

Online Tuition Reimbursement Program Reference How to Submit a Reimbursement Request

1. **Gather supporting documentation.**
 - a. an itemized receipt to demonstrate what was purchased
 - b. proof of payment documentation to demonstrate the employe incurred an expense (for examples, please visit the following webpage, <http://sfdhr.org/online-tuition-reimbursement-process-required-documentation>)
 - c. proof of successful completion (for courses and examinations) or proof of attendance for conferences

2. **Log into the online tuition reimbursement system.** The portal is located at <http://sfdhr.org/ONLINE-TUITION-REIMBURSEMENT-PROCESS>.



CITY & COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

The screenshot shows a login interface with a light gray background. On the left, there is a circular orange icon containing a white silhouette of a person with a book. Below this icon is a blue link that says "Forgot Password". To the right of the icon, there are two white input fields. The first is labeled "Username (DSW# or UC Employee ID#)" and the second is labeled "Password". Below the password field is a green button with the word "Login" in white text.

If you are a new employee, have never logged into or used the online tuition reimbursement system before, please contact your Department's HR representative so that an account can be setup. You will be notified by your HR representative when your account has been created. For other questions, please view the [DHR website](#).

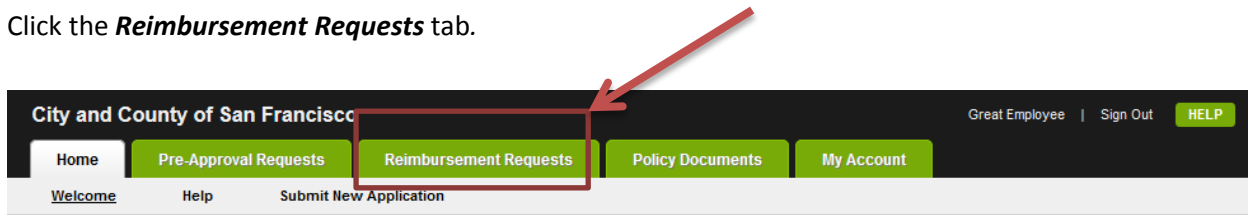
PLEASE REMEMBER YOUR PASSWORD
Please check your junk/spam folders for email
notifications from noreply@tuition.hostedhr.com

[View Employee Quick Start Guide](#) [View Approver Quick Start Guide](#)

[Acceptable Browsers](#)

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3. Click the *Reimbursement Requests* tab.



CITY & COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Submit New Request

Welcome


The system will accept FY16/17 requests starting Friday, August 12, 2016, at 10:00 a.m.

Welcome to the City and County of San Francisco's online tuition reimbursement system.

Please check you junk/spam folders for email notifications from noreply@tuition.hostedhr.com.

Getting Started

- 1** [Submit a New Pre-Approval Request](#)
Upload the necessary documentation for your reviewer's consideration. Please refer to your employee organization's labor agreement to determine whether the item (for example, course, training program, etc.) is an eligible expense.
- 2** **Incur the Expense**
Once the department or MEA approves the pre-approval request, the employee incurs the expense.
- 3** [Submit a Reimbursement Request](#)
Submit a reimbursement request that includes an itemized receipt, proof of payment and proof of attendance (if applicable).



[Download Quick Start Guide](#)

Notifications

- i Your pre-approval request has been rejected [1-21317](#) Sep 29, 2016
- i A note has been added to your pre-approval request [1-21317](#) Sep 14, 2016
- i A note has been added to your pre-approval request [1-19454](#) Apr 28, 2016
- i Your pre-approval request has been approved [1-19393](#) Apr 28, 2016
- i Your pre-approval request has been rejected [1-19165](#) Mar 16, 2016
- i A note has been added to your pre-approval request [1-19165](#) Mar 16, 2016
- i A note has been added to your pre-approval request [1-19165](#) Mar 16, 2016
- i Your reimbursement request has been rejected [2-12011](#) Jun 15, 2015
- i A note has been added to your pre-approval request [1-14937](#) May 20, 2015
- i A note has been added to your pre-approval request [1-14936](#) May 20, 2015

[Compare textbook prices online](#)

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4. Click the **Submit** status button.
 - a. If the request was for a course, click the **Submit Grade** status button.

