



## Online Tuition Reimbursement Program

### 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 <https://sfdhr.org/memoranda-understanding>.
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>.



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 yellow circular icon with a white silhouette of a person. Below it is a blue link that says "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](mailto:noreply@tuition.hostedhr.com)

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

[Acceptable Browsers](#)

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>.

ONLINE TUITION REIMBURSEMENT PROGRAM  
SUBMIT A PRE-APPROVAL REQUEST

5. Click *Submit New Request*.

The screenshot shows the City and County of San Francisco Department of Human Resources website. At the top, there is a navigation bar with 'Home', 'Pre-Approval Requests', 'Policy Documents', and 'My Account'. Below this is a 'Submit New Application' button. The main content area features the department's logo and a 'Submit New Request' button, which is highlighted with a red rectangular box. An orange arrow points to this button from the right. To the left of the button is a 'Welcome' section with instructions and a 'Getting Started' list. To the right is a 'Notifications' section with a list of recent requests.

6. A pop up will appear. Depending on the expense, select either *university course* or *conference/training/license, etc.*

The screenshot shows a 'Submit New Application' pop-up dialog box. It has a blue header with the title and a close button. The main area contains two columns of text. The left column says 'I am requesting a college or university class (charged by credit hours)' and has a green 'Continue »' button below it. The right column says 'I am requesting a conference, training, license/certification, membership, equipment or continuing education class reimbursement' and has a green 'Continue »' button below it. At the bottom right, there is a light blue 'Cancel' button.

ONLINE TUITION REIMBURSEMENT PROGRAM  
SUBMIT A PRE-APPROVAL REQUEST

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

Home Pre-Approval 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, 2020 - Jun 30, 2021
Employee Available Funds	\$1,000.00
Department	HRD
Union	25 - SEIU 1021
Union Balance	\$82,714.52

### Tuition Application

Thursday, August 20, 2020

Campus

Course Number

\* Date Range  - to -

\* School Name

\* Course Name

\* Course Cost \$

Additional Costs

\$  *Travel outside Bay Area*

\$  *Textbooks*

Additional Questions *Does this course pertain to the duties of a higher classification or for the purpose of improving performance in the present classification?*

Yes  No

\* Attachment(s)   
*Please attach supervisor approved request form (if applicable) and upload supporting documentation that justifies the estimated expense(s).*

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  
SUBMIT A PRE-APPROVAL REQUEST

- Click *Add File* to add the **pre-approval request form** and **supporting documentation** that justifies the expense.

Home Pre-Approval 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, 2020 - Jun 30, 2021
Employee Available Funds	\$1,000.00
Department	HRD
Union	25 - SEIU 1021
Union Balance	\$82,714.52

### Tuition Application

Thursday, August 20, 2020

Campus

Course Number

\* Date Range  - to -

\* School Name

\* Course Name

\* Course Cost \$

Additional Costs \$  Travel outside Bay Area  
\$  Textbooks

Additional Questions *Does this course pertain to the duties of a higher classification or for the purpose of improving performance in the present classification?*  
 Yes  No

\* Attachment(s)   
Please attach supervisor approved request form (if applicable) and upload supporting documentation that justifies the estimated expense(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*

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  
SUBMIT A PRE-APPROVAL REQUEST

9. Click *Choose File* to find the appropriate file.

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

### Tuition Application

Thursday, August 20, 2020

My Information	
<b>My Name</b>	Great Employee
<b>Job Class</b>	1234
<b>Fiscal Year</b>	Jul 1, 2020 - Jun 30, 2021
<b>Employee Available Funds</b>	\$1,000.00
<b>Department</b>	HRD
<b>Union</b>	25 - SEIU 1021
<b>Union Balance</b>	\$62,714.52

Campus

Course Number

\* Date Range  - to -

\* School Name

\* Course Name

\* Course Cost \$

Additional Costs

\$  *Travel outside Bay Area*

\$  *Textbooks*

Additional Questions

*Does this course pertain to the duties of a higher classification or for the purpose of improving performance in the present classification?*

