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### The Current Supervisor Approval Process for Employees taking Daytime Courses

The current Approval Process is completed on paper forms. When one of your employees plans to take classes during normal working business hours of 9 a.m. to 5 p.m., they are instructed to obtain your approval and signature on an approval form which is returned to Human Resources for processing.

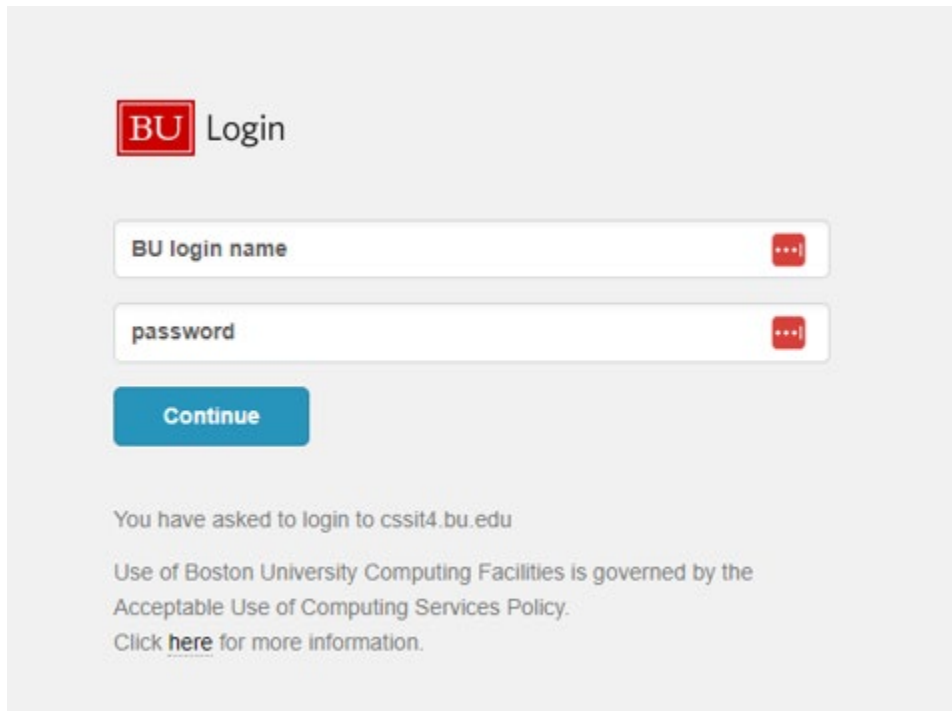
### The New Supervisor Approval Process for Employees taking Daytime Courses

The new approval process will be online.

As a supervisor, you will now provide approval for employees to take classes during normal working business hours of 9 a.m. to 5 p.m. online through MyBUWorks by selecting "Manager Central", which was previously called "MyApprovals".

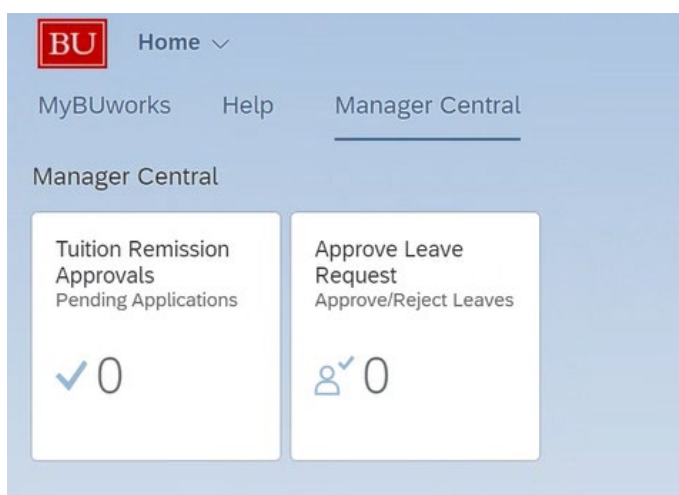
## How to Approve Daytime Classes as a Supervisor

