Tuition Reimbursement Instructions
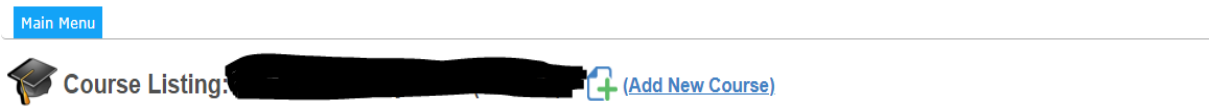
- Go to Lawson Self-Service and click on "My Benefits"

My Employee Self Service Links   ⌃ ⚙

Open Enrollment 2024
My Benefits
My Employment
My Payroll
My Personal Information
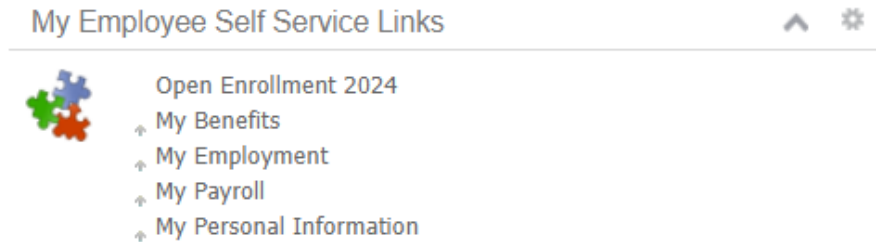
- Under "Other Benefits", click on "Tuition Reimbursement"

Other Benefits   ⌃ ⚙

- ● U of I Community Credit Union
- ● Life Insurance Beneficiary Change Form
- ● MetLife (Home, Auto, Pet) Insurance
- Tuition Reimbursement
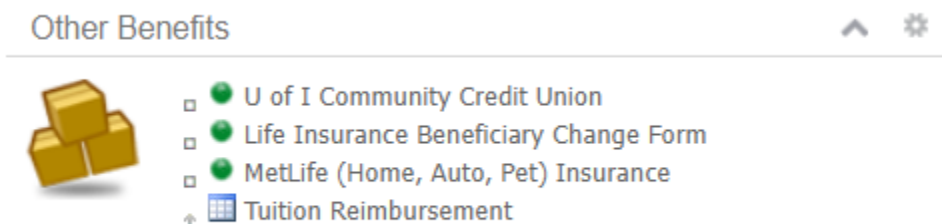
- Click on "Add New Course" icon and complete the form.

Main Menu

Course Listing: ▓▓▓▓▓▓▓▓▓   ✚ (Add New Course)

ATTENTION: Tuition Reimbursement Users

To avoid congestion and provide efficient turnout times, please submit the following documents at one time. Do this upon receipt of your class grades.

- class schedule
- detailed billing statement
- Proof of Payment
- final course grades

Please submit these in a single email to MyHR.Helpdesk@carle.com

To add a new course, please click the "Add New Course" icon above.

- **If you do not have a degree in the system, you must add your degree before entering any class information.**
    - Degree seeking – for those who are currently in or plan to use the course requests to untimely complete a degree

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Please supply information about the new Course:

* What reason will you be taking this course? ❓

[⌄]

Please indicate why you think this course is applicable to your job:

[   ]

* What Institution (College) will this course be taken from?

[⌄]

* Course Title: [   ]

* Course #: [   ]   * Credit Hours: [⌄]

* Course Start Date: [   ]   * End Date: [   ]

* Full Tuition Cost: [   ]   ❓ * Misc Cost: [   ]

Do <u>NOT</u> include Carle's institution discount. Discounts will be applied automatically.   Do <u>NOT</u> include the cost of books in the misc cost.

Carle Discount: [   ]   Request Amount: [   ]

☐ *I hereby certify that the above information is correct. I have read the <u>promissory note</u> and the <u>tuition reimbursement policy</u> and I agree to the conditions of the tuition reimbursement program.*

[Add Course]

Cancel

- Click on the drop down menu for the reason for taking the course and click "Enter a New Degree"

Please supply information about the new Course:

* What reason will you be taking this course? ?

Associates Degree of Nursing at Parkland College
<- Enter a New Degree ->

- You must complete all information indicated with *

Please supply information about the new Degree:

* What Institution (College) will this degree be obtained from?

* Degree Type:

* Major:

* What is your goal for obtaining this degree?

* Degree Start Date: * Expected Graduation Date:

Add Degree

Cancel

- Complete the information for your course, you must complete all information indicated with *

Please supply information about the new Course:

* What reason will you be taking this course? ❓

[dropdown]

Please indicate why you think this course is applicable to your job:

[text area]

* What Institution (College) will this course be taken from?

[dropdown]

* Course Title: [field]

* Course #: [field]   * Credit Hours: [dropdown]

* Course Start Date: [field]   * End Date: [field]

* Full Tuition Cost: [field]   ❓ * Misc Cost: [field]

Do NOT include Carle's institution discount. Discounts will be applied automatically.   Do NOT include the cost of books in the misc cost.

Carle Discount: [field]   Request Amount: [field]

☐ I hereby certify that the above information is correct. I have read the promissory note and the tuition reimbursement policy and I agree to the conditions of the tuition reimbursement program.

[Add Course]

Cancel

- Click the check box to certify that all information is correct.
- Repeat this process for all classes that you are requesting tuition reimbursement.

2024 Courses

Course	Course Dates	Requested Amount	Paid Amount	Current Status	
Associates Degree of Nursing at Parkland College - Course(s) taken at Parkland College					
101 - Nursing	01/09/24 - 05/01/24	$600.00	$0.00	Waiting For Documents	View
		$600.00	$0.00		

- Once all classes are submitted, **you must submit your class schedule, detailed billing and final grades (unofficial transcripts) to the myhr.helpdesk@carle.com. Please write your badge number on all documents and your name must be displayed by the college on all documents.**
- To view the details of each course, click "View"

View Course:

Course Information / Requested Information:

Reason:	Associates Degree of Nursing at Parkland College
Comment:	
College:	Parkland College - (Champaign, IL)
Course:	101 - Nursing - 3.0 Credit Hrs
Start Date:	01/09/2024
End Date:	05/01/2024
Full Tuition:	$550.00
Misc Fees:	$50.00
Discount:	0.00%
Requested:	$600.00
Status:	Waiting For Documents

Back

- Once all steps have been completed above, we will then review to process your request for payment. All documents are to be submitted to: MyHR.Helpdesk@carle.com.

- Once the payment has been made, you will be able to view the Amortization Table for each class within the Course details. This information is also emailed to employees when the class has been approved and processed.