September 12, 2011

Hello HR reps, etc!

Effective today, September 12, 2011, please scan your unclassified employees’ tuition reimbursement request forms plus additional documentation, and send them as an email attachment to the following mailbox: [apoattachments@ohr.wisc.edu](mailto:apoattachments@ohr.wisc.edu).

Background:

Our office has been evaluating how we process employees’ tuition reimbursement requests.  Right now many of you scan the form and email it directly to me, while others send a paper copy to APO through campus mail.  Unfortunately, I am not always available to quickly process an email request, and we’ve found that paper forms are often delayed or even lost on their way to us.

By electronically submitting tuition reimbursement requests to APO Attachments, the forms will be received in a central email box which our students manage throughout the day.  The students will be able to collect data and log entries into our tracking database right away.  Then they will provide the requests to me for review and approval.  We will continue the practice of scanning and emailing final approval back to you.  Plus, you will be able to refer to an electronic record of when you sent us the request (in case a department asks about its status).

Please do not send us a paper copy of the form after emailing the scanned copy to our office.  We do not need to see original signatures, and a follow up paper copy will likely bog down the process.  You can instead keep it for your records.  We have been using the APO Attachments email address for PVL and Rate/Title request attachments for a while now.  We hope adding tuition reimbursement requests to the mix will increase efficiencies we’ve experienced by having that central email box.

Also, if you can make sure your requests include the following then we won’t need to contact you for it.

\*Up to date form (currently 06/14/10): <http://www.ohr.wisc.edu/polproced/UPPP/1207_A.doc>;

\*Course dates, if they do not match the UW Madison regular semester;

\*Overview of the employee’s job duties and a course description from school website, if the employee does not outline the information in the form field asking for the relationship between the course and the person’s present position;

\*Documentation of tuition/fees (a bill, or school website info), if it is a non-UW Madison course or when a UW Madison course does not match the standard tuition/fees listed on Registrar’s website: <http://registrar.wisc.edu/tuition_&_fees.htm>.

FYI, we next plan to begin updating the tuition reimbursement policy and request form to incorporate the need for the above information, so please send comments and suggestions you may have (since many of the ideas have come from you).  And feel free to pass along this email to anyone else in your office who handles tuition reimbursement processing.

Finally, we are slowly wading through the requests we’ve already received for the fall 2011 semester.  Please contact me if you need to know the status of any requests.

Thanks for your patience with yet another process change.   We appreciate it!

Megan

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