Step 1: Login to [MyBUWorks](#) using your BU login name and Kerberos password



The image shows a login page for Boston University. At the top left is the BU logo followed by the text "Login". Below this are two input fields: "BU login name" and "password". Each field has a red button with three dots to its right. Below the input fields is a blue "Continue" button. At the bottom of the form, there is a message: "You have asked to login to cssit4.bu.edu". Below this message is a line of text: "Use of Boston University Computing Facilities is governed by the Acceptable Use of Computing Services Policy." and a link that says "Click [here](#) for more information."

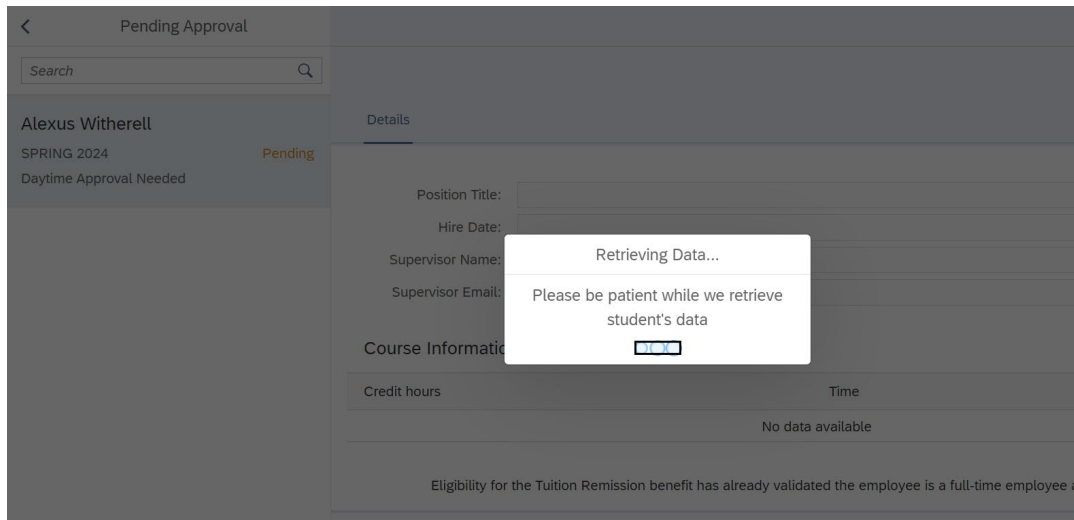
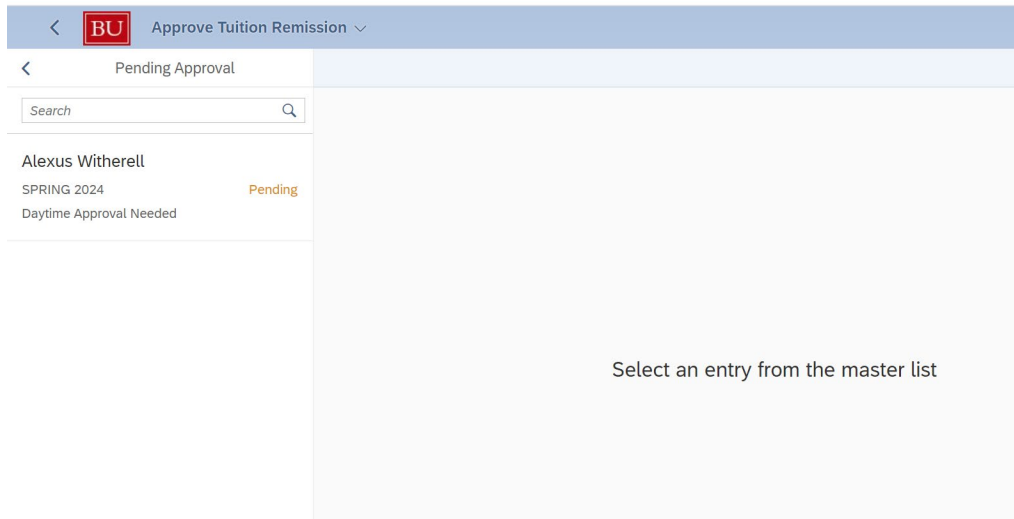
Step 2: Go to Manager Central, then select the Tuition Remission Approval tile:



