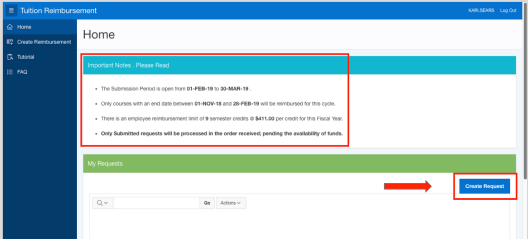
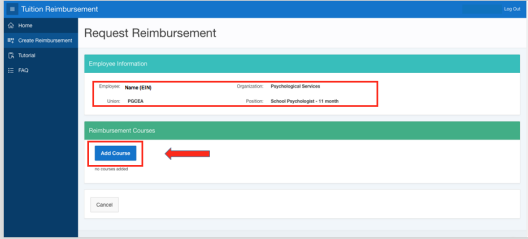
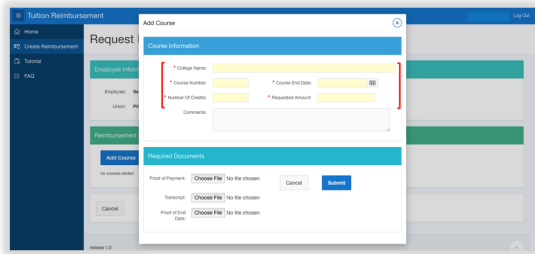


Quick Guide - Tuition Reimbursement (PGCEA, ASASP, Local 2250)

<p style="text-align: center;">CREATING TUITION REIMBURSEMENT REQUESTS Introduction</p>	<p style="text-align: center;">SCANNING SUPPORTING DOCUMENTS</p>	<p style="text-align: center;">CREATING TUITION REIMBURSEMENT REQUESTS STEPS 1 - 6</p>
<p>Tuition Reimbursement The Tuition Reimbursement tool is a web-based application that allows employees to create and submit requests for tuition reimbursement.</p> <p>Tuition Reimbursement Pursuant to the Negotiated Agreements, unit employees that have completed qualified course work are eligible to apply for tuition reimbursement. Applications and payments will be processed online <i>in the order they are received until funds are depleted</i>.</p> <p style="text-align: center;">Please note that all tuition reimbursement submissions have moved to this online platform. No walk-ins will be accepted.</p> <p>Required Documentation Before you create your Tuition Reimbursement request gather electronic copies of the following documents:</p> <ol style="list-style-type: none"> 1. Copy of your transcript(s) with a final grade. The transcript must include the course(s) for which you are seeking reimbursement. 2. Proof of payment for each college credit/course indicating payment type. 3. Proof of the exact date the course(s) ended. <p>Note: All documents must be uploaded as a PDF. Pictures of documents taken with a device are not acceptable. If you have paper copies of the required documents, you may scan them to yourself using the Ricoh or Lanier copier in your building.</p>	<p>Prepare Your Documents</p> <ol style="list-style-type: none"> 1. Log in on your school's Ricoh or Lanier copier and choose "Scan to Me (searchable)." 2. At the next screen, you may change the name of the file and/or subject. 3. Select Next 4. Place the document(s) to scan on the scanning screen. 5. Choose Scan. 6. You may then choose to scan other documents if you need to create additional digital copies. 7. Finally Click Done. <p>The documents will be scanned to your PGCPs email account.</p> <p>Confirm and Save Your Scanned Documents</p> <ol style="list-style-type: none"> 1. Log into your PGCPs email account and locate the scanned files. 2. Save the document as a PDF to your computer. Remember where you saved them. You will need to upload them to your Tuition Reimbursement request. 3. Remember to open the documents to verify that you have acceptable copies of all of the required documentation. <p>Documentation must also meet reimbursement cycle date requirements.</p> <p style="text-align: center;">REIMBURSEMENT CYCLE DATES ARE DISPLAYED ON THE TUITION REIMBURSEMENT HOME SCREEN</p>	<p>OPENING THE TUITION REIMBURSEMENT TOOL</p> <ol style="list-style-type: none"> 1. Access the Tuition Reimbursement application by going to the Staff Portal and choosing Tuition Reimbursement from the Applications menu. (Staff Portal > Administration > Tuition Reimbursement) 2. Enter your PGCPs username and password. 3. Click the Login button. 4. Notice the submission parameters listed in the Please Read section (your requests must meet all requirements listed) 5. Select the Create Request Button  <ol style="list-style-type: none"> 6. Review your employee information listed at the top of the screen and select Add Course 

