

**City of Milwaukee Human Capital Management (HCM) – v9.3**

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## **AVAILABILITY OF SELF SERVICE**

The system is available from any computer using your favorite Internet browser. The system is available 24/7, **except** for periodic maintenance that occurs usually the 3<sup>rd</sup> weekend of the month or on the 2<sup>nd</sup> weekend of the month from 6:00 p.m. Saturday to 6:00 p.m. Sunday.

## **LOGIN INTO SELF SERVICE**

1. To log in, go to the following URL address: [milwaukee.gov/selfservice](http://milwaukee.gov/selfservice)
  - *Bookmark this page for future use!*
2. Enter your User ID and password. (User ID: Use **all** 6 digits, including any zeros.)
  - *Your User ID is also your **permanent** Employee ID number; sometimes referred to as your "PeopleSoft # or HCM #.*
3. Click the **Sign In** button.
4. **Please set up the "Forgot your password?" function. You only have to do this once.**

## **LOG OUT OF SELF SERVICE**

Always click on **Sign Out** (*upper right-hand corner*) of self-service when you are finished.

## **ADDING FAVORITES**

If you navigate to certain pages often, click on **Add to Favorites** (*top right-side of the screen*). You can enter your own description. On the left side of the screen, click on **Favorites**.

## **PASSWORD GUIDELINES**

1. Passwords are set to change every **60** days.
  2. Passwords must be at least **8** characters in length, maximum of 32 characters.
  3. Passwords must contain at least one number (*i.e.*, 0 through 9).
  4. Passwords must begin with an ALPHA character.
  5. Passwords are case sensitive.
  6. When signing on, the password must be entered EXACTLY as you did when you last changed it.
  7. Users must also update your password on your smart phone and mobile device.
- *For login problems, go to [www.milwaukee.gov/RITS](http://www.milwaukee.gov/RITS).*

## **"FORGOT YOUR PASSWORD?" FEATURE – How to Set It Up**

***To protect your personal information, do not share your password with anyone!***

1. **Path:** Main Menu > My System Profile
2. Click on **Change or set up forgotten password help**.
3. Choose a question as instructed. Click the down arrow to list questions.
4. Type your response to the question. Click **OK**.
5. At the bottom of the page, enter the **E-mail address** where a new password should be sent. Check the Primary Email Account box () if there is more than one e-mail address listed. Select the appropriate email type from the list. **Be sure to keep your e-mail address updated!**
6. Click **Save**. You are now set up to have a new password e-mailed to you when you forget your Password.

## “FORGOT YOUR PASSWORD?” FEATURE – How to Use It

1. At the login screen, click on “*Forgot your password?*”
2. Enter your User ID and click **Continue**.
3. Enter a response.
4. Click **E-mail New Password**. (Only click once.)
5. Make sure the e-mail ID shown is a valid e-mail address for you.
6. A temporary password will be automatically e-mailed to the address displayed at the top of the page. *This is the primary e-mail address you have on file in self-service. To avoid an incorrect entry, copy and paste the temporary password into the password box.*
7. If you do not remember your password **AND** have not set-up the “*forgot your password?*” function, you must request to have your password **RESET**. To request a “reset” go to [www.milwaukee.gov/rits](http://www.milwaukee.gov/rits).

## PERSONAL INFORMATION

### PERSONAL INFORMATION SUMMARY

**Path:** Main Menu > Self Service > Personal Information > Personal Information Summary

### E-MAIL ADDRESSES:

**IMPORTANT!** THERE ARE 2 AREAS IN SELF-SERVICE WHERE YOU MUST ENTER AN E-MAIL ADDRESS. PLEASE ADD AN E-MAIL ADDRESS TO BOTH!

**Path #1:** Main Menu > My System Profile

1. Scroll down to the EMAIL section.
2. Select **Type** of email address; enter the new email address. If you have more than one email address listed, check the box of the primary email address. *If you want to enter more than one, click on the plus (+) to the right to create a new row.*
3. Click **Save**.

**Path #2:** Main Menu > Self Service > Personal Information > Email Addresses

1. Click on **Add Email Address**
2. Select the Email Address “type” by clicking the arrow on the drop-down box.
3. Type the Email Address
4. If you have more than one Email Address, click the check box of the “*preferred*” Address
5. Click the **Save** button. You will see, “*The Save was successful.*”
6. Click the **OK** button.

