



## Online Tuition Reimbursement Program Submit a Pre-Approval Request

1. Calculate estimated expenses and **gather supporting documentation** that shows the cost/registration fee/item price (for example: a registration form, invoice, website 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.** The supervisor may sign the form digitally.
4. Log into the online tuition reimbursement system. The portal is located at <http://sfdhr.org/online-tuition-reimbursement-process>.

A screenshot of the login page for the online tuition reimbursement system. At the top left is the City & County of San Francisco Department of Human Resources logo. The main content area has a light gray background. On the left, there is a circular icon with a person silhouette and a "Forgot Password" link below it. 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 they can 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**.

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

Home | Pre-Approval Requests | Policy Documents | My Account

Welcome | Help | Submit New Application

**CITY & COUNTY OF SAN FRANCISCO**  
**DEPARTMENT OF HUMAN RESOURCES**

**Submit New Request**

**Welcome**

**8/21/17: Do not enter any Reimbursement Requests into the online tuition reimbursement system. Read new instructions under Step 3.**

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

Please check your junk/spam folders for email notifications from [noreply@tuition.hostedhr.com](mailto: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**  
Please go to the Employee Portal (<https://sfcoo.org/sfc/employee-gateway>) to submit an Expense Report (Reimbursement Request). Please do not enter the request in the online tuition reimbursement system.

**Notifications**

- Your pre-approval request has been rejected [1-24205](#) Jan 29, 2016
- A note has been added to your pre-approval request [1-24205](#) Aug 18, 2017
- A note has been added to your pre-approval request [1-24205](#) Aug 18, 2017
- Your pre-approval request has been approved [1-24204](#) Aug 18, 2017
- A note has been added to your pre-approval request [1-24204](#) Aug 18, 2017
- A note has been added to your pre-approval request [1-24204](#) Aug 18, 2017
- Your pre-approval request has been rejected [1-21317](#) Sep 29, 2016
- A note has been added to your pre-approval request [1-21317](#) Sep 14, 2016
- A note has been added to your pre-approval request [1-19454](#) Apr 20, 2016
- Your pre-approval request has been rejected [1-19165](#) Mar 16, 2016

[Compare textbook prices online](#)

6. Select the appropriate button whether you are requesting a college or university class or a conference/training/license/etc. and click **Continue** under your selection.

**Submit New Application**

I am requesting a college or university class (charged by credit hours)

I am requesting a conference, training, license/certification, membership, equipment or continuing education class reimbursement

**Continue »** OR **Continue »**

Cancel

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](#) [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, 2018 - Jun 30, 2019
Employee Available Funds	\$2,000.00
Department	HRD
Union	21 - IFPTE, Local 21
Union Balance	\$170,004.60

### Tuition Application

Tuesday, September 18, 2018

Campus

Course Number

\* Date Range  - to -

\* School Name

\* Course Name

\* Course Cost \$

Additional Costs

\$  Licenses

\$  Memberships

\$  Reference materials [compare textbook prices online](#)

\$  Travel outside Bay Area - 50% up to \$500

\* 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.

If applicable, I certify my travel expenses comply with the Controller's Office Business Travel Reimbursement Guidelines.

**Requested Amount** **\$0.00**  
This amount will automatically update as you fill out your request

or [Cancel](#)



8. Click **Add File(s)** to add the **pre-approval request form** and **supporting documentation** that shows the itemized costs for the requested items.

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

[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	\$2,000.00
Department	HRD
Union	21 - IFPTE, Local 21
Union Balance	\$484,087.46

### Tuition Application Tuesday, April 20, 2021

---

Campus

Course Number

\* Date Range  - to -

\* School Name

\* Course Name

\* Course Cost \$

Additional Costs

\$  Licenses

\$  Memberships

\$  Reference materials [compare textbook prices online](#)

\$  Travel outside Bay Area - 50% up to \$500

\* 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.

If applicable, I certify my travel expenses comply with the Controller's Office Business Travel Reimbursement Guidelines.

---

Requested Amount **\$25.00**

ONLINE TUITION REIMBURSEMENT PROGRAM  
SUBMIT A PRE-APPROVAL REQUEST

9. Click **Choose File** to find appropriate files.

City and County of San Francisco

Great Employee | Sign Out | HELP

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.

