The Offices of Human Resources and Computer and Telecommunications Services would like to announce that an electronic process has been developed for the submission and approval of tuition remission requests through Workflow. This process encompasses all types of tuition remission requests (Employee, Spouse, Dependent Children, and Continuing Education Courses) and provides the employee immediate verification of submission of the request as well as notification of its ultimate approval status. The electronic process is initiated by the employee via Self Service Banner (Employee Menu tab) on UNAPortal.

Approvers of tuition requests will be notified by email that a request has been submitted requiring their approval. Approvers will access the Workflow tab on UNAPortal (see right) to facilitate approval. The e-mails informing both employees and approvers of the status of each request will be generated from tuitionremission@una.edu. Please note that the first email you or an approver may receive from this email address may automatically go into the Junk email folder.

Access to tuition remission requests, other than Continuing Education Courses, will be available 44 calendar days prior to the start of a term through 16 calendar days after the start of a term. The Office of Human Resources will send email notifications of the opening and closing request period dates each semester. Instruction sheets regarding the general tuition remission processes can still be found on the Office of Human Resources webpage; however, paper forms will no longer be an acceptable form of submission.

If you have any questions, please do not hesitate to contact our office at 256.765.4291 or humanresources@una.edu.
Approval Process:

Step 1: Click on the **Workflow** Tab in **UNAPortal**

Step 2: Review information, click “Approved” (or “Denied”) and click “Complete”.

![Workflow Tab in UNAPortal](image1)

![Approval Decision](image2)