

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

This job aid outlines the process for College/Division and Campus HR Contacts to review and approve their FTE, Research Grant, and Time Limited employee’s request for Tuition Assistance. ***\*\*This action is only required if the employee’s supervisor does not approve the request within 5 calendar days of submission.***

Information	Screenshots
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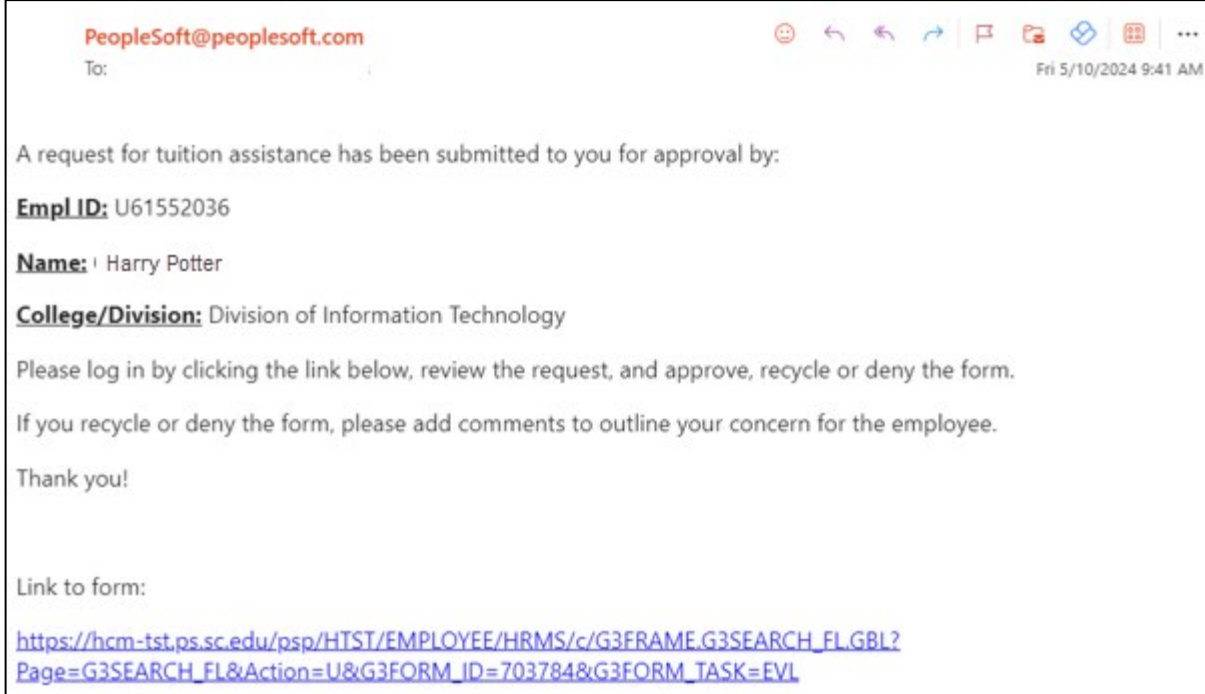
This process is governed by policy [HR 1.61](#).

To be eligible for tuition assistance, faculty and staff must be:

- Employed for at least 30 hours per week in an FTE, Research Grant or Time Limited position. OR have appointment as an ROTC affiliate.
- Have successfully completed six months of employment at USC.
- Have been admitted to the University of South Carolina through the appropriate admission process.

**Pre-Step:**

1. Receive automated email when a Tuition Assistance Request form has been submitted for your approval.



The screenshot shows an email from PeopleSoft@peoplesoft.com. The subject line is partially visible as 'To:'. The email body contains the following information:

