Online Tuition Concession
Managers or Department Approvers

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Human Resources
Wake Forest University
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Request Notification

When an employee submits a request through WIN to take a class(es), you as the Manager or Department Approver are responsible for reviewing and approving the request. Please note that if the request would not allow the employee to meet the business needs of your department, you may deny the request.

If there are any pending Tuition Concession requests that need your approval, an email notification will be sent to your Wake Forest University email account, once a day, until it is approved.

Accessing a Request

Step 1

Log into WIN by opening your web browser (Chrome is the recommended browser) and typing win.wfu.edu into the address bar. Enter your Wake Forest User Name and Password, and click log in.
Step 2
Click the **WF@Work** link.

Step 3
Under the **Benefits and Deductions** header, click the **Tuition Concession** link.

**Approving a Request**

Step 1
To review the Tuition Concession request, click **Manager Course Review**. This will display any requests that are waiting for your approval.
Step 2

Each request will display the **Student’s Name, Academic Year, Institution, Date Requested, and Status**. Select a pending Tuition Concession request, by clicking on the **Student’s Name**.

![Pending Request Table](image)

Step 3

After you open the pending request, the **Enrollment Status** (either undergraduate or graduate), **Course Number**, and **Course Title** is provided for each course.

![Course Information](image)

To approve each course:

1. Review **Course Information**.
2. Answer the four **Yes/No** questions.
3. Select **Approve** or **Deny**. The approval status will update immediately. If you would like to change your selection, you may do so by clicking the other option.

As a manager or department approver there are a few things to keep in mind:

- An employee may request up to two courses a semester
- It is important to answer the 4 questions about if and how each course is related to their essential functions of the position or position requirements, as this may impact whether or not a course is taxable to them.
- You may deny a request if the timing/duration/frequency would negatively impact meeting the business needs or operations of your department.
If there is more than one course being requested, repeat steps 1 through 3.

4. Click **Done**.

When all requests have been reviewed and approved, you will see a confirmation message on your screen indicating you have no other requests pending processing.

**Contact Information**

If you have any questions about a request that was submitted, you may contact Human Resources at:

**Tuition@wfu.edu** or **336.758.4700**