

Online Tuition Reimbursement Program Reference How to Submit a Pre-Approval Request

1. Calculate estimated expenses and **gather supporting documentation** that justifies the expense (for example, a registration form, invoice, web site screen shot, travel quote, etc). Please refer to your employee organization's labor agreement for maximum reimbursement limits, restrictions or other provisions that may apply. The Memoranda of Understanding are located online at <http://sfdhr.org/memoranda-understanding-2014>.
2. **Complete the appropriate pre-approval request form and sign the form.** The forms are located on the Department of Human Resources (DHR) website at <http://sfdhr.org/online-tuition-reimbursement-process>. *Please note that Municipal Executives Association (MEA) represented employees do not have a form to sign. MEA employees would upload supporting documentation that justifies the expense. Skip to step four.*
3. **Obtain supervisor's signature.**
4. Log into the online tuition reimbursement system. The portal is located at <http://sfdhr.org/online-tuition-reimbursement-process>.

If you are a new employee or have never used the online tuition reimbursement system, contact your Human Resources representative at your department. Please provide your job class, preferred email address and DSW ID to your representative, so he/she can create your account. A list of representatives is available on DHR's website at <http://sfdhr.org/online-tuition-reimbursement-process>.



CITY & COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

A screenshot of the login page for the online tuition reimbursement system. On the left, there is a circular icon with a person silhouette and a book. Below it is a link for "Forgot Password". On the right, there are two input fields: "Username (DSW# or UC Employee ID#)" and "Password". Below the password field is a green "Login" button.

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](#)

Online Tuition Reimbursement Program Reference How to Submit a Pre-Approval Request

5. Click *Submit New Request*.

The screenshot shows the user interface of the online tuition reimbursement system. At the top, there is a navigation bar with links for Home, Pre-Approval Requests, Reimbursement Requests, Policy Documents, and My Account. Below this is a header with the City and County of San Francisco logo and the Department of Human Resources name. A 'Submit New Request' button is highlighted with a red box and a red arrow pointing to it from the right. The main content area is divided into two columns. The left column is titled 'Welcome' and contains a message about the system's availability starting on August 12, 2016, at 10:00 a.m. It also includes a 'Getting Started' section with three numbered steps: 1. Submit a New Pre-Approval Request, 2. Incur the Expense, and 3. Submit a Reimbursement Request. A 'Download Quick Start Guide' button is located at the bottom of this section. The right column is titled 'Notifications' and contains a list of recent notifications, including requests that have been rejected, approved, or have notes added. A 'Compare textbook prices online' link is also present at the bottom of the notifications section.

6. Click *course or conference/training/membership/etc.*

The screenshot shows the 'Submit New Application' form. The form has a blue header with the title 'Submit New Application' and a close button. Below the header, there are two columns of options. The left column is titled 'I am requesting a college or university class (charged by credit hours)'. The right column is titled 'I am requesting a conference, training, license/certification, membership, equipment or continuing education class reimbursement'. Below each column is a green 'Continue »' button. The 'Continue »' button for the right column is highlighted with a red box and a red arrow pointing to it from the left. At the bottom right of the form is a 'Cancel' button.

Online Tuition Reimbursement Program Reference How to Submit a Pre-Approval Request

7. Enter applicable information. Please note the yellow box is an informational message.

City and County of San Francisco
Great Employee | Sign Out | [HELP](#)

Home
Pre-Approval Requests
Reimbursement Requests
Policy Documents
My Account

Overview
Submit New Application

i Please review your job class and department for accuracy. If incorrect, please contact your Department's Human Resources.

My Information

My Name Great Employee

Job Class 1234

Fiscal Year Jul 1, 2016 - Jun 30, 2017

Employee Available Funds \$2,000.00

Department HRD

Union 02 - Test Union

Union Balance \$10,000.00

Tuition Application

Thursday, November 10, 2016

Campus

Course Number

* Date Range Start Date MM DD - to - End Date MM DD

* School Name

* Course Name

* Course Cost \$

Additional Costs

\$ *Ref. Materials/PDA/Software - Up to \$1,000*

\$ *Memberships*

\$ *Licenses*

\$ *Travel - Up to \$1,000*

* Attachment(s) Please attach supervisor approved reimbursement request form

I certify the item(s) meet the eligibility criteria listed in the MOU.

Requested Amount \$0.00

This amount will automatically update as you fill out your request

or [Cancel](#)

To view your applicable MOU or the Controller's Office Guidelines, please visit <http://sfdhr.org/online-tuition-reimbursement-process>.

Online Tuition Reimbursement Program Reference How to Submit a Pre-Approval Request

- Click *Add File* to add the **pre-approval request form** and **supporting documentation** that justifies the expense. Please visit DHR’s website to see sample supporting documents (<http://sfdhr.org/online-tuition-reimbursement-process-required-documentation>).

Great Employee | Sign Out HELP

Home
Pre-Approval Requests
Reimbursement Requests
Policy Documents
My Account

Overview
Submit New Application

i Please review your job class and department for accuracy. If incorrect, please contact your Department's Human Resources.

My Information

My Name	Great Employee
Job Class	1234
Fiscal Year	Jul 1, 2016 - Jun 30, 2017
Employee Available Funds	\$2,000.00
Department	HRD
Union	02 - Test Union
Union Balance	\$10,000.00

Tuition Application Thursday, November 10, 2016

Campus

Course Number

* Date Range - to -

* School Name

* Course Name

* Course Cost \$

Additional Costs

\$ Ref. Materials/PDA/Software - Up to \$1,000

\$ Memberships

\$ Licenses

\$ Travel - Up to \$1,000

* Attachment(s)
Please attach supervisor approved reimbursement request form

Add File(s)

I certify the item(s) meet the eligibility criteria listed in the MOU.

