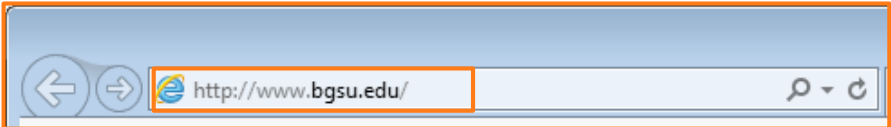
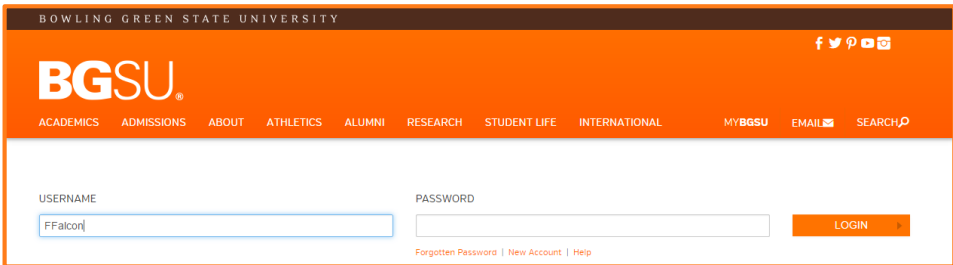


# Employee Fee Waiver

<p><b>PROCESS OVERVIEW</b></p>	<p>The purpose of this reference guide is to provide an overview of Employee Fee Waiver. This document is set up according to the various tasks that may be performed when using Employee Fee Waiver</p> <ol style="list-style-type: none"> <li>1. Begin at the <b>bgsu.edu</b> home page</li> <li>2. Click <b>MyBGSU</b></li> <li>3. Enter <b>Username</b> and <b>Password</b></li> <li>4. Navigate: <b>Employees &gt; Fee Waiver Request &gt; Employee Fee Waiver</b></li> </ol>
<p>Where do I go?</p>	<p><b>MyBGSU &gt; Employees &gt; Fee Waiver Request &gt; Employee Fee Waiver</b></p>
<p><b>SECTION I NAVIGATION</b></p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p>1. Click <b>MyBGSU</b></p>	
<p>2. Enter <b>USERNAME</b> and <b>PASSWORD</b></p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>3. Click <b>Login</b></p>	


# Employee Fee Waiver

4. Click **Employees**
5. Under Fee Waiver Requests, Click **Employee Fee Waiver Request**

The screenshot shows the MyBGSU website interface. The top navigation bar includes 'Welcome', 'Students', 'Employees' (highlighted with a black box), 'Help Desk', 'AlertBG', and 'Quick Links'. The left sidebar contains several menu categories: 'BURSAR BILL VIEW/PAY', 'BG1CARD SERVICES', 'ADVISING', 'PAYROLL INFORMATION', 'BENEFITS INFORMATION', 'FEE WAIVER REQUESTS', and 'TIME AND LABOR EMPLOYEE'. The 'FEE WAIVER REQUESTS' section is highlighted with an orange box, and an orange arrow points to the 'Employee Fee Waiver Request' link within it. The main content area on the right includes 'EMAIL', 'CANVAS', 'TOOLS' (with links for 'VIEW PAYCHECK', 'TIME & LABOR', 'UPDATE PERSONAL INFO', and 'BENEFITS'), and 'IT SECURITY ACCESS FORMS' (with a link for 'FMS Web Report Library Access Form').


## SECTION II EMPLOYEE FEE WAIVER REQUESTS

The Employee Fee Waiver Request page allows the employee to request a fee waiver.

Click the  button to initiate the request

The screenshot shows the 'Employee Fee Waiver Requests' page for Michael Hachtel. The page title is 'Employee Fee Waiver Requests' and the user name is 'Michael Hachtel'. Below the name is a yellow 'Add Request' button.

# Employee Fee Waiver

1. Select a **Career** (Graduate or Undergraduate). Once a Career is chosen, you will be able to select the term.
2. Select a **Term** by clicking the . You may request a fee waiver for the current term or the upcoming term.
3. Click the **Submit** button

**Employee Fee Waiver Request**


Note: This form must be completed for each semester and may be submitted 8 weeks prior to the beginning of the semester through 5:00 p.m. on the Friday before that semester's Commencement. Late and penalty fees are the student's responsibility. For policy details, please visit the following web page: <http://www.bgsu.edu/human-resources/benefits/fee-waiver-policy.html>

**Request Details**

BGSU ID 0000 [redacted] Michael Hachtel

Career  Graduate  Undergraduate

Note: The excess of Graduate level classes where the benefit exceeds \$5,250.00 in a calendar year are taxable for the employee. All graduate students enrolled in undergraduate courses will be assessed graduate level fees.

\*Term   Spring Semester 2016

[Cancel and Return](#)


You will receive confirmation of a successful submission.

Click the **OK** button.

You will be returned to the Employee Fee Waiver Request Page to add another fee waiver request or to review the details of the newly submitted request.

**Employee Fee Waiver Request**

**Submit Confirmation**

 The Submit was successful.

# Employee Fee Waiver

## SECTION III REVIEWING EMPLOYEE FEE WAIVER REQUESTS

You are returned to this page after submitting your employee fee waiver.

