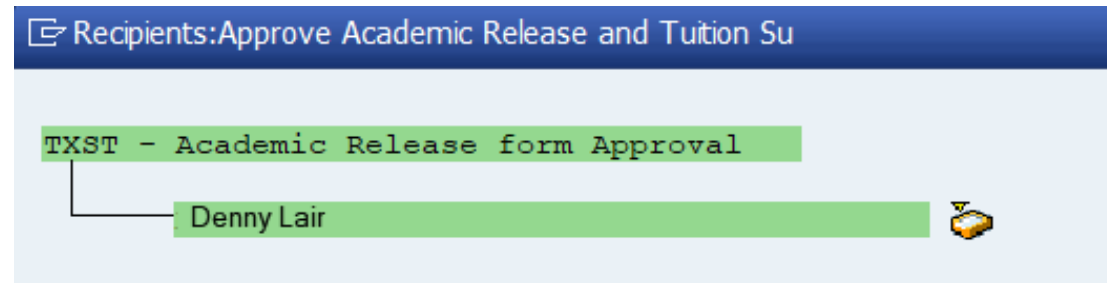
To see what mailbox the workflow is in: Click on the Agent icon



Click on the Agent:



Shows who has the task in their worklist inbox:



This completes the user guide for the
employee/applicant.

