

# **MAPE Professional Development Tuition Waiver Application Instructions**

## MAPE Bargaining Agreement July 1, 2017 – June 30, 2019

XV. Profession Development language (effective 7/1/18)

Upon completion of one (1) year of continuous employment (without a break in service) in the Minnesota State system, full-time unlimited, full-time seasonal, part-time unlimited, and part-time seasonal employees, classified and unclassified, may for the purpose of professional development, be permitted to enroll on a space-available basis in credit courses at any Minnesota State college and/or university without payment of tuition. Such enrollment is at the discretion of the Appointing Authority and shall not exceed eight (8) credits per academic year (the academic year runs from the beginning of the fall semester through the end of the summer session). The employee shall pay all applicable fees.

When the employee has completed three (3) years of continuous employment (without a break in service) in the Minnesota State system, and becomes eligible for tuition waiver under Part VII of this supplement, credits taken under this section shall be deducted from the credits allowed per year under Part VII of this supplement.

Spouses and dependents are not eligible for credits under this section.

#### Instructions

Employees with HR\_TW\_PROCESSOR have the ability to create a tuition waiver on behalf a MAPE employee. Before processing the HR department will need to verify that they are creating a waiver for an eligible employees. Please note the tuition waiver application will allow an entry for a spouse or dependent – this benefit is for the employee only.

### Steps:

## 1. Log into "Tuition Waiver Admin" from Employee Home page



2. Select "Apply for Waiver" and search for employee by Tech ID or name. When employee is found click "Apply" box.

	Tuition Waiver	MINNESOTA STATE					
	View Pending	Apply for Tuition Waiver on Behalf of an Employee					
-	View All	Search for an ampleuse					
$\leq$	Apply for Waiver Search for an employee						
	Rule Admin	Tech Id: 13777444					
	Terms and Conditions	OR					
	Rules Matrix	First Name: 0					
	Waiver Guide	Middle Name:					
	Taxation Rules	Last Name: o					
	System Admin	Search					
	Logging						
	Server Properties						
	App Dashboard	Tech Id Full Name Separation Info					
		13777444 Flowers, Jim Apply					

3. Apply – All Minnesota State schools were listed for HR to choose from in *Courses* registered through drop-down menu.

View Pending View All	Apply for Tuition Waiver	Employee Home   Jame Eccar
Apply for Waiver		
Rule Admin	Employee Information	
Terms and Conditions	Tech ID Name	
Rules Matrix	13777444 Echerd, Neely Florence Jr	
Waiver Guide		
Taxation Rules	Tuition Waiver Application f	or Echerd, Neely Florence, Ir
System Admin	·	·· _····
Logging	This waiver request will be reviewed by	the HR office at System Offic.
Server Properties	You cannot submit a request for yourse	if using this software. To submit a request for yourself, please use the employee tuition waiver software.
App Dashboard	*Relationship to Employee:	Employee
	*Courses registered through:	OA_Metropolitan State University
	*Student ID:	
	(Student ID at the institution where cou	rises are registered through.)
	*Academic Term:	Fall 2018
	*Bargaining Unit Code:	214 - MAPE
	Undergraduate Credits:	4 credits
	Graduate Credits:	credits
	Doctoral Credits:	credits
	*For audit purposes, please provide	test MAPE TW entry by HR
	the reason why you are requesting this	
	as a proxy request:	
		426 characters remaining
	Next Cancel	

4. After clicking the "Next" button, confirm tuition waiver information.

Tuition Waiver	MINNESOTA STATE						
View Pending							
View All Apply for Waiver	Confirm Tuition Waiver Information						
Rule Admin	Please confirm all the values entered before saving.						
Terms and Conditions							
Rules Matrix	Employee Name:	Echerd, Neely Florence Jr					
Waiver Guide	Employee Tech ID:	13777444					
Taxation Rules	Student Name:	Echerd, Neely Florence					
System Admin	Relationship to Employee:	Employee					
Logging	Courses registered through:	QA-Metropolitan State University					
Server Properties	Student ID:	00290859					
App Dashboard	Academic Term:	Fall 2018					
	Bargaining Unit Code:	214					
	Undergraduate Level Credits:	4.00					
	Graduate Level Credits:						
	Doctoral Level Credits:						
	Additional Info:	test MAPE TW entry by HR					
	Save Edit Cancel						

5. System will display a message stating the employee does not have 3 years of service (which would be expected for this group). Add notes describing why this is being allowed. Recommended language: *"Manual entry until system is programmed. See file for completed application"*.

