Instructions for Tuition Waiver – Employee on Etrieve

Step 1: Login: Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Tuition Waiver – Employee under the Human Resources section

Step 5: Complete the form

You only need to complete the form according to how many classes you are taking. If only taking one class, you will only need to complete the first section concerning class information. If taking more than 3 classes, please submit two forms. On the second form, please indicate it is the second form in the comments.

**Please Note: When indicating how time absent during work shift will be off-set, please be very specific. For example, if your class is 10am-10:50am on MWF, and you plan to stay late those days. Please write that you will stay 50 minutes late on MWF.

SWOSU
Southwestern Oklahoma State University

Tuition Reduction Application

Full-Time and Part-Time Employees

Last Name	First Name	Employee ID
Creason	Sarah	0537602

Department	Position Title	Weekly Scheduled Work Hours

Semester	Year

Course Number	Course Title	Credit Hours

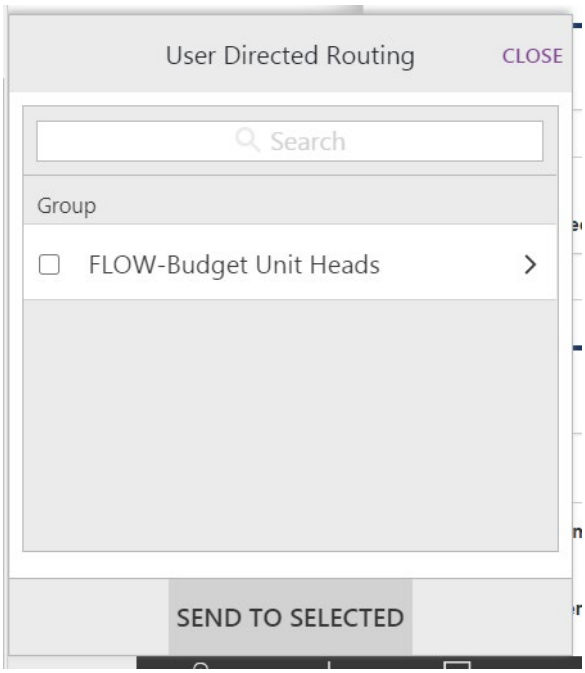
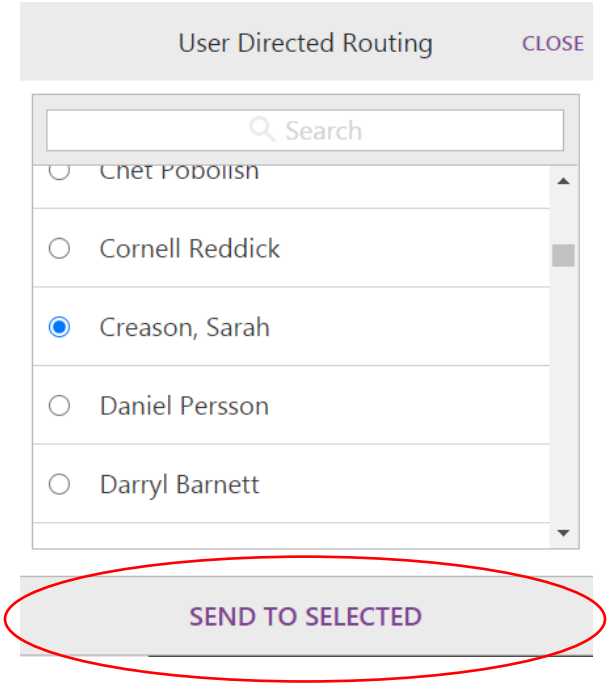
Days & Time Class Meets	Indicate how time absent during work shift will be off-set (EX. AL, CT, Flex Hours) *please be specific*

Course Number (2) | Course Title (2) | Credit Hours (2)

Days & Time Class Meets (2) | Indicate how time absent during work shift will be off-set (EX. AL, CT, Flex Hours) (2) *please be specific*

Course Number (3) | Course Title (3) | Credit Hours (3)

Days & Time Class Meets (3) | Indicate how time absent during work shift will be off-set (EX. AL, CT, Flex Hours) (3) *please be specific*

Comments

Step 6: When the form is complete, click on the "Submit To" button at the bottom of the form. It will bring up a box that shows "Flow – Budget Unit Heads". If you click on the arrow to the right of Flow – Budget Unit Heads, it will bring up a list of current budget unit heads, please submit to the budget unit head you report to. Once you select your budget unit head, click "Send to Selected" button. And the form has now been submitted.