Request for Tuition Assistance Benefits

Smith's commitment to academic achievement and lifelong learning is what we are all about. In support of this commitment, we make a significant investment in providing employees with rich opportunities for professional growth and development. Tuition assistance is available to eligible employees, their spouse, and their children.

This document describes the process in Workday for requesting Tuition Assistance Benefits. Please note that you must still meet the eligibility requirements for the specific benefit you are requesting. If you are not eligible, your request will not be fulfilled. Prior to submitting your request, we encourage you to review the full program details including eligibility requirements online at https://www.smith.edu/about-smith/hr/benefits.



Step 1: Log into Workday. You will be taken to your Home page, as shown below.

Step 2: Scroll down on the page until you see the Requests icon. Click this icon.

Federal Tax Election for Home Contact Change: Lucille Ball (995000143) 3 day(s) ago - Effective 02/15/2019 Federal Tax Election for Home Contact Change: Lucille Ball (995000143) 3 day(s) ago - Effective 12/11/2018 Edit Government IDs	Time Personal Pay
2 month(s) ago - Due 12/18/2018 Go to Inbox	Total Rewards Time Off Career
	Benefits Requests Favorites
	Reports

Step 3: On the Requests dashboard, click the action "Create Request."

SMITH COLLEGE Q	Search		ţ	2 🎯
← Request	s			
	Antione	Mana		
	Actions Create Request	VIEW My Requests		
		My Recent Requests		
		View Request Types		
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Step 4: Choose the appropriate Request Type based on the tuition request you would like to submit. Click OK. [Note: depending on your role in Workday, you may see other request types here unrelated to Tuition Benefits.]



Step 5: Complete the required information, which varies by tuition type, then Submit your request.

Smith College	Q Search	ţ	₽	6	
← Empl	oyee Classes at Smith Tuition Request				
Eligibility If you are employe eligible.	d in a regular or limited-term position of half time or more, you are eligible to receive tuition assistance for Smith College courses. If you work less than half time or hold a tem	porary positio	n, you are no	νt	
Waiting Period You must complete one full year of consecutive service at the college prior to your spouse's participation in this plan. If you satisfy the one-year service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester.					
For full details on t	he tuition waiver program, <u>visit our website</u> .				
Describe the Requ	est *				
Please complete ti	ne questions below related to this request.				
Submit	Save for Later Cancel				

Step 6: That's it! You will receive a confirmation message once your request has been approved.