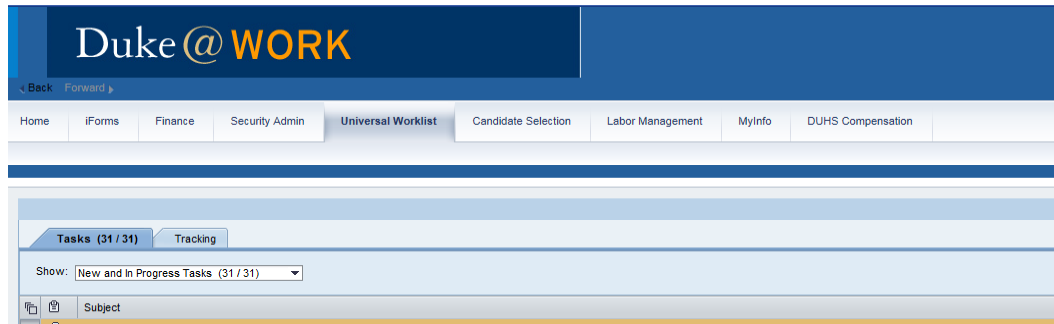


iForms At-A-Glance: Supervisor/Manager ETAP Approval Process

Supervisor/manager approval for the Employee Tuition Assistance Program (ETAP) should be initiated in the iForms workflow within 90 days of course completion and prior to the employee's request for reimbursement. Below is some helpful information to guide supervisors through the completion of the application approval process.

- 1) When an employee submits an ETAP application through Duke@Work, an automated email (titled "Action Required: Tuition Asst App for Approval") is sent to their supervisor to alert them to review the request in their Universal Worklist in iForms. This email also includes a [Universal Worklist link](#).



- 2) Under the "Tasks" tab in the Universal Worklist in iForms/SAP, the supervisor will see a link titled, "Approval required for (Duke Employee): Tuition Assistance". Click on the link and the window below will open.

Employee Tuition Assistance Program Application

NOTE NUMBER: 401394740

Note: This application is only viewable to employees who meet the eligibility requirements for ETAP benefits.

Employee Details

Employee Name:	BLUE DEVIL	DUID:	00. [REDACTED]
Home Address:	123 MAIN ST	Email Address:	[REDACTED]@DUKE.EDU
City/State/Zip:	DURHAM NC 27605	Office Phone:	[REDACTED]
Home Phone:	919-123-4567	Continuous Svc Date:	03/11/2002
Payroll Cycle:	MONTHLY	Planned Working Time:	EXEMPT>=20 HRS/WK
Position:	51. [REDACTED]	Company:	0010
Org Unit:	51. [REDACTED]	Supervisor/Business Manager:	[REDACTED]

Enrollment Information

If you are experiencing any technical issues with the online application, please review the [Employee Tuition Assistance FAQs and Instructions](#) for additional information.

iForms At-A-Glance: Supervisor/Manager ETAP Approval Process

Course(s) Information

You may take up to 3 courses per request. A total of 9 can be taken during the calendar year. Total courses already taken: 0002

NOTE: These course types are not eligible for Assistance: (Dissertation, Solely Research, Thesis).

Sem/Qtr	Term	Year	Title	Course Type	Number	Start Date	Last Date	ESL ?	Academic Credit ?	Amt Requested (Fees excluded)
S		2018			1256	05/02/2018	06/30/2018	N	Y	350.00

Maximum Allowed: 5,250.00 Amount Used: 2,900.00 Amount You Can Use: 2,350.00 [Click here for requested course\(s\) total:](#) 350.00

Supervisor's Approval

By clicking the "Approve" button below, I certify the above course(s) is directly related to the employee's current work assignment or future career development at Duke and is documented in their professional development plan. To the best of my knowledge, the employee has had no disciplinary action(s) in the past 12-month period (exclude any disciplinary actions related to performance that this course is intended to address). If the course is during work time, I have given my approval for the employee to attend this course. The departmental Funding Source code requested below will only be charged, with advanced notice, if the employee voluntarily leaves before the end of the ETAP retention period and does not repay the retention amount from their final paycheck. This code will be a 7 or 9 digit number.

By approving this application, you agree to notify HR-Benefits immediately via email when this employee gives notice of termination.

Please choose Funding Source type and enter associated code: ☒ Cost Center ☐ WBS Element Code:

This section requires a supervisor's review and approval (as appropriate).
Note: Once a Health System employee's application is approved, it is then routed to a designated second level approver.

3) At the bottom of the screen, there are 4 options:

- 1) **"Approve"** (this approves the application and sends an automated email to the employee);
- 2) **"Reject"** (not commonly used since it outright denies request, please add notes in comments);
- 3) **"Back to Employee"** (routes to employee, please add notes in comments); and
- 4) **"Close Window"**

If you are experiencing any technical issues with the online application, please review the [Employee Tuition Assistance FAQs and Instructions](#) for additional information.