The image shows the Manager Central dashboard. At the top left is the BU logo followed by a "Home" link with a dropdown arrow. Below this are three links: "MyBUworks", "Help", and "Manager Central". The "Manager Central" link is underlined. Below the links is the heading "Manager Central". There are two tiles on the dashboard. The first tile is titled "Tuition Remission Approvals" and "Pending Applications". It shows a checkmark icon and the number "0". The second tile is titled "Approve Leave Request" and "Approve/Reject Leaves". It shows a person icon with a checkmark and the number "0".

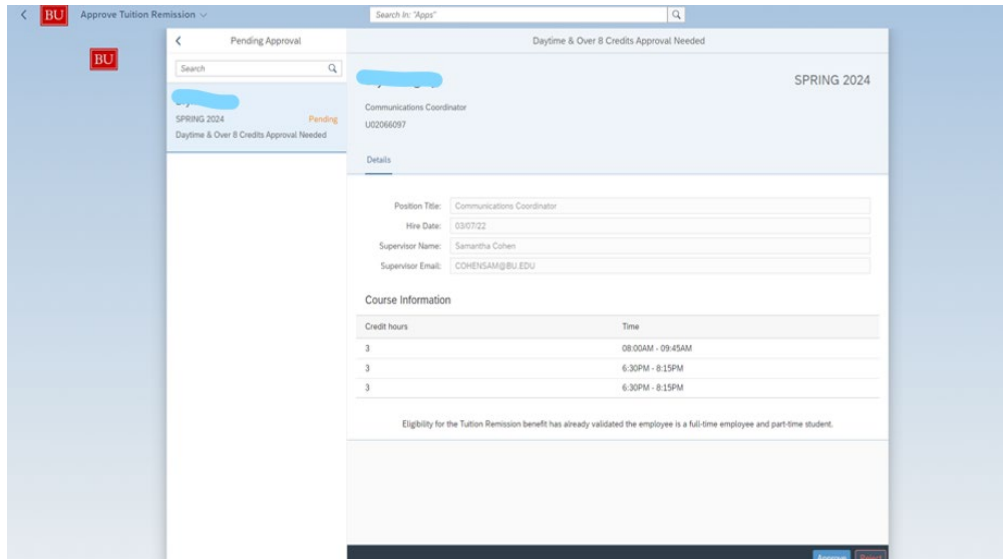
# Tuition Remission Supervisor Guide

Step 3: Select the employee' who requires your approval. Their status will show as "pending" until you have successfully approved or denied their request for taking daytime classes. You will have 30 days to approve this request. After selecting the employee, please be patient while the student data is retrieved.



## Tuition Remission Supervisor Guide

Step 4: As the Supervisor Approver, review the request to take daytime classes. Select “Approve” or “Reject” to approve or deny the request. In this scenario, we will proceed with approving the request to take daytime classes.

