

## Employee Instructions for Tuition Remission (external)

1. Log into WorkDay
2. In search bar type “create supplier invoice request”
3. Enter in invoice date (either date on invoice, or date requesting): XX/XX/XXXX
4. For Company select Rhode Island School of Design
5. For Supplier type in the name of the school (i.e. Bryant, Roger Williams, Rhode Island College, etc)
  - a. *If the supplier is not currently in the system, you will a W9 from the school and will need to run the task “Create Supplier Request”*
    - i. *Supplier name: Legal name of school (refer to W9)*
    - ii. *Tax ID: Should be on WD*
    - iii. *Justification- Tuition Remission*
    - iv. *Click Attachments and upload W9*
    - v. *Upon full approval, begin the above steps.*
6. Currency select USD (if international school please contact HR)
7. Supplier Invoice Number: Enter in child’s ID followed by the semester and year (ie: ID1234SP19)
  - a. SP= Spring
  - b. SU=Summer
  - c. FA=Fall
  - d. WI= Winter
8. Under Additional Information on the right hand side, in the mem box (under Tax Amount) enter in: “Tuition Remission and child’s name”
9. Make sure the radio dial next to Goods line is checked
10. Item type in Tuition or 51011
11. Leave quantity as one
12. Extended Amount- this is the amount that will be paid, if you do not know what you are eligible for please contact Marissa in HR 401-454-6428.
13. Cost Center type in Fringe (work tags should auto populate)
14. Click attachment tab and attach invoice
15. Then click submit

*At this point employee’s process is complete (unless request and sent back to the employee to update)*