



## Office of Human Resources Tuition Waiver Fact Sheet

We are pleased that you have chosen to further your education with us. The University is truly committed to educational advancement.

Regulations set forth in the Rowan University Tuition Waiver Program offered to Full-time employees, as listed below. Please note that these regulations are subject to change at any time.

- Credit totals are per semester, fall (September-December) and spring (January – May). Summer session classes that start on or before July 1, are counted toward the previous Spring Semester credit total. All Summer Session courses taken after July 1, are counted toward the subsequent Fall Semester credit total. Credit maximums for AFT/CWA/IFPTE/Managerial – 12 credit hours per semester, not to exceed 24 annually.
- Employees are responsible for any late fees assessed each semester.
- Classes must not interfere with an employee’s normal workload and breaks may not be used to make up missed time.
- Employees are required to work a full work week as defined by their work week designation (35 or 40 hours). Permission for an employee to attend classes during regular work hours is subject to the approval of the employee’s supervisor according to department needs.
- Time sheets must accurately record all time spent away from the office or workstation to attend classes during regular work hours. The employee’s direct supervisor must approve the accuracy of the timesheet. See attachment for time sheet sample and instructions.
- Employees must successfully complete the course in order for the waiver to be valid. If an employee does not successfully complete the course, the employee will be responsible for the payment of the full tuition for the course. No further waivers will be issued until Rowan receives the tuition payment.
- Tuition waivers will only be granted for the current semester.
- Employees who receive **any** other tuition assistance while participating in the Rowan University Tuition Waiver Program must declare that assistance and provide appropriate documentation of such assistance. The tuition waiver will be reduced in accordance with the amount of the other assistance.
- Employees who withdraw from a course while participating in the Rowan University Tuition Waiver Program must pay the University in accordance with the reimbursement policy.
- Waivers are granted for approved courses only. In the event that the class is cancelled or an employee changes the course of study, the employee must notify the Office of Human Resources.
- Eligibility requires that employees still be employed through the Drop/Add period.
- Waivers cannot be used to audit a class.
- Graduate tuition waiver/reimbursement is taxable (subject to current regulations).

***The Tuition Waiver Program Applications are located in Human Resources. If you have any questions regarding this matter please contact Human Resources at x-4134.***

## TIMESHEET INSTRUCTIONS

Classes must not interfere with an employee's normal workload and breaks may not be used to make up missed time.

Employees are required to work a full work week as defined by their work week designation (35 or 40 hours). Permission for an employee to attend classes during regular work hours is subject to the approval of the employee's supervisor according to department needs.  
(Include with Tuition Waiver Application)

Time sheets must accurately record all time spent away from the office or workstation to attend classes during regular work hours. The employee's direct supervisor must approve the accuracy of the timesheet.

To accurately complete the timesheet when taking courses during regular work hours, employees must complete the timesheet as follows:

Employees must record

- the actual time they report to work;
- the actual time they leave to attend class;
- the actual time they return from class;
- the actual time they leave for lunch;
- the actual time they return from lunch;
- the actual time they leave work for the day.

For example: If an employee attends one class on Mondays from 9:15 to 10:45, the time sheet should record the hours in the following manner:

	<u>In</u>	<u>Meal Break</u>	<u>Out</u>	<u>Total Hrs Worked</u>
Mon.	7:30/10:45	12:00 to 1:00	9:15/5:00	7

Note: the time sheet must match the class time hours detailed on the tuition waiver form for payroll records and audit purposes.

Two sample timesheets are provided as part of this document reflecting an employee attending one class and an employee attending two classes.

