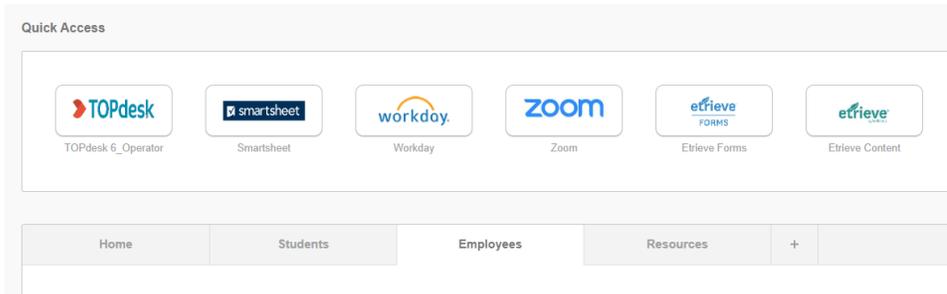


Tuition Remission Process via Okta

Managers Guide

As part of the new tuition remission process, all managers **MUST** log in to Etrieve through Okta first for employees to be able to submit their tuition remission forms for approval. **Etrieve must be accessed using Firefox or Google Chrome; Internet Explorer is not supported.** Below are the steps you will need to take to complete this:

1. Visit <https://saintleo.okta.com> and sign in with your Saint Leo credentials
2. Click on the Employees Tab



3. Select "Etrieve Forms"



4. Once Etrieve Forms has been accessed, you will be able to receive notifications for your employees submitting tuition remission forms.

Approval of Tuition Remission Forms

1. When an employee submits a tuition remission form, his or her manager will get an email notification that a form has been filled out and needs review. Managers can access the form at: <https://etcentral.saintleo.edu/#/inbox>

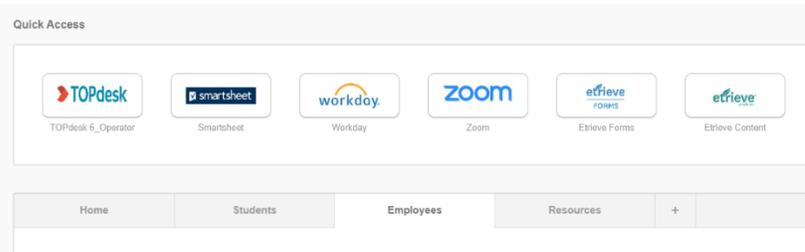
A screenshot of the Etrieve Forms approval interface. The main section is titled 'Section V: To be signed by supervisor'. It contains two input fields: 'Supervisor Signature:' with a text box containing 'Supervisor sign here', and 'Date:' with a text box containing '04/16/2020'. Below these fields is a dark grey toolbar with ten icons and labels: Approve (checkmark), Decline (X), Refer (circular arrow), Return (left-pointing arrow), History (document with arrow), Attachments (paperclip), Locked (lock), Source (document with arrow), Download (downward arrow), and Print (printer).

2. Review the employee's submitted form.
 - a. **If correction is needed, select "Return to Employee"**
 - b. **If everything is correct, enter your name to sign and click "Approve."**
3. Employee's completed tuition remission form will be submitted to Human Resources at tuition.remission@saintleo.edu. A copy will also be filed in the employee's Etrieve account.

Employee Guide

Etrieve must be accessed using Firefox or Google Chrome; Internet Explorer is not supported.

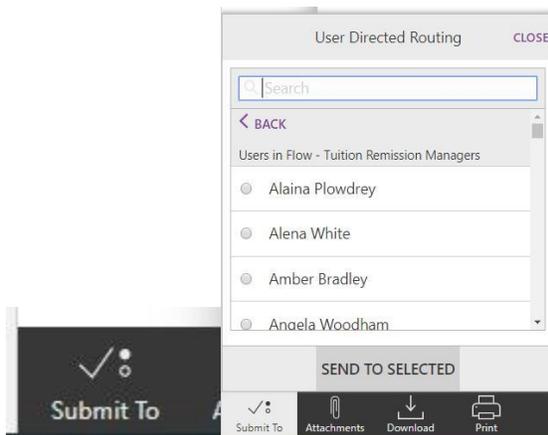
1. Visit <https://saintleo.okta.com> and sign in with your Saint Leo credentials
2. Click on the Employees Tab



3. Select "Tuition Remission Form." This will take you directly to the tuition remission form.



4. Fill out form in its entirety.
5. Select your manager for approval by clicking the "Submit to" button in the bottom left. (This should be person that provides approval for your tuition remission. Adjuncts should select "Veronica Mantegna").



6. Select "Send to Selected" to submit to your manager for approval. If there are any errors on the form, it will notify you to correct them. Once your manager approves, your form will be routed to Human Resources.