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 to create your account. A list of representatives is available on DHR’s website at http://sfdhr.org/online-tuition-reimbursement-process.
5. Click Submit New Request.

6. Click course or conference/training/membership/etc.
7. Enter applicable information. Please note the yellow box is an informational message.

![Tuition Application Form](image)

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

- **Tuition Application**
  - Campus
  - Course Number
  - Start Date: MM - DD, YYYY
  - End Date: MM - DD, YYYY
  - School Name: Type your school name here
  - Course Name
  - Course Cost
  - Additional Costs
    - Reference Materials/Project/Software - up to $1,000
    - Memberships
    - Licenses
    - Travel - up to $1,000

- **Attachments**
  - Please attach supervisor approved reimbursement request form

- **Requested Amount**
  - $0.00
  - 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](http://sfdhr.org/online-tuition-reimbursement-process)
8. 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](http://sfdhr.org/online-tuition-reimbursement-process-required-documentation)).
9. Click **Browse** to find appropriate file

![Image of Tuition Application form]

- **My Information**
  - **My Name**: Great Employee
  - **Job Class**: 1234
  - **Fiscal Year**: Jan 1, 2016 - Jun 30, 2017
  - **Employee Available Funds**: $2,000.00
  - **Union**: 92 - Test Union
  - **Union Balance**: $10,000.00

- **Tuition Application**
  - **Campus**:
  - **Course Number**: BUS ADM 470
  - **Date Range**: 11/12/2016 - 12/17/2016
  - **School Name**: UC Berkeley Extension
  - **Course Name**: Project Management
  - **Course Cost**: $350.00

- **Additional Costs**
  - $650.00: Ref. Materials/PC/A Software - Up to $1,000

- **Requested Amount**: $850.00

- **Submit Request** or **Cancel**

To view your applicable MOU or the Controller's Office Guidelines, please visit [http://sfdhr.org/online-tuition-reimbursement-process](http://sfdhr.org/online-tuition-reimbursement-process).
10. Select file(s) and click Open.

11. Click Submit Request.
12. Click *Submit Request*.

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<tr>
<th>Request Confirmation</th>
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<td>Date Range</td>
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<td>Attachment(s)</td>
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<td>Requested Amount</td>
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13. The request will appear in your “My Pre-Approval Requests” tab.