Completing Time and Attendance Reports

1. Complete the appropriate work schedule corresponding to the working time.
2. If biweekly hours equal 35, each working day should contain 7 regular hours unless leave or holiday time is used.
3. If biweekly hours equal 40, each working day should contain 8 regular hours unless leave or holiday time is used.
4. If daily hours equal 6 or more, a lunch break must be noted.
5. Leave time should be recorded in the appropriate Non-work Hours Column. For your convenience, miscellaneous codes are recorded on the lower left portion of the timesheet.
6. Total hours in the Total Weekly, Biweekly, and Total Hours columns.
7. Complete timesheets and summary sheet (hours and signatures) and then return the payroll copy to Payroll Services on a timely basis. Retain the employee copy for your records.
8. After verifying timesheet data, employee and supervisor must legibly sign with ink in the "Approved" box.
9. Complete the form in pen, placing one line through errors and entering correct data above line.

PAYROLL COPY

**ROWAN  
UNIVERSITY**

04-1R20

**TIME AND ATTENDANCE REPORT**

9-Apr-03

**Apr 3 Thru Apr 16, 2004**

**RETURN BY: Apr 19, 2004**

000-00-0000

**COMP TIME REPORTING**

PREVIOUS BALANCE: \_\_\_\_\_  
 + COMP: \_\_\_\_\_  
 - COMP: \_\_\_\_\_  
 TOTAL BALANCE: \_\_\_\_\_

DATE	IN	MEAL BREAK		OUT	TOTAL WORK HOURS	WORK HOURS		NON - WORK HOURS				MISC. HOURS	MISC. CODE	TOTAL HOURS
		REG.	O.T.			SICK	A.L.	VAC.	HOL.					
SAT.														
SUN.														
MON.	7:45/10:45	12:30	1:30	9:15/5:15	7									7
TUE.	8:00	12:30	1:30	4	7									7
WED.	7:45/10:45	12:30	1:30	9:15/5:15	7									7
THU.	8:00	12:30	1:30	4	7									7
FRI.	8:00	12:30	1:30	4	7									7
				TOTAL WEEKLY HOURS	35									35
DATE														
SAT.														
SUN.														
MON.	7:45/10:45	12:30	1:30	9:15/5:15	7									7
TUE.	8:00	12:30	1:30	4	7									7
WED.	7:45/10:45	12:30	1:30	9:15/5:15	7									7
THU.	8:00	12:30	1:30	4	7									7
FRI.	8:00	12:30	1:30	4	7									7
					WEEKLY HOURS TOTAL									35
					BI-WEEKLY HOURS									70
						130	180	300	170	150				

MISC. TIME REPORTING CATEGORIES  
 420 UNPAID AUTHORIZED LEAVE  
 430 FURLOUGH  
 440 UNION ACTIVITY  
 500 JURY DUTY  
 510 MILITARY LEAVE  
 530 SICK LEAVE INJURY

APPROVED  
 EMPLOYEE SIGNATURE  
 SUPERVISOR/DEPT. HEAD SIGNATURE

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PREVIOUS BALANCE: \_\_\_\_\_  
 + COMP: \_\_\_\_\_  
 - COMP: \_\_\_\_\_  
 TOTAL BALANCE: \_\_\_\_\_

DATE	IN	MEAL BREAK		OUT	TOTAL WORK HOURS	WORK HOURS		NON - WORK HOURS					TOTAL HOURS	
		REG	O.T.			SICK	A.L.	VAC.	HOL.	MISC. HOURS	MISC. CODE			
SAT.														
SUN.														
MON.	7:45/10:45	1:45	3:00	9:15/5:30	7								7	
TUE.	8:00	12:00	1:00	4	7								7	
WED.	7:45/10:45	1:45	3:00	9:15/5:30	7								7	
THU.	8:00	12:00	1:00	4	C								7	
FRI.	8:00	12:00	1:00	4	7								7	
				TOTAL WEEKLY HOURS	35									35
DATE														
SAT.														
SUN.														
MON.	7:45/10:45	1:45	3:00	9:15/5:30	0:00								7	
TUE.	8:00	12:00	1:00	4	7								7	
WED.	7:45/10:45	1:45	3:00	9:15/5:30	7								7	
THU.	8:00	12:00	1:00	4	7								7	
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