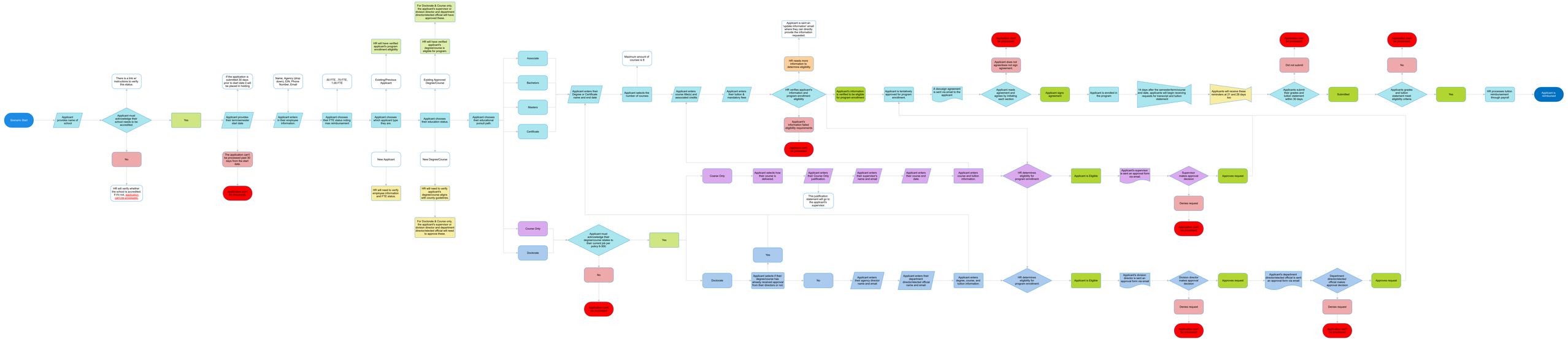
Scenario Start
Applicant provides name of school
Applicant must acknowledge their school needs to be accredited
There is a link w/ instructions to verify this status.
No
HR will verify whether the school is accredited. If it's not, application can't be processed.
Yes
Applicant provides their term/semester start date.
If the application is submitted 30 days prior to start date it will be placed in holding
The application can't be processed (said 30 days from the start date.
Application can't be processed
Applicant enters in their employee information.
Name, Agency (drop down), Phone Number, Email
Applicant chooses their FTE status holding. (max reimbursement)
.50 FTE, .75 FTE, 1.00 FTE
Applicant chooses which applicant type they are.
New Applicant
HR will need to verify eligibility for tuition and FTE status.
Existing/Previous Applicant
HR will take verified applicant's program enrollment eligibility.
Applicant chooses their education status.
New Degree/Course
HR will need to verify applicant's degree/course aligns with county guidelines.
For Doctorate & Course only, the applicant's supervisor or division/elected official will need to approve these.
Existing Approved Degree/Course
HR will have verified applicant's degree/course is eligible for program.
For Doctorate & Course only, the applicant's supervisor or division/elected official will have approved these.
Applicant chooses their educational journal path.
Associate
Bachelors
Masters
Certificate
Course Only
Doctorate
Applicant must acknowledge that degree/course is in their current job per policy 6-320.
No
Application can't be processed
Yes
Applicant enters their Degree or Certificate name and end date
Maximum amount of courses is 8
Applicant selects the number of courses
Applicant enters course title(s) and associated credits
Applicant enters their tuition & mandatory fees
HR verifies applicant's information and program enrollment eligibility
Applicant's information is verified to be eligible for program enrollment
Applicant is sent an 'Update Information' email with a link to provide the information requested.
HR needs more information to determine eligibility
Applicant's information failed eligibility requirements
Applicant can't be processed
Applicant is tentatively approved for program enrollment.
A docusign agreement is sent via email to the applicant
Applicant reads agreement and agrees by initialing each section
Applicant does not agree/does not sign agreement.
Application can't be processed
Applicant signs agreement
Applicant is enrolled in the program
14 days after the semester/term/course end date, applicants will begin receiving requests for transcript and tuition statement
Applicants will receive these reminders at 21 and 28 days late
Applicants submit their grades and tuition statement within 30 days
Did not submit
Application can't be processed
Submitted
Applicants grades and tuition statement meet eligibility criteria
No
Application can't be processed
Yes
HR processes tuition reimbursement through payroll
Applicant is reimbursed
Course Only
Applicant selects how the course is delivered.
Applicant enters Course ONLY justification.
This justification statement will go to the applicant's supervisor.
Applicant enters their agency director name and email
Applicant enters their start date and date.
Applicant enters course and tuition information.
HR determines eligibility for course only enrollment
Applicant is Eligible
Applicant's supervisor is sent an approval form via email.
Supervisor makes approval decision
Approves request
Denies request
Application can't be processed
Doctorate
Applicant selects if their agency director has already received approval from their directors or not.
Yes
No
Applicant enters their agency director name and email
Applicant enters their director/elected official name and email.
Applicant enters degree, course, and tuition information.
HR determines eligibility for program enrollment
Applicant is Eligible
Applicant's division director is sent an approval form via email
Division director makes approval decision
Approves request
Denies request
Application can't be processed
Applicant's department director/elected official is sent an approval form via email
Department director/elected official makes approval decision
Approves request
Denies request
Application can't be processed