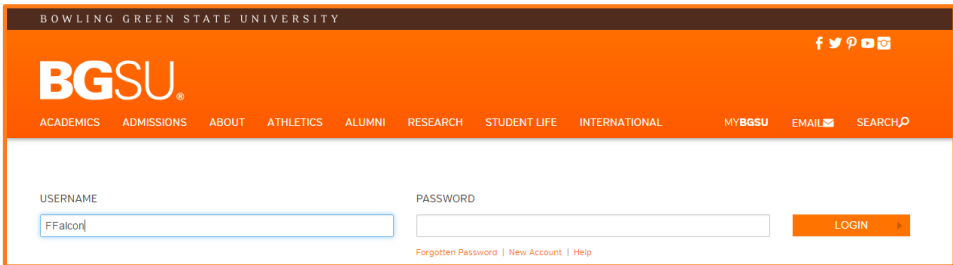


Dependent Fee Waiver

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

Dependent Fee Waiver

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

The screenshot shows the MyBGSU homepage. 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' category is highlighted with an orange box, and the 'Dependent Fee Waiver Request' link within it is also highlighted with an orange box. A large orange arrow points from this link towards the right. The main content area features icons for 'EMAIL' and 'CANVAS', a 'TOOLS' section with icons for 'VIEW PAYCHECK', 'TIME & LABOR', 'UPDATE PERSONAL INFO', and 'BENEFITS', and an 'IT SECURITY ACCESS FORMS' section with a link to 'FMS Web Report Library Access Form'.



SECTION II DEPENDENT FEE WAIVER REQUESTS

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

Click the **Add Request** button to initiate the request

The screenshot shows the 'Dependent Fee Waiver Requests' page. The breadcrumb trail at the top reads: 'Favorites > Main Menu > BGSU Menu > Human Resources > Dependent Fee Waiver Req AWE >'. The page header includes the BGSU logo, a search bar with 'All' selected, and an 'Advanced Search' link. The main content area displays the title 'Dependent Fee Waiver Requests' and the name 'Sharon Wiemken'. Below the name is a button labeled 'Add Request'.

Dependent Fee Waiver

<ol style="list-style-type: none"> 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 . 3. If the dependent's name appears, click on the bubble beside the name to select. 4. Click on No that this is not a new dependent. 	<div style="border: 1px solid orange; padding: 10px;"> <h3>Dependent Fee Waiver Request</h3> <p><small>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</small></p> <p>Request Details</p> <p>BGSU ID 000 [redacted] Sharon Wiemken</p> <p>Career <input type="radio"/> Graduate <input checked="" type="radio"/> Undergraduate</p> <p><small>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.</small></p> <p>*Term 2162  Spring Semester 2016</p> <p>Dependent Selection</p> <p>The dependents listed below are not necessarily your insurance dependents/beneficiaries.</p> <table border="1"> <thead> <tr> <th>Dependent BGSU ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 000 [redacted]</td> <td>Rachel Wiemken</td> </tr> </tbody> </table> <p>Is this a new dependent? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>	Dependent BGSU ID	Name	<input checked="" type="checkbox"/> 000 [redacted]	Rachel Wiemken
Dependent BGSU ID	Name				
<input checked="" type="checkbox"/> 000 [redacted]	Rachel Wiemken				
<ol style="list-style-type: none"> 3. If the dependent's name does NOT appear, Click on Yes that this is a new dependent. 4. Fill in the BGSU ID, Name and Birthdate. 	<div style="border: 1px solid orange; padding: 10px;"> <p>Is this a new dependent? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please enter the dependent's BGSU ID, name, and birthdate below.</p> <p>*BGSU ID <input type="text"/> *Name <input type="text"/> *Birthdate <input type="text"/></p> </div>				
<ol style="list-style-type: none"> 5. If the dependent is your child, click on Child. 6. When selecting child, four questions appear. Answer these four questions. 7. Click on Submit 	<div style="border: 1px solid orange; padding: 10px;"> <p>This dependent is my <input checked="" type="radio"/> Child <input type="radio"/> Child of Same-Sex Domestic Partner <input type="radio"/> Spouse <input type="radio"/> Same-Sex Domestic Partner <input type="radio"/> Same-Sex Spouse</p> <p>Dependent Child Information</p> <p>Do you provide more than one-half of the child's support which includes lodging, food, clothing, and medical expenses? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Did you claim the child as a dependent on your last Federal income tax return? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If not, please explain <input type="text"/></p> <p>Are you planning on claiming the child as a dependent on your next Federal income tax return? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If not, please explain <input type="text"/></p> <p>Is the child married? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="button" value="Submit"/></p> <p>Cancel and Return</p> </div>				
<ol style="list-style-type: none"> 5. If the dependent is not your child, click on Spouse or one of the other options. 6. Click on Submit 	<div style="border: 1px solid orange; padding: 10px;"> <p>This dependent is my <input type="radio"/> Child <input type="radio"/> Child of Same-Sex Domestic Partner <input checked="" type="radio"/> Spouse <input type="radio"/> Same-Sex Domestic Partner <input type="radio"/> Same-Sex Spouse</p> <p><input type="button" value="Submit"/></p> <p>Cancel and Return</p> </div>				

Dependent Fee Waiver


You will receive confirmation of a successful submission.