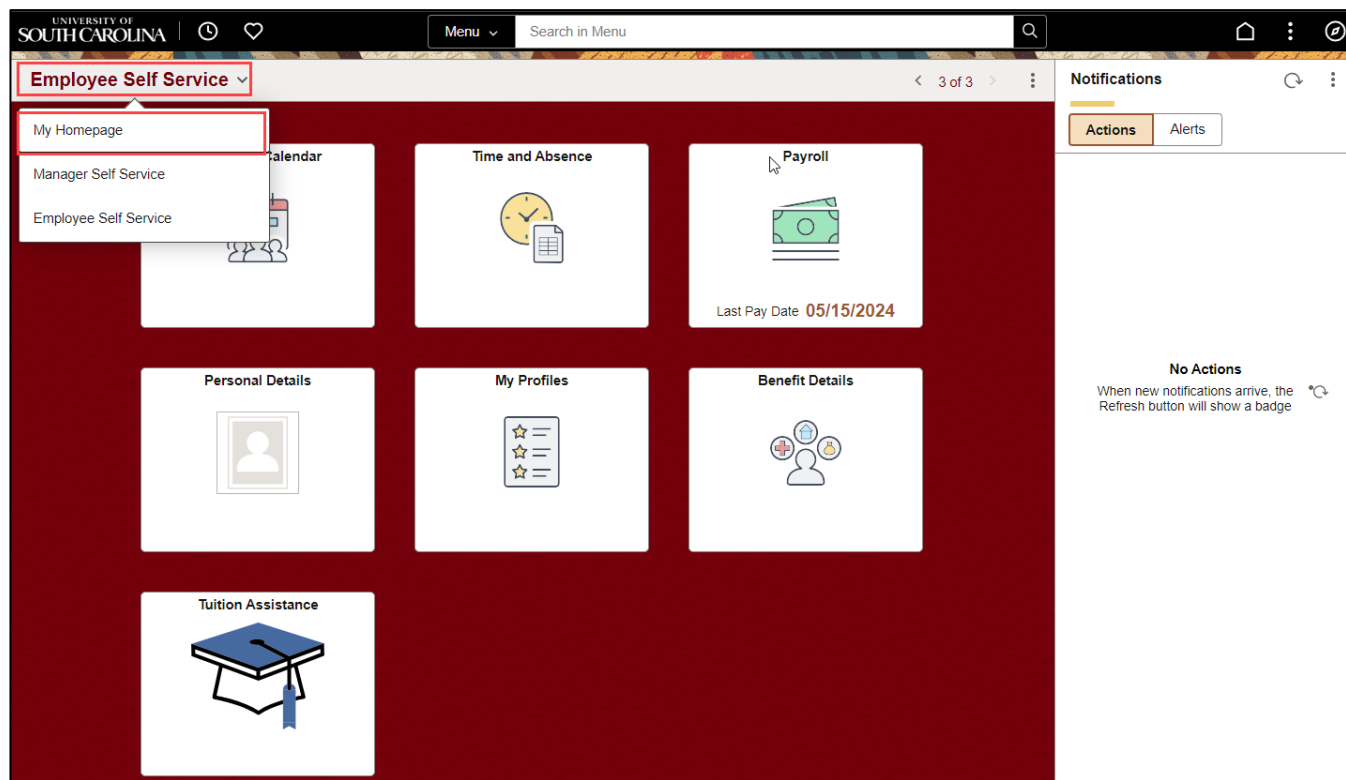
- A request for tuition assistance has been submitted to you for approval by:
- Empl ID:** U61552036
- Name:** Harry Potter
- College/Division:** Division of Information Technology

The email continues with instructions: "Please log in by clicking the link below, review the request, and approve, recycle or deny the form. If you recycle or deny the form, please add comments to outline your concern for the employee." It concludes with "Thank you!" and provides a link to the form: [https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=703784&G3FORM\\_TASK=EVL](https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=703784&G3FORM_TASK=EVL)

