How to Access Your Departmental Tuition Remission Reports

The tuition remission report is available through the UMD Administrative Reporting Website. Step by step instructions are provided below.

1. Navigate to the UMD Administrative Reporting Website: adminreports.umd.edu.

   a. Select 'Kuali Financial Reports' at the top if not already selected.

   b. On the Topic pull down menu, select 'Department Reports', 'Division Reports' or 'Account Reports.'

   c. Look for the 'Tuition Remission' heading in the item list and click on 'TRS200: Department Tuition Remission Report', 'TRS400: Division Tuition Remission Report', or 'TRS001: Tuition Remission Account Report.'

2. Click on the red box to open the report.

2. Once the report is open, select the desired options on the left-hand side.

   a. Select the appropriate Chart Code as College Park (UM).

   b. Select the appropriate division and/or department (not required for the account report).

   c. Select the term year (for the 2019/2020 academic year, the fall and winter terms are term year 2019 and the spring term is term year 2020).

   d. Select the term semester desired and if you are running an account report, the KFS number for the account.

   e. After all options are selected, click "Apply" at the bottom and the report will be shown. <u>Only accounts for which the user is authorized will be included in the report</u>.
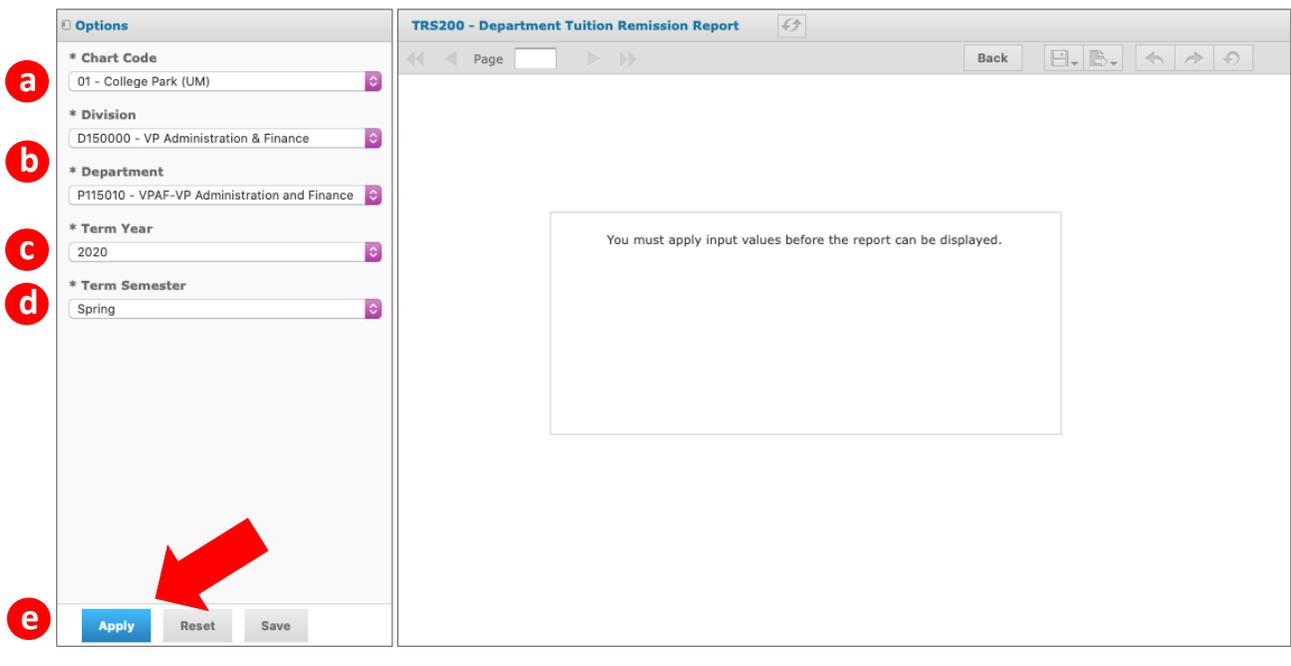
Need Help?

If you have technical difficulties or questions about the report, contact trs-tech-support@umd.edu.

If you have questions about tuition remission benefits, contact University Human Resources at tuitionremission@umd.edu.