**IMPORTANT:** *When you separate from City for up to one year service (i.e. retirement, resignation, layoff, etc.) you will still have access to self-service. Be sure your primary e-mail address is a “personal” email and not your City email. You must change it before you are off payroll.*

### EMERGENCY CONTACT INFORMATION

**Path:** Main Menu > Self Service > Personal Information > Emergency Contacts

1. Click **Add Emergency Contact**.
2. Enter all emergency contact information.
3. Click **Save**. If successful, you will see a message “*The Save was successful.*”
4. Click **OK**. There is no prompt if not saved. **Do not click BACK before saving.**
5. If changing contact information, click **Edit** on the appropriate line and update as needed. Follow steps 3 and 4 when completed.

## **HOME / MAILING ADDRESS**

**Path:** Main Menu > Self Service > Personal Information > Home and Mailing Address

1. Click the icon under **Edit** to update an existing address or select an address type and click **Add**.
2. Enter the date this change is effective.
3. Enter the correct address in all the fields. *This also includes the fields City, State, and Postal (zip code). Type names in all CAPITAL LETTERS (do not use punctuation).*
4. Click **Save**. If successful, you will see a message, "The Submit was successful."
5. Click **OK**. There is no prompt if not saved. **Do not click BACK before saving.**
6. Click **Main Menu** or Sign Out if you are done with self-service.
7. Provide your payroll specialist with a completed "**Residence Statement Form**" within 3 days of the move for **all** home address changes. *(The form is available at [www.milwaukee.gov/der/forms](http://www.milwaukee.gov/der/forms).) Required even if done online.*

## **NAME CHANGES**

**Path:** Main Menu > Self Service > Personal Information > Name Change

1. It is important to note that all employment information, including employee names, should be entered in all CAPITAL LETTERS.
2. Enter the effective date of the change.
3. Click **Edit Name** and change name. Click **OK**.
4. Click **Submit**. If successful, you will see a message "The Submit was successful." You must bring your original Social Security card to the payroll specialist before this change will be accepted.
5. Click **OK**. There is no prompt if not saved. **Do not click BACK before saving.**
6. **Provide your payroll specialist with the original documentation showing the name change.**

## **PHONE NUMBERS**

**Path:** Main Menu > Self Service > Personal Information > Phone Numbers

1. Click **Add a Phone Number**.
2. Select a phone type and enter the correct phone number.
3. Click **Save**. *If successful, you will see a message "The Save was successful."*
4. Click **OK**. There is no prompt if not saved. **Do not click BACK before saving.**

# **PAYROLL AND COMPENSATION**

## **DIRECT DEPOSIT SET UP**

**Path:** Payroll Tile > Direct Deposit Tile To set up a New Account:

- a. Click the Direct Deposit Tile
- b. Agree to the Terms and Conditions. Be sure to read these carefully.
- c. Enter your nine-digit routing number. The Bank Name should populate when you tab, enter, or click in the next field. Click on "View Check Example" for additional instruction of where to find your routing and account number.
- d. Enter your Account Number. You will need to enter it twice as instructed on the screen.
- e. Choose your Account Type from the dropdown menu.
- f. Click Save button. No other action is needed. Note: Payroll is prepared by the City up to nine days in advance of payday. While the Direct Deposit update is immediate, timing may be a factor in

whether a new, edited, or deleted direct deposit is effective on payday. Keep old accounts open until you know the change has been executed.

**To Change an Existing Bank and/or Account:**

- a. Click on the Direct Deposit tile and the row with the current direct deposit information listed.
- b. Agree to the Terms and Conditions. Be sure to read these carefully.
- c. Enter your nine-digit routing number. The Bank Name should populate when you tab, enter, or click in the next field. Click on "View Check Example" for additional instruction of where to find your routing and account number.
- d. Enter your Account Number. You will need to enter it twice as instructed on the screen.
- e. Choose your Account Type from the dropdown menu.
- f. Click the Save button. No other action is needed. Note: Payroll is prepared by the City up to nine days in advance of payday. While the Direct Deposit update is immediate, timing may be a factor in whether a new, edited, or deleted direct deposit is effective on payday. Keep old accounts open until you know the change has been executed.

**To Delete an Existing Account:**

- a. Click on the Direct Deposit tile and the row with the current direct deposit information listed.
- b. Click on the Remove button.
- c. Click the Yes prompt. Note: Payroll is prepared by the City up to nine days in advance of payday. While the Direct Deposit update is immediate, timing may be a factor in whether a new, edited, or deleted direct deposit is effective on payday. Keep old accounts open until you know the change has been executed.
- d. Remember that participating in Direct Deposit is a condition of employment. Those that do not re-enroll will be contacted by a City representative.

