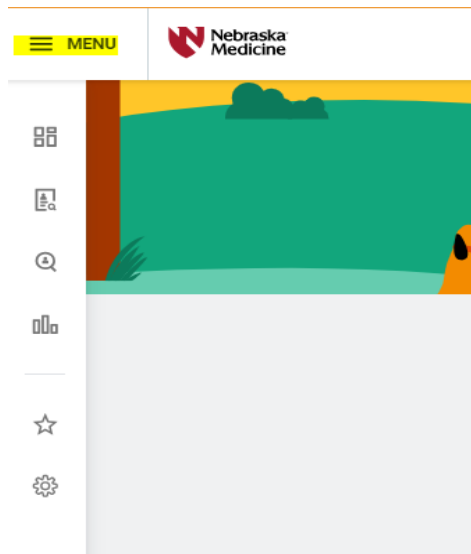
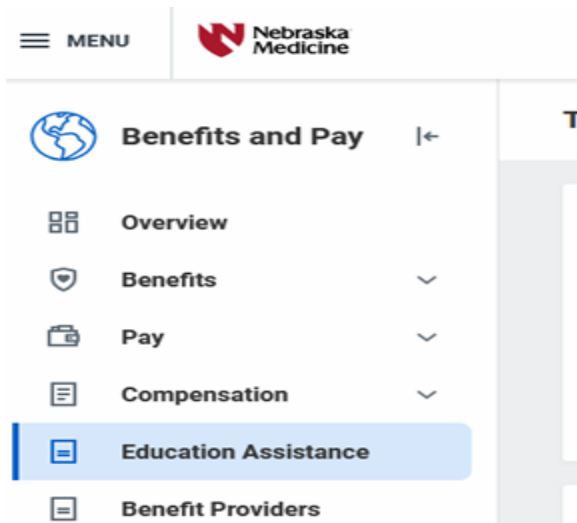


You must update all education and active certifications in Workday. Updating your profile helps us better understand the programs you are in and requesting reimbursement for and assists with career pathing development. You can update this information by accessing your career tab in Workday in your employee profile. If you do not have a specific field of study at this time you can select field of study as general.

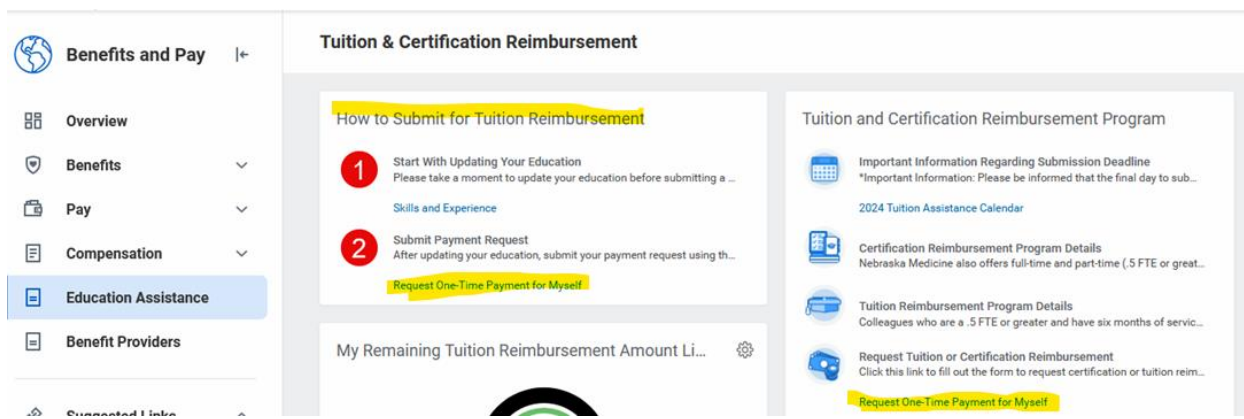
1. Log Into Workday
2. Select your Menu in the top left corner.



3. Select your Benefits and Pay Tab



4. Select Education Assistance



5. Request One-Time Payment for Myself to start the reimbursement process.


Tuition Reimbursement Process

- Complete the required * fields in the One-Time Payment Summary
- **Date of Request-** Use the date that you submit.
- **Why are you requesting payment?** Tuition or Certification
- Click add One-Time Payment


One-Time Payment Summary

Summary

What date is this request for? *

12/08/2023 

Why are you requesting payment? *

Payment Request > Tuition Reimbursement 



Total Amount Requested

0.00 USD

One-Time Payment


- What type of payment are you requesting?
- Fill in amount you are requesting

One-Time Payment

Organizational Assignments  

Company: 100 The Nebraska Medical Center
 Cost Center: 1001286 HR Operations
 Location: East Campus Corp Pavilion

What type of payment are you requesting? *

Tuition Reimbursement 

Scheduled Payment Date *

12/08/2023

Amount *

Optional – If you need to add more than one tuition request at once, press Add.

One-Time Payment

Payment Details ✕ ✎

2,500.00 USD

What type of payment are you requesting? *

Tuition Reimbursement

Scheduled Payment Date *

12/08/2023

Add

- Attach all required documents for your tuition reimbursement request. You can either drop files or select files. Please refer to the Tuition Guidelines at the top of the Request One-Time payment page for clarification on documents required for your request.

Attachments

Drop files here


or

Select files

Submit Save for Later Cancel

- Select upload if you need to add another additional document.

Attachments

 Workday Fix.docx
✓ Successfully Uploaded!

Description

Category * ✕ Tuition Reimbursement Financial Statement ☰

Upload

- Select submit once documents are uploaded.

Attachments

Workday Fix.docx
 ✓ Successfully Uploaded!

Description

Category *

Workday Fix.docx
 ✓ Successfully Uploaded!

Description

Category *

- You will have a “Review Documents” prompt show.