Yes  No

\* Attachment(s)

*Please attach supervisor approved request form (if applicable) and upload supporting documentation that justifies the estimated expense(s).*

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

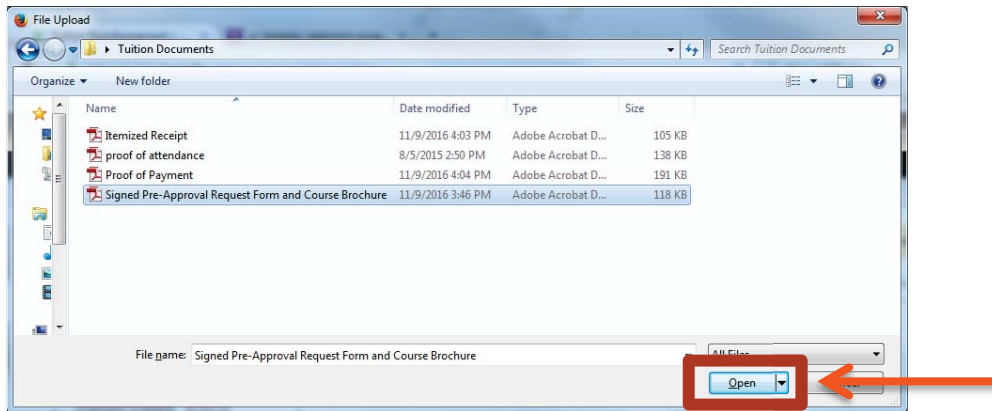
Requested Amount **\$850.00**  
*This amount will automatically update as you fill out your request*

or

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

# ONLINE TUITION REIMBURSEMENT PROGRAM SUBMIT A PRE-APPROVAL REQUEST

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



11. Click *Submit Request*.

The screenshot shows the 'Tuition Application' form. The 'Submit Request' button is highlighted with a red box and an arrow pointing to it.

**My Information**

My Name	Great Employee
Job Class	1234
Fiscal Year	Jul 1, 2020 - Jun 30, 2021
Employee Available Funds	\$1,000.00
Department	HRD
Union	25 - SEIU 1021
Union Balance	\$62,714.52

**Tuition Application** Thursday, August 20, 2020

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

Campus:

Course Number:

\* Date Range:  - to -

\* School Name:

\* Course Name:

\* Course Cost: \$

Additional Costs: \$  Travel outside Bay Area  
\$  Textbooks

Additional Questions: Does this course pertain to the duties of a higher classification or for the purpose of improving performance in the present classification?  
 Yes  No

\* Attachment(s)  
Please attach supervisor approved request form (if applicable) and upload supporting documentation that justifies the estimated expense(s).  
 No file chosen [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

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

ONLINE TUITION REIMBURSEMENT PROGRAM  
SUBMIT A PRE-APPROVAL REQUEST

12. After confirming your submission, the request will appear in your “My Pre-Approval Requests” tab where you can monitor its status. You will also receive email notifications at the email you provided for account registration.

The screenshot displays the user interface for the City and County of San Francisco's online tuition reimbursement system. At the top, the header includes the organization's name, the user's name 'Great Employee', a 'Sign Out' link, and a 'HELP' button. A navigation menu contains 'Home', 'Pre-Approval Requests' (the active tab), 'Reimbursement Requests', 'Policy Documents', and 'My Account'. Below the navigation, there is an 'Overview' section with a 'Submit New Application' button. A green notification box with a checkmark states 'Education request submitted'. The main section is titled 'My Pre-Approval Requests' and includes another 'Submit New Application' button. Below this is a table with the following data:

	ID	STATUS	DESCRIPTION	AMOUNT
 	<a href="#">1-22247</a>	Pending	UC Berkeley Extension - BUS ADM X470	\$850.00