**Transaction Number:** This number is systematically assigned by the system and may be used for tracking purposes

**Employee Fee Waiver Number:** This number is assigned upon approval by the Office of Human Resources.

**Career:** Indicates the career selected on the employee fee waiver application.

**Term:** Indicates the term selected on the employee fee waiver application.

**Submitted:** This is the date the employee fee waiver was submitted.



**Status Indicator:** This indicates where the employee fee waiver is in the approval process.

### Employee Fee Waiver Requests

Michael Hachtel

Waiver Requests		Personalize   Find   View			
		Transaction Number	Employee Fee Waiver Number	Career	Term
1	<a href="#">Details</a>	30		Graduate	Spring Semester 2016

Add Request

Personalize   Find   View All      			First	1 of 1	Last
Term	Submitted	Status Indicator			
Spring Semester 2016	10/26/2015	In Approval Process			

# Employee Fee Waiver

## SECTION IV REVIEWING EMPLOYEE FEE WAIVER REQUESTS

You may review an employee fee waiver request by logging into My.BGSU.edu

Follow the steps in **Section I** to navigate to the Employee Fee Waiver Request.

- Click on the **Details** button.

The Request Details page will open to show the details of the employee fee waiver as well as the workflow. In this example the supervisor must approve before it will be submitted to the Office of Human Resources.

**Note:** the employee fee waiver will not be submitted to Student Financial Aid, Bursar or Student Financials until it has been approved by the Office of Human Resources.

Click on the [Return to Previous Page](#) link to return to the Employee Fee Waiver Requests page.

### Employee Fee Waiver Request

**Note:** This form must be completed for each semester and may be submitted 8 weeks prior to the beginning of the semester through 5:00 p.m. on the Friday before that semester's Commencement. Late and penalty fees are the student's responsibility. For policy details, please visit the following web page: <http://www.bgsu.edu/human-resources/benefits/fee-waiver-policy.html>

#### Request Details

Transaction Number 30

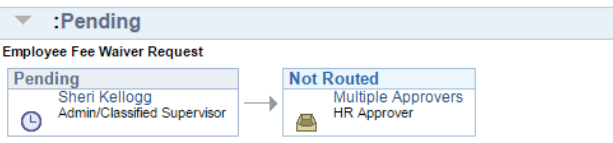
BGSU ID 000 [REDACTED] Michael Hachtel

Career  Graduate  Undergraduate

**Note:** The excess of Graduate level classes where the benefit exceeds \$5,250.00 in a calendar year are taxable for the employee. All graduate students enrolled in undergraduate courses will be assessed graduate level fees.

Term 2162 Spring Semester 2016

#### Empl Fee Waiver Req Approval



[Return to Previous Page](#)

# Employee Fee Waiver

This frame demonstrates an employee fee waiver that has been approved by the supervisor.

The employee fee waiver is still "In Approval Process" because it is now awaiting the approval of the Office of Human Resources.

The workflow status for the supervisor is now green and says approved.

**Note:** the employee fee waiver will not be submitted to Student Financial Aid, Bursar or Student Financials until it has been approved by the Office of Human Resources.

Click on the [Return to Previous Page](#) link to return to the Employee Fee Waiver Requests page

## Employee Fee Waiver Request

**Note:** This form must be completed for each semester and may be submitted 8 weeks prior to the beginning of the semester through 5:00 p.m. on the Friday before that semester's Commencement. Late and penalty fees are the student's responsibility. For policy details, please visit the following web page: <http://www.bgsu.edu/human-resources/benefits/fee-waiver-policy.html>

### Request Details

Transaction Number 23

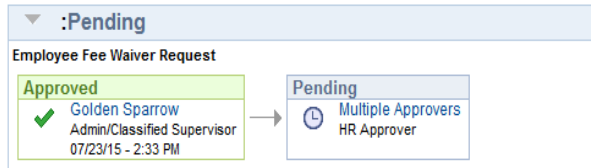
BGSU ID 0006061060 Cooper Hawk

Career  Graduate  Undergraduate

**Note:** The excess of Graduate level classes where the benefit exceeds \$5,250.00 in a calendar year are taxable for the employee. All graduate students enrolled in undergraduate courses will be assessed graduate level fees.

Term 2158 Fall Semester 2015

## Empl Fee Waiver Req Approval



[Return to Previous Page](#)

This frame demonstrates an employee fee waiver that has been approved by the Office of Human Resources.

The Employee Fee Waiver Number has been assigned.

The Status Indicator has been updated to Success

The workflow box for the Office of Human Resources is now green and says approved.

**Note:** the employee fee waiver has now been submitted to Student Financial Aid, Bursar & Student Financials.

Click on the [Return to Previous Page](#) link to return to the Employee Fee Waiver Requests page

## Employee Fee Waiver Requests

Cooper Hawk

Waiver Requests	Transaction Number	Employee Fee Waiver Number	Career	Term	Submitted	Status Indicator
1 <a href="#">Details</a>	23	000000000000009	Graduate	Fall Semester 2015	07/23/2015	Success

[Add Request](#)

## Employee Fee Waiver Request

**Note:** This form must be completed for each semester and may be submitted 8 weeks prior to the beginning of the semester through 5:00 p.m. on the Friday before that semester's Commencement. Late and penalty fees are the student's responsibility. For policy details, please visit the following web page: <http://www.bgsu.edu/human-resources/benefits/fee-waiver-policy.html>

### Request Details

Transaction Number 23

Employee Fee Waiver Number 000000000000009

BGSU ID 0006061060 Cooper Hawk

Career  Graduate  Undergraduate

**Note:** The excess of Graduate level classes where the benefit exceeds \$5,250.00 in a calendar year are taxable for the employee. All graduate students enrolled in undergraduate courses will be assessed graduate level fees.

Term 2158 Fall Semester 2015

## Empl Fee Waiver Req Approval



[Return to Previous Page](#)