

Supervisor- Registered courses are **NOT held** or are **held** during the regularly scheduled working hours.

## Note: Google Chrome (this is required browser for this form)

When the employee create a Tuition Waiver request, employee need to attest if the registered courses are **NOT held** or are **held** during the regularly scheduled working hours.

1- When the employee select the <u>first option</u> in the form (review screenshot below), he/she is NOT registered in a class during a regular scheduled work hours. The supervisor will receive an information email (see screen shot below).

[ ] I attest that the registered course(s) covered by this waiver is/are NOT held during my regularly scheduled work hours. I understand my supervisor will receive a system-generated email that includes the days/times of the course(s).

	End Time	Begin Time	Day(s) of Week	End Date	Start Date	Course	Subject	Level	Academic Term
80	1730	1330	S	05-MAY-18	17-MAR-18	5429	PUB	Masters - HCBE	201830
80	-	-	ONLINE	04-MAR-18	01-MAR-18	5469	PUB	Masters - HCBE	201830
								1	

2- When the employee select the <u>second option</u> in the form (review screenshot below), he/she is NOT registered in a class during a regular scheduled work hours. The supervisor will receive an email with an approve/deny task.

[]] attest that the registered course(s) covered by this waiver IS/ARE held during my regularly scheduled work hours and I have discussed this with, and obtained the approval of, my supervisor. I understand my supervisor will receive a system-generated email that includes days/times of the course(s) and that their online approval is required.

Academic Term	Level	Subject	Course	Start Date	End Date	Day(s) of Week	Begin Time	End Time	Waiver%	Prere
201830	Masters - HCBE	PUB	5429	17-MAR-18	05-MAY-18	S	1330	1730	80	
201830	Masters - HCBE	PUB	5469	01-MAR-18	04-MAR-18	ONLINE	-	-	80	
	ask link to Acknowledge		-	/www.nova.edu/hr	/tuition-waiver-poli	cy html and for addition	al questions email h	r4u@nova.edu		



## Supervisor/ Approval Task

In the Tuition Waiver WF, we will be receiving two different kind of emails, a. **Informational email**, you do not need to take any action. Please review this email to ensure that there is no error or ambiguity in its information. B. **Task Notification email**, with this notifications the workflow is remind you, what task you need to do in order to complete your part. These tasks could be – approve or deny, complete a section in Banner, attach document etc.

lello Emp	loyee n	ame,										E E	SStuition	waiver@	nova.edu						Tue 2:33 P
our tuitic mail(s) w					ourse(s) has b	een appi	oved by yo	ur supervi	sor and			E	mploye r	name ha	as submitted	a tuition	waiver				, r
Academic Term	Level	Subject	tCourse	Start Date	End Date	Day(s) of	Begin End Time Time	Waiver%	Prereq			Dear Finan The studen			NSU ID	has subm	iitted a tuiti	on waive	r for the	followin	z
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201830	Masters - CEC	CISC	0500	05-MAR-18	02-MAY-18	R	1400 1500	100				Employee			loyee Name						
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## Note:

1- Any supervisor can delegate (proxy) any task, to a selected person.

If the tasks is *approved or denied*, the employee will receive an approved or denied email. (See an example of tuition waiver approved by supervisor)