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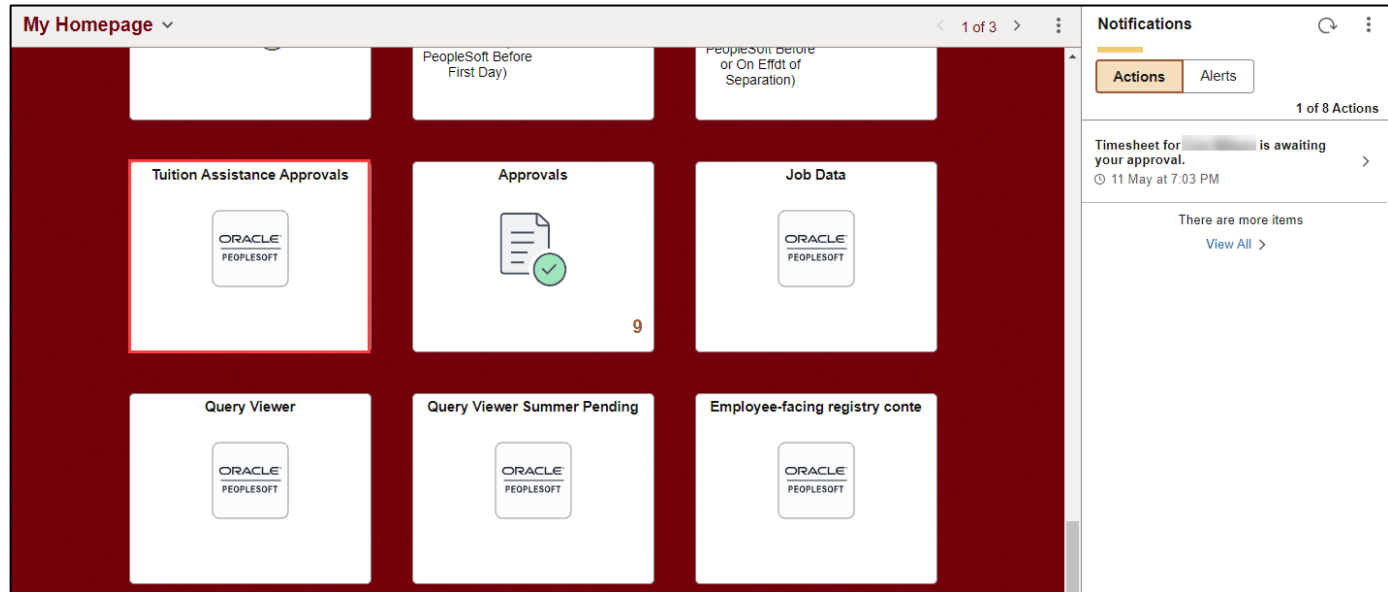
**Steps:**

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



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2. From the My Homepage page, click the **Tuition Assistance Approvals** tile.
3. Enter the **Form ID** or other identifier and click the **Search** button.



**My Homepage** 1 of 3

PeopleSoft Before First Day)      PeopleSoft Before or On Effdt of Separation)

**Tuition Assistance Approvals**      **Approvals**      **Job Data**

**Query Viewer**      **Query Viewer Summer Pending**      **Employee-facing registry conte**

**Notifications**

Actions Alerts

1 of 8 Actions

Timesheet for [redacted] is awaiting your approval. 11 May at 7:03 PM

There are more items [View All >](#)

**Tuition Admin**

Evaluate a Tuition Asst Form

View a Tuition Asst Form

Search by:

**Form ID** Begins With

**Form Status** is Equal To

**Form Type** is Equal To

**Empl ID** Begins With

**Display Name** Begins With

**Last Name** is Equal To

**First Name** is Equal To


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4. 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

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**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

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**Enrollment Data**

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

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5. 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.

6. If you are ready to approve the request, click the **Approve** button.

**Course Information** 1 row

Course # ↑↓	Title of Course ↑↓	Credit Hours ↑↓	Course Start Date ↑↓	CRN ↑↓
1	ECON720	Managerial Economics	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	Upload			Delete

Add

▼ **Comments** 1 row

Notice in the Transaction/Signature Log that this form was moved automatically by the SC GT Robot after pending with the supervisor for 5 calendar days.

- Click the **View Approval Route** to see the form's workflow.

Since the supervisor did not take appropriate action to review/approve the Tuition Assistance request within 5 days of submission, the workflow will show **Skipped** at the Supervisor 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, the request will workflow back through the supervisor. If the request sits with the supervisor for 5 calendar days, it will again workflow to the College/Division or Campus HR Contact for review and approval.