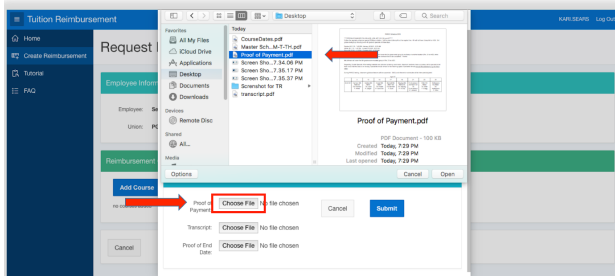
7. Enter all required course information. Remember that your course end date must coincide with the current reimbursement cycle parameters.



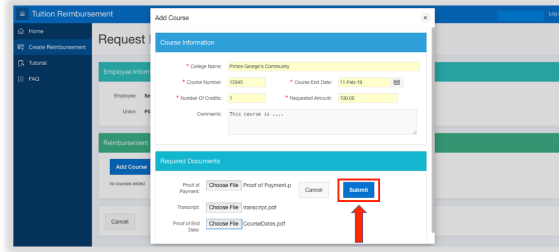
8. Next, you'll need to add your files in the **Required Documents** section. Select **Choose File** and navigate to your saved required files. You must attach the following documents.

- Proof of Payment
- Transcript
- Proof of End Date

Note: The same file may meet several documentation requirements, however, a file must be attached in each area for every reimbursement request submitted.



9. Once you have attached your files, click **Submit**.



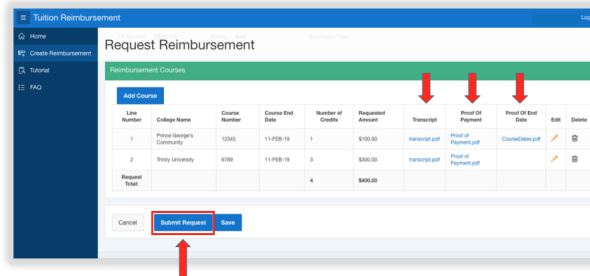
10. After entering information for your course you will be taken to the Request Reimbursement page where you can

- Review the course information you entered
- Add another course (If applicable, choose Add Course and repeat steps 7 and 8.)
- Submit your Reimbursement Request.

Note: Local 2250 unit employees may also submit reimbursement requests for books.

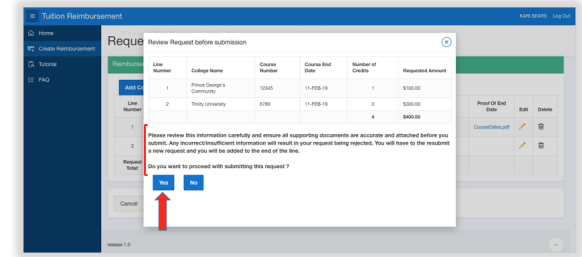
Before submitting, please confirm that you have at least one file attached in each file upload column indicated. After confirming that you have all required documents attached, click **Submit Request**.

Note: Your Reimbursement Request is not complete until you select **Submit Request**.



After clicking submit request, there will be a prompt reminding the user that all required documents must be attached. If they are not attached the submission will be rejected.

If you are sure you have met all the requirements, choose **Yes** to submit.



After submitting you will return to the reimbursement tool home page where you can check your submission status. When your submission is processed, you will receive an email notification.

Note: You may choose to edit your submission, but doing so will move your submission to the end of the queue for processing.