	waiver App	meation for E	chera, Ne	ely Florer	ice Jr	System Recommendation
Credit Year			2019			Credit Institution Student Eligibility O
Bargaining Unit:		214				
Academic Term:		Fall 2018			Credit	
Institution:			QA-Metropo	olitan State U	Iniversity	Credit amount OK.
Student ID	at Selected In	stitution:	00290859			Institution
Student Na	me:		Echerd, Ne	ely Florence		The student institution type is eligible for t
Relationshi	p of the Studer	nt to the Employee	: Employee			Student
Employee I	Name:		Echerd, Ne	ely Florence :	Jr	
Employee	Tech ID:		13777444			
Employee	Work Phone:		(999) 772-7	7233		Eligibility
Employee I	E-Mail Address		neely.echer	rd@test.textc	aster.com	The employee does not have three years
						At least one assignment found with the bar
Credits						🔴 Fee waived value OK.
					-	Prior to approval, verify the assignment deta
	Status		Requested	Credits	Waived?	
Status	Date	Туре	Credits		manua.	

6. After approving the credits the tuition waiver home page will show all waivers being processed.

Credit Year Term Waiver Status Employee Tech ID									
	. 5								
ai Kesults	Credit						Credits		
ai kesults Status	Credit Year	Term	Tech ID	Employee	Student	Institution	Credits Req *	Apr *	
ai kesults Status Submitted	Credit Year 2019	Term Fall 2018	Tech ID 12812334	Employee Barrasa, Courtney	Student Daghlian, Russ	Institution QA-Alexandria Tech and Comm College	Credits Req * 2	<b>Apr *</b>	Details
ai kesults Status Submitted Submitted	Credit Year 2019 2019	Term Fall 2018 Fall 2018	Tech ID 12812334 12812334	Employee Barrasa, Courtney Barrasa, Courtney	Student Daghlian, Russ Daghlian, Russ	Institution QA-Alexandria Tech and Comm College QA-Alexandria Tech and Comm College	Credits Req * 2 3	Apr * 0 0	Details Details
Status Status Submitted Submitted Processed	Credit Year 2019 2019 2019	Term Fall 2018 Fall 2018 Fall 2018	Tech ID 12812334 12812334 13777444	Employee Barrasa, Courtney Barrasa, Courtney Echerd, Neely	Student Daghlian, Russ Daghlian, Russ Echerd, Neely	Institution QA-Alexandria Tech and Comm College QA-Alexandria Tech and Comm College QA-Metropolitan State University	Credits Req * 2 3 4	Apr * 0 0 4	Details Details Details
Status Status Submitted Submitted Submitted Submitted	Credit Year 2019 2019 2019 2019 2019	Term Fall 2018 Fall 2018 Fall 2018 Fall 2018	Tech ID 12812334 12812334 13777444 10556402	Employee Barrasa, Courtney Barrasa, Courtney Echerd, Neely Freibert, Magaly	Student Daghlian, Russ Daghlian, Russ Echerd, Neely Bertz, Tuan	Institution         QA-Alexandria Tech and Comm College         QA-Alexandria Tech and Comm College         QA-Metropolitan State University         QA-Metropolitan State University	Credits Req * 2 3 4 3	Apr * 0 0 4 0	Details Details Details Details Details

Following is an example of a system error you may receive. Depending on 'home' school type and waiver school will cause an error. In this example the statue university employee is requesting credits at a community college institution. The tuition waiver policy does not allow this, but the new language for professional development does.

The request can be processed by following the steps outlined. Please include the recommend language in the notes box: ""Manual entry until system is programmed. See file for completed application".

Saved waiver request.						
ployee Tuition Waiver Re	quest Details					
ess Waiver Other 2019 Waivers						
Tuition Waiver Application for	Wlazlo, Rubin Mike	System Recommendation				
Credit Year:	2019	Credit Institution Student Eligibility Overall				
Bargaining Unit:	214					
Academic Term:	Fall 2018	Credit				
Institution:	QA-Normandale Community College	🔴 Credit amount OK.				
Student ID at Selected Institution:	14037526	Institution				
Student Name:	Wlazlo, Rubin Mike	The student institution type (Community College) is not allowed for this				
Relationship of the Student to the Employ	ee: Employee	bargaining unit.				
Employee Name:	Wlazlo, Rubin Mike	Student				
Employee Tech ID:	13735095	No applicable evaluation rule.				
Employee Work Phone:	(999) 575-7559	Eligibility				
Employee E-Mail Address	rubin.wlazlo@test.textcaster.com	The employee does not have three years of service.				
		At least one assignment found with the bargaining unit code 214.				
Credits		Fee waived value OK.				
Status Credit Status Date Type	Requested Approved Fees Credits Credits Waived?	Prior to approval, verify the <u>assignment details</u> below.				
	2.00					