**Tuition Application** Tuesday, April 20, 2021

**My Information**

My Name	Great Employee
Job Class	1234
Fiscal Year	Jul 1, 2020 - Jun 30, 2021
Employee Available Funds	\$2,000.00
Department	HRD
Union	21 - IFPTE, Local 21
Union Balance	\$484,087.46

Campus:

Course Number:

\* Date Range: 04/26/2021 - to - 04/30/2021

\* School Name: City College

\* Course Name: Math 80

\* Course Cost: \$ 25.00

Additional Costs

- \$  Licenses
- \$  Memberships
- \$  Reference materials [compare textbook prices online](#)
- \$  Travel outside Bay Area - 50% up to \$500

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

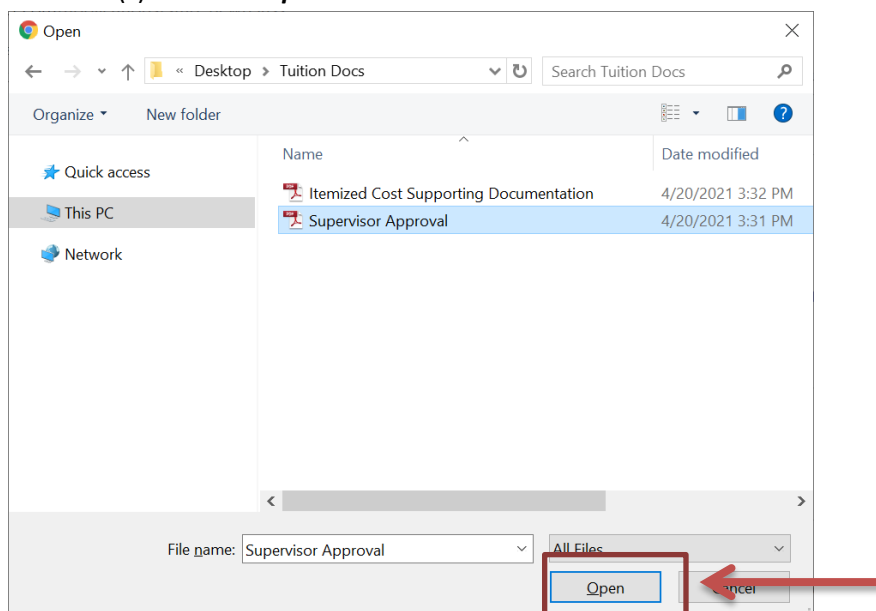
**Choose File** No file chosen

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

If applicable, I certify my travel expenses comply with the Controller's Office Business Travel Reimbursement Guidelines.

Requested Amount: **\$25.00**  
This amount will automatically update as you fill out your request

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



ONLINE TUITION REIMBURSEMENT PROGRAM  
SUBMIT A PRE-APPROVAL REQUEST

11. Click **Submit Request**.

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	\$2,000.00
Department	HRD
Union	21 - IFPTE, Local 21
Union Balance	\$484,087.46

### Tuition Application

Tuesday, April 20, 2021

Campus

Course Number

\* Date Range  - to -

\* School Name

\* Course Name

\* Course Cost \$

Additional Costs

\$  Licenses

\$  Memberships

\$  Reference materials [compare textbook prices online](#)

\$  Travel outside Bay Area - 50% up to \$500

\* Attachment(s)

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

Supervisor ...d price.docx [remove](#)

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

If applicable, I certify my travel expenses comply with the Controller's Office Business Travel Reimbursement Guidelines.

Requested Amount **\$25.00**  
*This amount will automatically update as you fill out your request*

or

ONLINE TUITION REIMBURSEMENT PROGRAM  
SUBMIT A PRE-APPROVAL REQUEST

12. You will be asked to confirm the request. Click **Submit Request**.

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

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.

**Tuition Application** | Tuesday, April 20, 2021

**My Information**

- My Name: Great Employee
- Job Class: 1234
- Fiscal Year: Jul 1, 2020 - Jun 30, 2021
- Employee Available Funds: \$2,000.00
- Department: HRD
- Union: 21 - IFPTE, Local 21
- Union Balance: \$484,087.46

**Request Confirmation**

- Date Range: 04/26/2021 - 04/30/2021
- School Name: City College
- Campus: [ ]
- Course Number: [ ]
- Course Name: Math 80 Statistics
- Course Cost: \$25.00
- Attachment(s): Supervisor approval and price.docx
- Requested Amount: \$25.00

Submit Request | Edit | Print | prices online

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 | Policy Documents | My Account

Overview | Submit New Application

✓ Education request submitted

**My Pre-Approval Requests** | Submit New Application

ID	STATUS	DESCRIPTION	AMOUNT
<a href="#">1-37986</a>	Pending	City College - Math 80 Statistics	\$25.00