The screenshot shows the 'My Reimbursement Requests' page. At the top, there is a navigation bar with 'Home', 'Pre-Approval Requests', 'Reimbursement Requests', 'Policy Documents', and 'My Account'. Below this is an 'Overview' section. The main content area is titled 'My Reimbursement Requests' and contains a table with the following data:

ID	STATUS	DESCRIPTION	AMOUNT
1-22247	submit grade	UC Berkeley Extension - BUS ADM X470	\$850.00

The 'submit grade' button in the STATUS column is highlighted with a red box, and a red arrow points to it from the right.

- b. If the request was not for a course, (such as reference material or membership), click on the **Submit Documentation** status button.

The screenshot shows the 'My Reimbursement Requests' page. At the top, there is a navigation bar with 'Home', 'Pre-Approval Requests', 'Reimbursement Requests', 'Policy Documents', and 'My Account'. Below this is an 'Overview' section. The main content area is titled 'My Reimbursement Requests' and contains a table with the following data:

ID	STATUS	DESCRIPTION	AMOUNT
1-22249	submit documentation	Membership TEST	\$250.00

The 'submit documentation' button in the STATUS column is highlighted with a red box, and a red arrow points to it from the right.

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5. **Enter applicable information.** Please note the yellow box is an informational message. The reimbursement check will be mailed to the address listed on the signed pre-approval request form. If the employee moved, please inform your department representative.

For Municipal Executives Association Represented Employees-The check will be mailed to the address listed in the online tuition reimbursement system. If no address is listed, the check will be mailed to the address listed in PeopleSoft.

City and County of San Francisco Great Employee | Sign Out **HELP**

[Home](#) [Pre-Approval Requests](#) [Reimbursement Requests](#) [Policy Documents](#) [My Account](#)

Overview

My Information

My Name	Great Employee
Job Class	1234
Fiscal Year	Jul 1, 2016 - Jun 30, 2017
Employee Available Funds	\$1,750.00
Department	HRD
Union	02 - Test Union
Union Balance	\$8,900.00

Submit Documentation Thursday, November 10, 2016

Pre-Approval Request ID: [1-22247](#)

Request Description: UC Berkeley Extension - BUS ADM X470

Approved Amount: **\$850.00**

Comments:

* Grade:

* Attachment(s) Syllabus, Grades, Receipts (25MB total)

or [Cancel](#)

Online Tuition Reimbursement Program Reference How to Submit a Reimbursement Request

- Click **Add File** to add the **itemized receipt, proof of payment and proof of successful completion documents**.

City and County of San Francisco Great Employee | Sign Out | HELP

Home Pre-Approval Requests **Reimbursement Requests** Policy Documents My Account

Overview

Please review your mailing address for accuracy. If incorrect, please contact your Department representative.

Submit Documentation Thursday, November 10, 2016

Pre-Approval Request ID: [1-22247](#)

Request Description: UC Berkeley Extension - BUS ADM X470

Approved Amount: \$850.00

Comments:

* Grade:

* Attachment(s) Syllabus, Grades, Receipts (25MB total)

Add File(s)

Submit Documentation or [Cancel](#)

- Click **Browse** to find appropriate file.

City and County of San Francisco Great Employee | Sign Out | HELP

Home Pre-Approval Requests **Reimbursement Requests** Policy Documents My Account

Overview

Please review your mailing address for accuracy. If incorrect, please contact your Department representative.

Submit Documentation Thursday, November 10, 2016

Pre-Approval Request ID: [1-22247](#)

Request Description: UC Berkeley Extension - BUS ADM X470

Approved Amount: \$850.00

Comments:

* Grade:

* Attachment(s) Syllabus, Grades, Receipts (25MB total)