- 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
05/28/2024 10:49:12AM	Initiated	HPOTTER	Harry Potter	Submit	
05/28/2024 11:43:48AM	TUITION_SUPV + SCGTROBOT -> SC GT - Robot	SC GT ROBOT		Approve	5 days
06/02/2024 11:59:00PM	SCHGT_WF_COL_DIV_HR_ADMIN	MCGONAG	Minerva Mccgonagall	Approve	54 minutes

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

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=720064 Pending

**Basic Path**

```

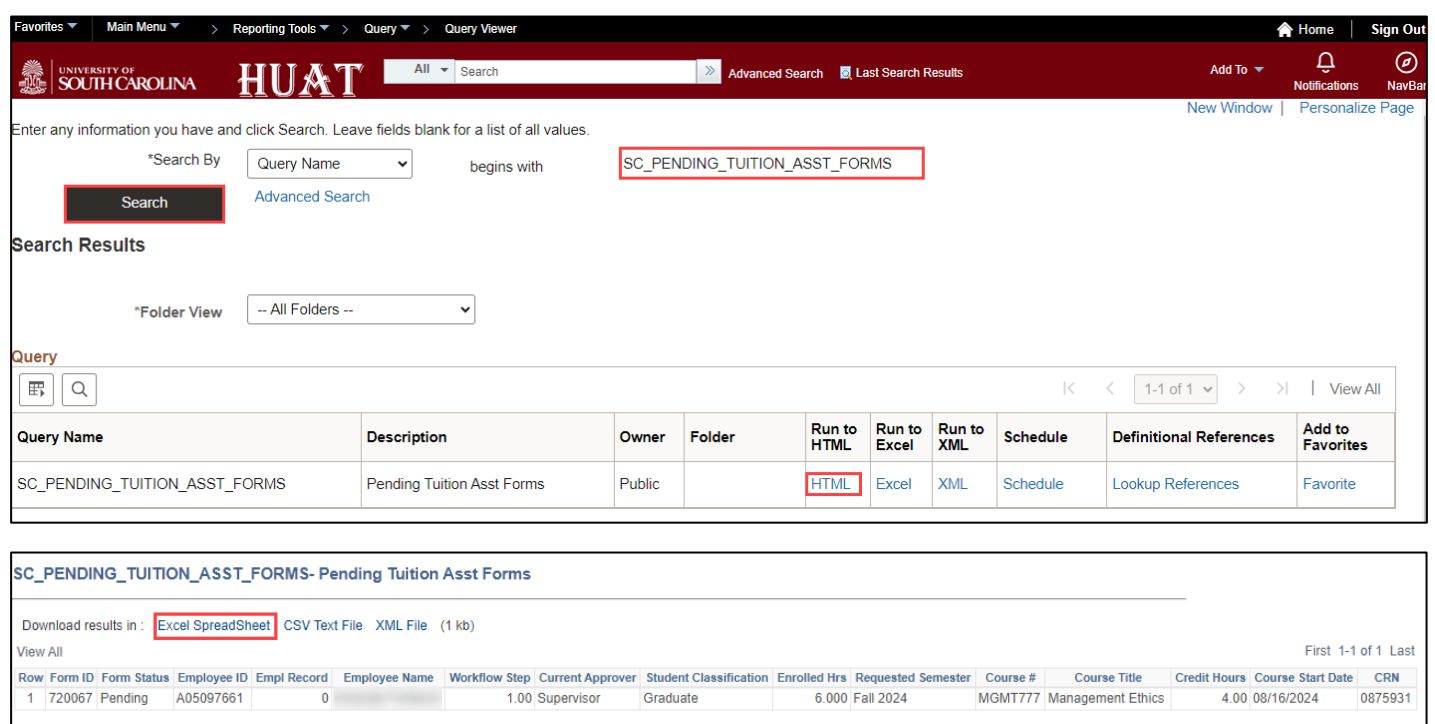
graph LR
    A["Skipped  
Multiple Approvers  
TUITION_SUPV + SCGTROBOT -> SC C  
05/28/24 11:43 AM"] --> B["Approved  
Minerva Mccgonagall  
SCHGT_WF_COL_DV_HR_ADMIN  
05/28/24 11:43 AM"]
    B --> C["Pending  
Multiple Approvers  
TUITION_BURSAR"]
  
```

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College/Division and Campus HR Contacts have two queries (reports) available to monitor and track Tuition Assistance Requests.