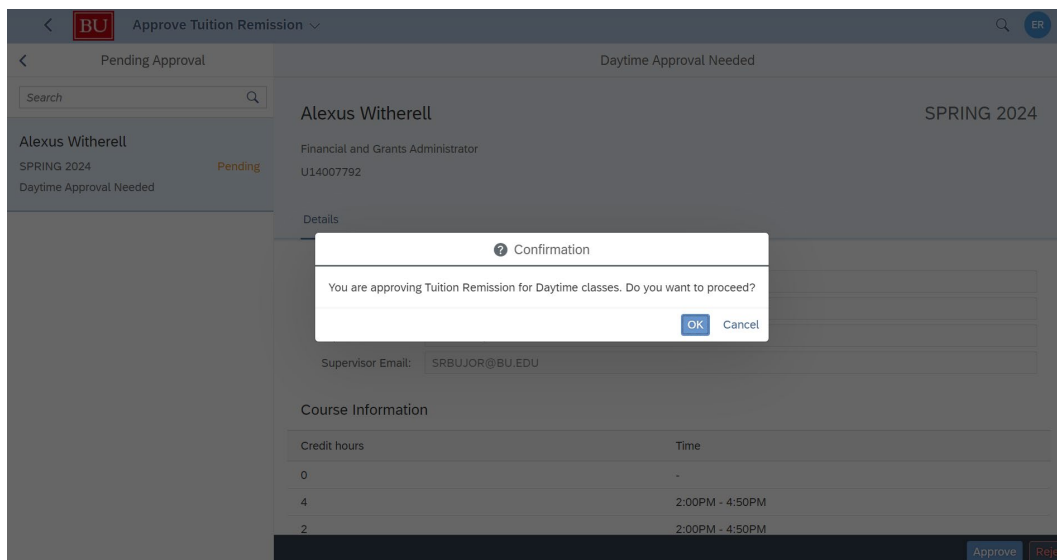


The screenshot shows the 'Approve Tuition Remission' interface. The left sidebar has a search bar and a list of pending approvals for 'SPRING 2024'. The main area displays details for a 'Communications Coordinator' (U0206097) with a 'Daytime & Over 8 Credits Approval Needed'. The details section includes fields for Position Title, Hire Date, Supervisor Name, and Supervisor Email. Below this is a 'Course Information' table.

Credit hours	Time
3	08:00AM - 09:45AM
3	6:30PM - 8:15PM
3	6:30PM - 8:15PM

At the bottom, a message states: 'Eligibility for the Tuition Remission benefit has already validated the employee is a full-time employee and part-time student.' At the bottom right, there are 'Approve' and 'Reject' buttons.

Step 5: Once you have selected “Approve”, you will be asked to certify that you are providing approval for the employee to take daytime classes. Please be patient while your decision is submitted.



The screenshot shows the 'Approve Tuition Remission' interface with a confirmation dialog box overlaid. The dialog box is titled 'Confirmation' and contains the text: 'You are approving Tuition Remission for Daytime classes. Do you want to proceed?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog. The background interface shows details for 'Alexus Witherell' (Financial and Grants Administrator, U14007792) with a 'Daytime Approval Needed' for 'SPRING 2024'. The 'Course Information' table is also visible.

Credit hours	Time
0	-
4	2:00PM - 4:50PM
2	2:00PM - 4:50PM

At the bottom right, there are 'Approve' and 'Reject' buttons.

# Tuition Remission Supervisor Guide



The screenshot shows the 'Approve Tuition Remission' interface. On the left, a sidebar lists 'Pending Approval' and 'Daytime Approval Needed'. The main area displays details for 'Alexus Witherell', a Financial and Grants Administrator, with ID 'U14007792'. A modal titled 'Submitting Data...' is centered, with the text 'Please be patient while we submit your decision' and an 'OK' button. Below the modal, the 'Course Information' table is visible.

Credit hours	Time
0	-
4	2:00PM - 4:50PM
2	2:00PM - 4:50PM

Step 6: Select “Ok” after you have approved the benefit for daytime classes.