You have submitted

Up Next: Review Documents | Due Date 12/08/2023

[View Details](#)

- There will be a delayed action that will come into your Workday inbox to complete. Select your inbox.



- You will need to select the action that states, “One-Time Payment for Self”.

One-Time Payment for Self: ██████████ 12/08/2023 ☆

██████████ P101340 Sr HR Service
 Center Associate

Due: 12/08/2023

Effective: 12/08/2023

Updated: 12/08/2023

- This will prompt your retention agreement that is completed through DocuSign: to complete select the eSign by DocuSign.

All Items 230 items

[Advanced Search](#)

One-Time Payment for Self: [REDACTED] 12/08/2023 ☆

[REDACTED] P101340 Sr HR Service
Center Associate

Due: 12/08/2023

Effective: 12/08/2023

Updated: 12/08/2023

Review Documents for One-Time Payment for Self:

Created: 12/08/2023 | Due: 12/08/2023 | Effective: 12/08/2023 | Updated:

Documents

Tuition Agreement 2023-12-08.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving V before you close your browser.

eSign by DocuSign

- The DocuSign will populate: Please review and complete this DocuSign.

Select the sign field to create and add your signature.
FINISH OTHER AC

🔍 🔍 ⬇️ 🗑️ 🔄

If you receive tuition reimbursement for the fall semester, ending in December each calendar year, you should submit this agreement, the financial statement from the school you're attending and your application for tuition assistance no later than Dec. 17 of the given year. Your official grades must be submitted by the following Jan. 31. If you do not submit your grades by the Jan. 31 deadline, you must immediately repay all Tuition Assistance amounts advanced to you.

By signing below, you authorize Nebraska Medicine to withhold the repayment amounts from your salary, wages, and other sums payable to you to the maximum extent permitted by law. In the event such withholdings do not satisfy the amount owed to Nebraska Medicine, you agree to remit payment in the form of a check or money order payable to Nebraska Medicine and mailed or hand-delivered to: Nebraska Medicine, Payroll, 988145 Nebraska Medical Center, Omaha, NE 68198-8145.

Acknowledgement

I understand that this Agreement is not a contract of employment for any specific time, and it does not alter my at-will employment status. I understand that if I fail to meet the conditions for receiving the Tuition Assistance set forth in Section II above, I will be required to repay all Tuition Assistance amounts advanced to me, and I will be ineligible to receive any additional advances. By signing below, I expressly give Nebraska Medicine a lien on all of my salary, wages, and other sums payable to me by Nebraska Medicine in the event I fail to repay the Tuition Assistance amounts advanced to me under this Agreement. I also authorize Nebraska Medicine to withhold all advanced Tuition Assistance amounts from my salary, wages, and other sums payable to me, to the maximum extent permitted by law. In the event such withholdings do not satisfy the amount owed to Nebraska Medicine, I agree to remit payment in accordance with the terms of Section III.

SIGN

Required - Sign Here
Click to sign

Employee Signature: [REDACTED]

Printed Name: [REDACTED]


Date: 12/8/2023

- Once your DocuSign has been completed, you will have your review documents page prompt, if you wish to review the retention agreement this will be visible here. If you are done, please select submit at the bottom of this task.

Print Generated Document Review Documents for One-Time Payment for Self:

Documents

On this page, you can only download the original, unsigned version of the document.

Document		Tuition Agreement 2023-12-08.pdf
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Comment

- After you hit submit, this request will be sent to the HR Service Center for review and approval. If more documentation is needed, this will be sent back to you with comments requesting more information. It will be visible in your Workday inbox. If no more documentation is needed, this will be approved and sent to payroll for processing for your reimbursement payment.

Certification Reimbursement Process

Certification and licensures that are required for your position are not eligible for reimbursement.

- Complete the required * fields in the One-Time Payment Summary
- **Date of Request-** Use the date that you submit.
- **Why are you requesting payment?** Tuition or Certification
- Click add One-Time Payment

One-Time Payment Summary

Summary

What date is this request for? *

12/08/2023

Why are you requesting payment? *

Payment Request > Certification Reimbursement

Total Amount Requested

0.00 USD

One-Time Payment

Add

- What type of payment are you requesting?
- Fill in amount you are requesting

One-Time Payment

Organizational Assignments

Company: [100 The Nebraska Medical Center](#)

Cost Center: [1001286 HR Operations](#)

Location: East Campus Corp Pavilion

What type of payment are you requesting? *

Certification Reimbursement

Scheduled Payment Date *

12/08/2023

Amount *

500.00

If you need to add more than one certification request at once, press Add.

One-Time Payment

Payment Details ✕ ✎

500.00 USD

What type of payment are you requesting? *

Certification Reimbursement

Scheduled Payment Date *

12/08/2023

Add

- Attach all required documents for your tuition reimbursement request. You can either drop files or select files. Please refer to the Certification Guidelines at the top of the Request One-Time payment page for clarification on documents required for your request.

Attachments

Drop files here


or

Select files

Submit **Save for Later** **Cancel**

- Select upload if you need to add another additional document.

Attachments

 Workday Fix.docx
✓ Successfully Uploaded!

Description

Category * ✕ Certification Reimbursement
Certification ☰

Upload

- Select submit once documents are uploaded.

Attachments

DOC Workday Fix.docx
✓ Successfully Uploaded!

Description

Category *
Financial Statement

DOC Workday Fix.docx
✓ Successfully Uploaded!

Description

Category *
Certification

Upload

Submit Save for Later Cancel

- After you hit submit, your request will be sent to HR Service Center for review and approval. If more documentation is needed, this will be sent back to you with comments requesting more information. It will be visible in your Workday inbox. If no more documentation is needed, this will be approved and sent to payroll for processing for your reimbursement payment.