1. Navigate to **Query Viewer**. Refer to the [Query Viewer and Adding a Favorite job aid](#) for detailed steps.
  - a. NavBar > Classic Home > Reporting Tools > Query > Query Viewer.
  - b. It is recommended that you add these queries as favorites for quick reference.

**SC\_PENDING\_TUITION\_ASST\_FORMS** shows Tuition Assistance Request forms that are currently pending in the workflow.



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

\*Search By  begins with

**Search Results**

\*Folder View

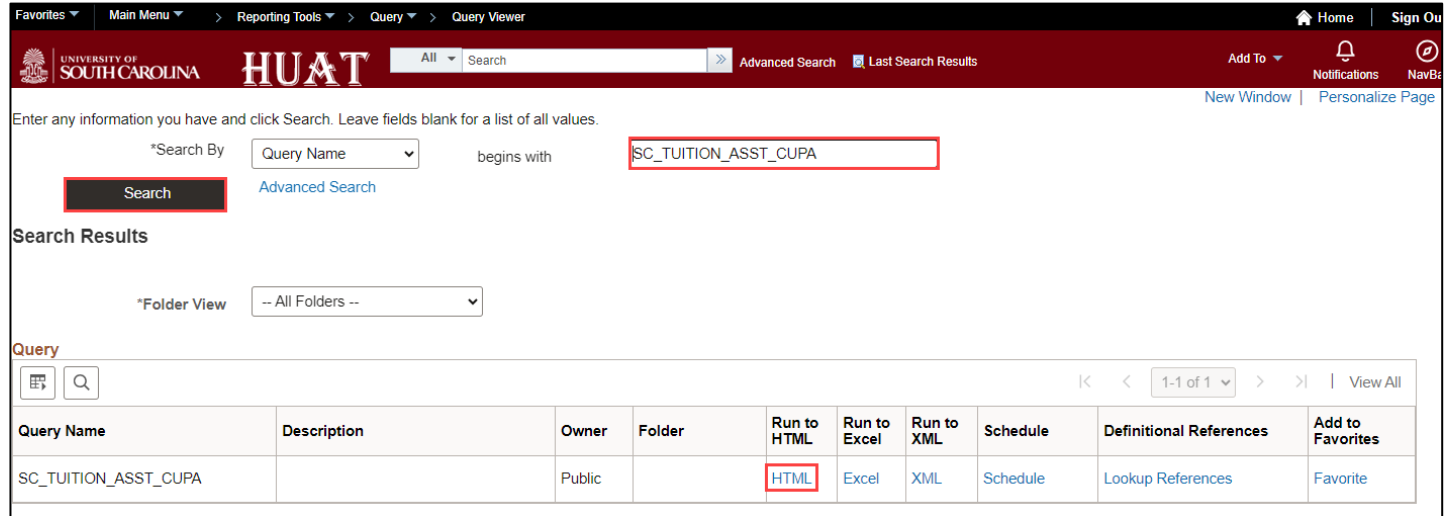
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_PENDING_TUITION_ASST_FORMS	Pending Tuition Asst Forms	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

Row	Form ID	Form Status	Employee ID	Empl Record	Employee Name	Workflow Step	Current Approver	Student Classification	Enrolled Hrs	Requested Semester	Course #	Course Title	Credit Hours	Course Start Date	CRN
1	720067	Pending	A05097661	0		1.00	Supervisor	Graduate	6.000	Fall 2024	MGMT777	Management Ethics	4.00	08/16/2024	0875931

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SC\_TUITION\_ASST\_CUPA is strictly for use by the Campus HR Contacts as required for annual reporting to CUPA.



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

\*Search By: Query Name begins with: SC\_TUITION\_ASST\_CUPA

**Search Results**

\*Folder View: -- All Folders --

**Query**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_TUITION_ASST_CUPA		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

**SC\_TUITION\_ASST\_CUPA**

Academic Yr (ex: 2024/2025): 2024/2025

[View Results](#)

Download results in: [Excel Spreadsheet](#) CSV Text File XML File (1 kb)

View All First 1-1 of 1 Last

Row	Employee Name	Unit	ID	Empl Record	Semester	FLSA Stat	Academic Year
1		SCCOL	A05097661		0 Fall 2024	Exempt	2024/2025