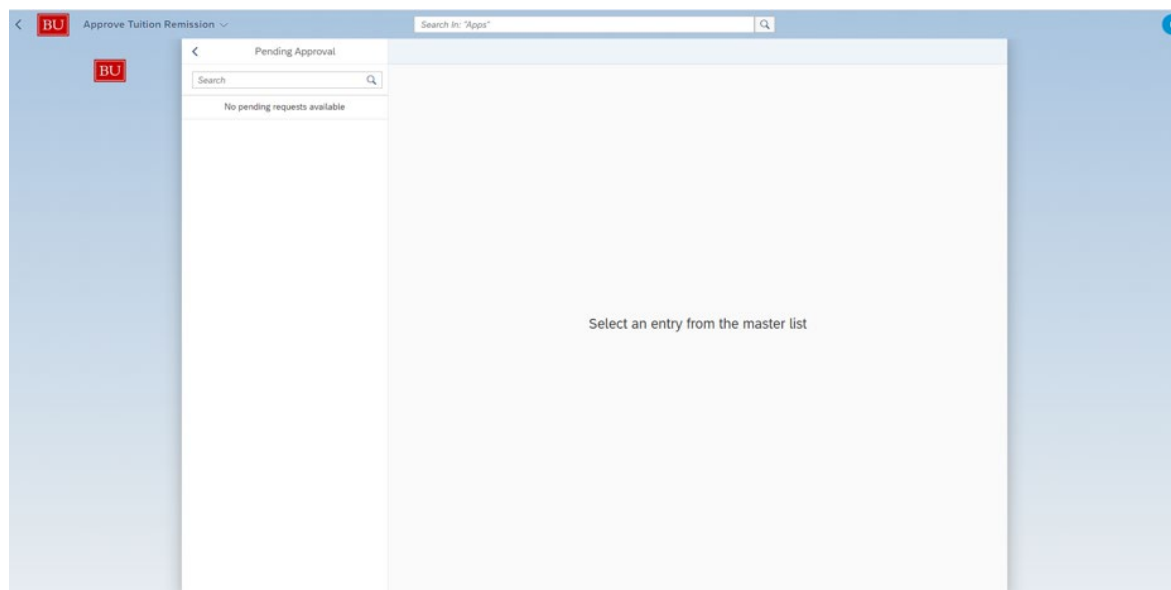
The screenshot shows the 'Approve Tuition Remission' interface after approval. The sidebar now shows 'No pending requests available'. The main area displays the same details for 'Alexus Witherell'. An 'Information' modal is centered, with the text 'Approval process completed, and the employee will be informed.' and an 'OK' button. The 'Course Information' table is also visible.

Credit hours	Time
0	-
4	2:00PM - 4:50PM

## Tuition Remission Supervisor Guide

Step 7: Once you have completed the approval process, your employee will be removed from the approval application and will be notified that of the approval.

Your approval application will always only display employees that have a status as pending or rejected.



## FAQs

<p><b>Why am I being asked to approve daytime classes for the Tuition Remission benefit of one of my employees?</b></p>	<p>Under the Tuition Remission policy, employees must have their department chair or supervisor provide approval if a course they are taking is scheduled during normal business hours between 9 a.m. and 5 p.m. to be eligible to receive tuition remission benefits.</p>
<p><b>How long do I have to approve my employee to take daytime classes?</b></p>	<p>You will have 30 days to approve an employee taking daytime classes in the approval application. If you do not approve the request, the request will be removed from the approval application after 30 days.</p>



<p>Can I deny an employee's request to take daytime classes?</p>	<p>Yes, as a supervisor you have the ability to reject a request for an employee who is taking daytime classes if it conflicts with the needs of your department.</p> <p>If you reject a request to take daytime classes, the request will remain in the approval application for 30 days from the date of rejection. If no further action is taken, the request will be removed from the application at that time.</p>
<p>Where do I go to approve or reject my employee to take daytime classes?</p>	<p>To approve or reject an employee's request to take daytime classes, you must login to <a href="#">MyBuWorks</a>.</p>
<p>Who do I contact if I have questions regarding the approval process?</p>	<p>If you have any questions regarding the new online approval process, please contact the Human Resources Service Center at <a href="mailto:hr@bu.edu">hr@bu.edu</a> or by calling 617-353-2380.</p>