Requested Amount \$850.00

This amount will automatically update as you fill out your request

Submit Request or [Cancel](#)

To view your applicable MOU or the Controller's Office Guidelines, please visit <http://sfdhr.org/online-tuition-reimbursement-process>.

Online Tuition Reimbursement Program Reference How to Submit a Pre-Approval Request

9. 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 [Submit New Application](#)

Please review your job class and department for accuracy. If incorrect, please contact your Department's Human Resources.

My Information

My Name	Great Employee
Job Class	1234
Fiscal Year	Jul 1, 2016 - Jun 30, 2017
Employee Available Funds	\$2,000.00
Department	HRD
Union	02 - Test Union
Union Balance	\$10,000.00

Tuition Application

Thursday, November 10, 2016

Campus

Course Number

* Date Range - to -

* School Name

* Course Name

* Course Cost \$

Additional Costs

\$ Ref. Materials/PDA/Software - Up to \$1,000

\$ Memberships

\$ Licenses

\$ Travel - Up to \$1,000

* Attachment(s)
Please attach supervisor approved reimbursement request form

[remove](#)

I certify the item(s) meet the eligibility criteria listed in the MOU.

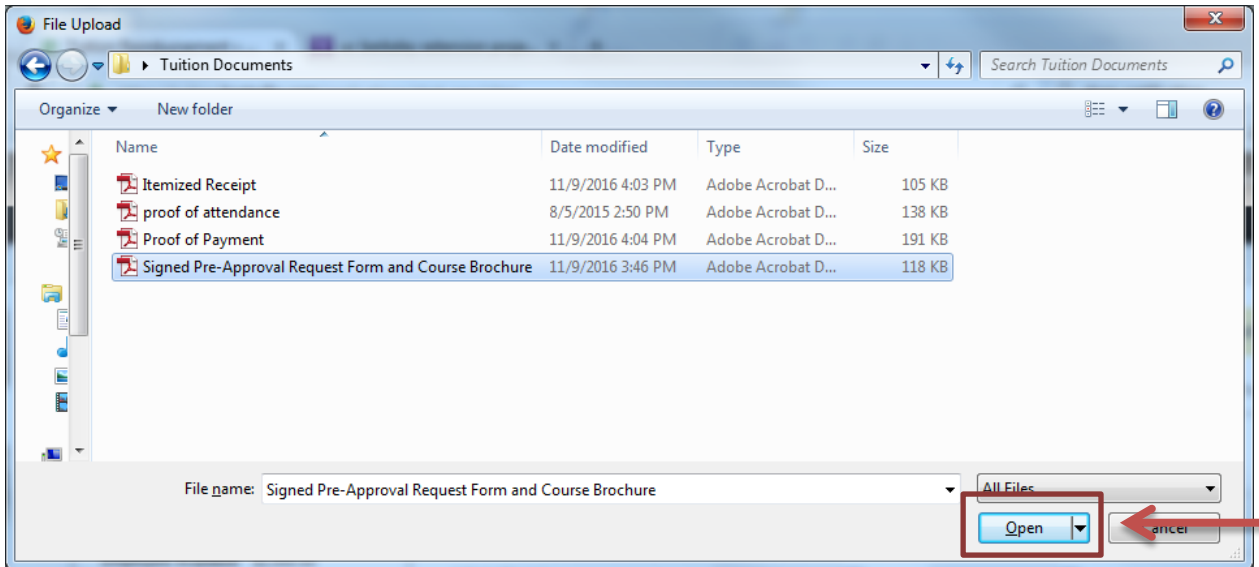
Requested Amount **\$850.00**
This amount will automatically update as you fill out your request

or [Cancel](#)

To view your applicable MOU or the Controller's Office Guidelines, please visit <http://sfdhr.org/online-tuition-reimbursement-process>.

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10. Select file(s) and click *Open*.



11. Click *Submit Request*.

The screenshot shows the 'Tuition Application' form with the following details:

- My Information:** My Name: Great Employee, Job Class: 1234, Fiscal Year: Jul 1, 2016 - Jun 30, 2017, Employee Available: \$2,000.00, Funds: HRD, Department: HRD, Union: 02 - Test Union, Union Balance: \$10,000.00.
- Tuition Application:** Thursday, November 10, 2016
- Course Information:** Course Number: BUS ADM X470, Date Range: 11/12/2016 - 12/17/2016, School Name: UC Berkeley Extension, Course Name: Project Management, Course Cost: \$850.00.
- Additional Costs:** Ref. Materials/PDA/Software - Up to \$1,000; Memberships; Licenses; Travel - Up to \$1,000.
- Attachments:** Signed Pre-Approval Request Form and Course Brochure.pdf (attached).
- Requested Amount:** \$850.00
- Submit Request:** The 'Submit Request' button is highlighted with a red box and a red arrow points to it.

Online Tuition Reimbursement Program Reference How to Submit a Pre-Approval Request

12. Click *Submit Request*.

Request Confirmation
✕

Date Range	11/12/2016 - 12/17/2016
School Name	UC Berkeley Extension
Campus	
Course Number	BUS ADM X470
Course Name	Project Management
Course Cost	\$850.00
Attachment(s)	Signed Pre-Approval Request Form and Course Brochure.pdf
Requested Amount	\$850.00

Submit Request
←
↩
Print

13. The request will appear in your “My Pre-Approval Requests” tab.

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

Home
Pre-Approval Requests
Reimbursement Requests
Policy Documents
My Account

Overview
Submit New Application

✓
Education request submitted

My Pre-Approval Requests Submit New Application

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