Click the **OK** button.

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

Dependent Fee Waiver Request

Submit Confirmation

 The Submit was successful.

SECTION III REVIEWING DEPENDENT FEE WAIVER REQUESTS

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

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

Dependent Fee Waiver Number:

This number is assigned upon approval by the Office of Human Resources.

Career: Indicates the career selected on the Dependent Fee Waiver application.

Term: Indicates the term selected on the Dependent Fee Waiver application.



Submitted: This is the date the date the Dependent Fee Waiver was submitted.

Status Indicator: This indicates where the Dependent Fee Waiver is in the approval process.

Dependent Fee Waiver Requests

Sharon Wiemken

Waiver Requests				
	Transaction Number	Dependent Fee Waiver Number	Dependent Name	Career
1	<input type="button" value="Details"/>	14	Rachel Wiemken	Undergraduate

Personalize Find View All   First 1 of 1 Last			
Career	Term	Submitted	Status Indicator
Undergraduate	Spring Semester 2016	09/29/2015	In Approval Process

Dependent Fee Waiver

SECTION IV REVIEWING DEPENDENT FEE WAIVER REQUESTS

You may review a Dependent Fee Waiver request by logging into My.BGSU.edu

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

- Click on the **Details** button.

The Request Details page will open to show the details of the Dependent 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 Dependent 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 Dependent Fee Waiver Requests page.

Request Details

Transaction Number 14

BGSU ID 00 [REDACTED] Sharon Wiemken

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

Dependent Selection

Is this a new dependent? Yes No

BGSU ID [REDACTED] Name Rachel Wiemken Birthdate [REDACTED]

This dependent is my Child Child of Same-Sex Domestic Partner Spouse Same-Sex Domestic Partner Same-Sex Spouse

Dependent Child Information

Do you provide more than one-half of the child's support which includes lodging, food, clothing, and medical expenses? Yes No

Did you claim the child as a dependent on your last Federal income tax return? Yes No

If not, please explain [REDACTED]

Are you planning on claiming the child as a dependent on your next Federal income tax return? Yes No

If not, please explain [REDACTED]

Is the child married? Yes No

Dep Fee Waiver Req Approval

▼ :Pending

Dependent Fee Waiver Request

Pending Sheri Kellogg Admin/Classified Supervisor → Not Routed Multiple Approvers HR Approver

[Return to Previous Page](#)

Dependent Fee Waiver

This frame demonstrates a Dependent Fee Waiver that has been approved by the supervisor.

The Dependent 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 Dependent 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 Dependent Fee Waiver Requests page

Navigation: Favorites | Main Menu

BGSU.

Term: 2162 | Spring Semester 2016

Dependent Selection

Is this a new dependent? Yes No

BGSU ID: 0020184606 | Name: Rachel Wiemken | Birthdate: 07/22/1994

This dependent is my: Child Child of Same-Sex Domestic Partner
 Spouse Same-Sex Domestic Partner Same-Sex Spouse

Dependent Child Information

Do you provide more than one-half of the child's support which includes lodging, food, clothing, and medical expenses? Yes No

Did you claim the child as a dependent on your last Federal income tax return? Yes No

If not, please explain:

Are you planning on claiming the child as a dependent on your next Federal income tax return? Yes No

If not, please explain:

Is the child married? Yes No

Dep Fee Waiver Req Approval

▼ :Approved

Dependent Fee Waiver Request

Approved: Sheri Kellogg, Admin/Classified Supervisor, 10/28/15 - 1:21 PM

Not Routed: Multiple Approver's HR Approver

[Return to Previous Page](#)

Dependent Fee Waiver

This frame demonstrates a Dependent Fee Waiver that has been approved by the Office of Human Resources.

The Dependent Fee Wavier 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 Dependent 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 Dependent Fee Waiver Requests page

Favorites | Main Menu

BGSU

Term 2162 Spring Semester 2016

Dependent Selection

Is this a new dependent? Yes No

BGSU ID 0020184606 Name Rachel Wiemken Birthdate 07/22/1994

This dependent is my Child Child of Same-Sex Domestic Partner
 Spouse Same-Sex Domestic Partner Same-Sex Spouse

Dependent Child Information

Do you provide more than one-half of the child's support which includes lodging, food, clothing, and medical expenses? Yes No

Did you claim the child as a dependent on your last Federal income tax return? Yes No

If not, please explain

Are you planning on claiming the child as a dependent on your next Federal income tax return? Yes No

If not, please explain

Is the child married? Yes No

Dep Fee Waiver Req Approval

▼ :Approved

Dependent Fee Waiver Request

Approved
Sheri Kellogg
Admin/Classified Supervisor
10/28/15 - 1:21 PM

→

Approved
Rochelle Meyer
HR Approver
10/28/15 - 2:23 PM

[Return to Previous Page](#)