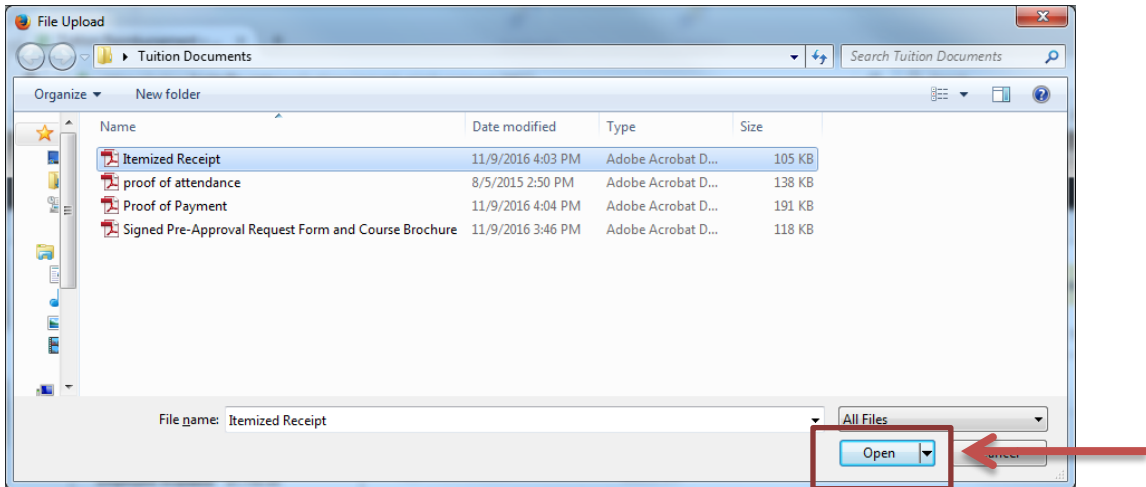
Browse... No file selected

[Add Another File](#)

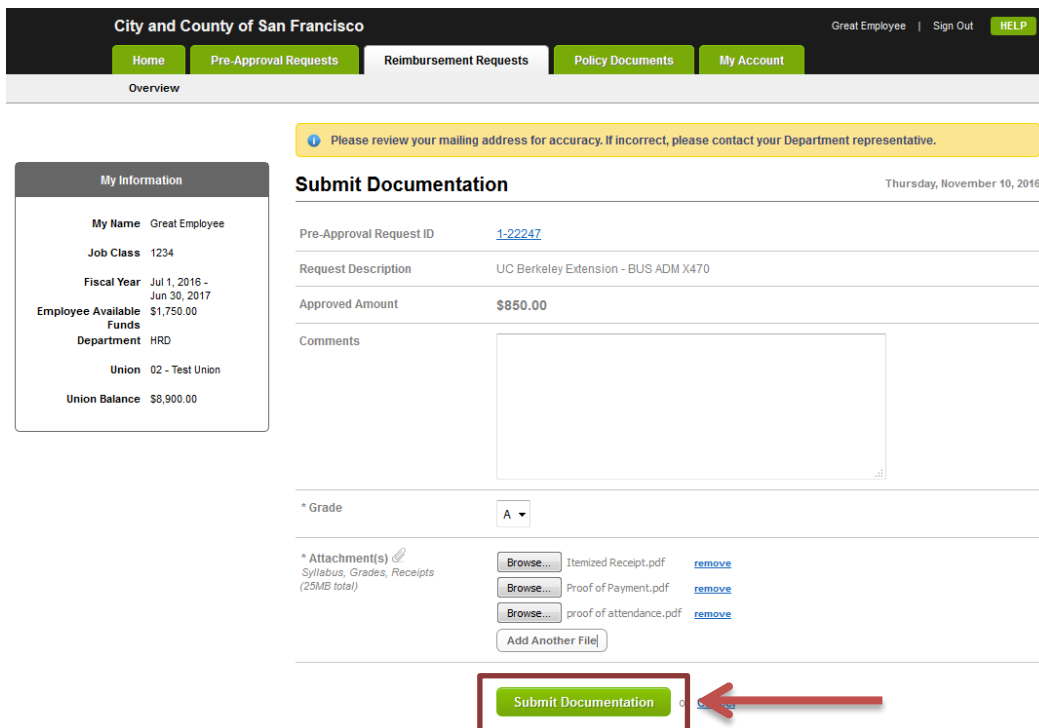
Submit Documentation or [Cancel](#)

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8. **Select file** and click **Open**. Repeat steps seven and eight for each file.



9. Click **Submit Documentation**.



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10. Click **Submit Request**.

Request Confirmation
✕

Pre-Approval Request ID	1-22247
Request Description	UC Berkeley Extension - BUS ADM X470
Approved Amount	\$850.00
Requested Amount	\$850.00
Attachment(s)	Itemized Receipt.pdf Proof of Payment.pdf proof of attendance.pdf

Submit Request
←
→

11. The request will appear in your “My Reimbursement Requests” tab.

City and County of San Francisco
Great Employee | Sign Out HELP

Home
Pre-Approval Requests
Reimbursement Requests
Policy Documents
My Account

Overview

✓ Reimbursement Request submitted

My Reimbursement Requests

ID	STATUS	DESCRIPTION	AMOUNT
1-22249	submit documentation	Membership	\$250.00
1-19393	submit grade	SFSU – HRM 9080	\$500.00
✕ 2-17344	Pending	UC Berkeley Extension - BUS ADM X470	\$850.00 ←