Tuition Remission FAQs for Department Leaders (4/17/2020)

Department Finance/HR Leaders

General

- What is the new tuition remission system?
  - The new system includes the following components:
    - **University System of Maryland (USM) Tuition Remission Application Portal:** a user friendly, web-based tool used by all USM employees to apply for tuition remission. The portal replaced the UMD Electronic Forms (ELF) system (for UMD students) and paper forms (for students of other campuses). In some limited cases, paper forms will still be used.
    - **UMD Tuition Remission Administrative System:** a web-based system that automatically processes UMD employee tuition remission requests submitted through the USM portal. The system includes an administrative portal for use by University Human Resources, Finance, and the Division of Information Technology to manage the tuition remission process.

- Why are supervisors or department representatives no longer approving all tuition remission requests?
  - Tuition remission is a benefit of employment and the USM Tuition Remission Application Portal automatically determines eligibility. Supervisor approval is only required if the remission is for an employee taking a course during their normal work hours or an employee taking a graduate course that qualifies as a working condition fringe benefit.

- How will my unit or department know who has applied for tuition remission and the expected cost to my unit?
  - Your department business officer(s) will be able to pull a report detailing tuition remission expenses at the department or division level through UMD Administrative Reporting (adminreports.umd.edu). These reports will include any tuition remission charges to the specified department or division accounts the officer is authorized to access. Tuition remission costs for employees whose wages are charged to state accounts will be charged to GENU accounts rather than department accounts. Instructions on accessing the reports can be found here.

USM Tuition Remission Application Portal

- What are the key features and benefits of the USM Tuition Remission Application Portal?
  - Sign on through CAS with your UMD credentials
  - Automated determination of eligibility
  - Eliminates paper forms
  - Email notifications are provided to employees when applications are submitted, when approval is complete and when remission is applied to the student's account
  - Employee can check status at any time

UMD Administrative System

- What are the features and benefits of the new UMD Administrative System?

    o The system provides:

        ▪ HR Administrators the capability of entering remission requests that can't be entered through the USM Application Portal, including applications from retirees or their dependents

        ▪ Designated department representatives the capability to change the KFS accounts on remissions in limited cases

        ▪ A form for the Graduate School to enter tuition remission for Fellows and the capability to manage Fellows who have Graduate Assistantships

        ▪ A form that allows updates to remission amounts by a few select administrators, replacing the transmittals previously required for this task

        ▪ Tax reporting, other campus billing and SAR reports available on the reporting menu

Accounting

- What accounts are charged for tuition remission benefit expenses?

    o Tuition remission for employees:

        ▪ For employees that are paid on state accounts, remission is charged to a central university (GENU) pool account.

        ▪ For employees paid on non-state accounts, such as grants and contracts, remission is charged to the KFS account number(s) to which the employee's wages are charged.

    o Tuition remission for spouses and dependents is charged to a central university pool account.

- What if tuition remission for an employee was applied to an account that doesn't allow tuition remission charges (e.g., federal government grant that specifically excludes tuition remission benefits)?

    o An authorized financial officer in the department should manually change the account number to be charged in the KFS Account Change Form in the UMD Tuition Remission Administrative System. Instructions can be found [here](#).

    o All changes to account numbers for tuition remission <u>must</u> be made in the UMD Tuition Remission Administrative System.

- Under what circumstances can tuition remission expenses for an employee be moved to a different KFS account?

    o Please refer to [Guidelines for Moving Tuition Remission Expense from the Initial Posting Account](#).

- Are tuition remission benefits included in the fringe benefits rates?

    o No, tuition remission benefits are not included in the fringe rates.

- What if an employee has a single PHR appointment with their wages charged to multiple accounts (i.e., KFS numbers)?

  o The new Tuition Remission System will handle multiple accounts, pro-rating the remission costs the same way the wages are split across multiple accounts.

- What if an employee's appointment was changed after the start of the semester? Can tuition remission be prorated to the different appointments?

  o For employees whose wages are charged to non-state accounts, the tuition remission expense should be charged to the account from which the employee was paid at the end of the academic semester drop/add period. For employees whose wages are charged to state accounts, tuition remission expenses are charged to a central university (GENU) pool account.

Reporting

- What types of reports will be available and how will I access them?

  o Reports at the department and division level are available through UMD Administrative Reporting (adminreports.umd.edu). Instructions on accessing the reports can be found here.

  o Additional custom reports can be created using the Data Warehouse. Tools such as Jasper Reports, SAS and Tableau can be used to process the tuition remission data in the Data Warehouse. We are currently creating simplified views of the data to make this reporting as easy as possible.

- Will reports be automatically sent to our department?

  o No, reports will no longer be emailed to departments. Reports will be available at any time through the UMD Administrative Reporting website (adminreports.umd.edu).

  o For custom information and analyses regarding your department, data is available in the data warehouse.

- How will my unit/department keep track of spending on tuition remission?

  o Each department/unit can access a report showing tuition remission using the UMD Administrative Reporting website (adminreports.umd.edu).