**To View Account:**

- a. Click on the Direct Deposit tile and the row with the current direct deposit information listed.
- b. You may review the Terms and Conditions at any time by clicking on "Print Agreement".

**VIEW PAYCHECK**

**Path:** Payroll Tile > Paychecks

- a. Current paycheck information may be available up to three days prior to payday.
- b. Click on the row with the paycheck you would like to view. Troubleshooting Note: To view your paychecks, you must turn off your pop up blockers. In the Internet Explorer browser, go to the Tools menu. In other browsers, it will alert you onscreen.
- c. Employees will have access to self-service for one year after separating from City service. Please see instructions about e-mail addresses in the "Personal Information" section before separating.

**VIEW LEAVE ACCRUAL BALANCES**

**Path:** Employee Summary Report Tile

- a. Scroll down to the Leave Balances Section.
- b. These balances are typically updated on the next Friday after the pay period end.
- c. Alert your payroll representative with any balances issues.

**W-2 / W-2c FORMS CONSENT**

**Path:** Payroll tile > W-2/W-2c Consent tile

All employees will receive a paper W-2 (or W-2c, when applicable) through postal mail, unless you consent to receive electronic copies only. Electronic copies are received earlier than paper copies, saves the City postage and paper, reduces the chance of identity theft, and are free to retrieve archived copies.

- a. Click the "Check Here..." box to indicate your consent
- b. Click Submit
- c. You will be unable to consent until you receive your first check with the City.
- d. Consenting is permanent, unless you revoke it.

**TO VIEW YOUR W-2 OR W-2C FORMS**

**Path:** Payroll tile > W-2/W-2c Forms tile

- a. Click View Form for the year you would like to view. Troubleshooting Note: To view the W-2/W-2c, you must turn off your pop up blockers. In the Internet Explorer browser, go to the Tools menu. In other browsers, it will alert you onscreen. To view a form for a prior year, select the year you would like to view from the drop down in the Tax Year box.
- b. Click on Filing Instructions for the back of the form.
- c. For a different tax year, click on View a Different Tax Year. If the form is not available on-line, it is no longer available.
- d. Employees will have access to self-service for one year after separating from City service. Please see instructions about e-mail addresses in the "Personal Information" section before separating.

***Employees will have access to self-service after separation from City service for up to one year. PRIOR to separation, be sure your primary e-mail address is changed from your City e-mail address***

<b>BENEFITS and LIFE EVENTS</b>
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*to a personnel email (i.e., yahoo, gmail, hotmail, etc). See page 2 regarding e-mail addresses in self-service.*

**BENEFITS SUMMARY**

**Path:** Click the Benefit Details tile on the home page > Benefits Summary Tile

- ***Current benefit enrollments are displayed.***

**HEALTH INSURANCE**

***ONLY available to New Hires eligible for benefits, current employees that became eligible for benefits, and during Open Enrollment.***

**Path:** Benefit Details > Benefits Enrollment > COM Benefits Enrollment

1. Click the **Health Plan** tile.
2. Click the **Circle** button next to the Health Plan option you would like to enroll in.
3. If you have dependent(s) on your plan or would like to add a dependent, continue and scroll down to the Enroll Your Dependents (Add/Review Dependents). **All dependent names must be CAPITALIZED.** The Social Security Number (SSN) for all dependents will be required.
4. Click the **Done** button in the upper right corner to save your Health Plan choices. **Do not click the Submit button until you have completed all of your options, for example, any changes to the dental insurance or flexible choices program.**
5. If there are no additional changes, then click the **Submit** button.
6. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

**DENTAL INSURANCE**

***ONLY available to New Hires eligible for benefits, current employees that became eligible for benefits, and during Open Enrollment.***

**Path:** Benefit Details > Benefits Enrollment > COM Benefits Enrollment

1. Click the **Dental Plan** tile.
2. Click the **Circle** button next to the Dental Plan option you would like to enroll in.
3. If you have dependent(s) on your plan or would like to add a dependent, continue and scroll down to the Enroll Your Dependents (Add/Review Dependents). **All dependent names must be CAPITALIZED.**
4. Click the **Done** button in the upper right corner to save your Dental Plan choices. Do not click the **Submit** button until you have completed all of your options.
5. If there are no additional changes, then click the **Submit** button.
6. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

**VISION INSURANCE**

***ONLY available to New Hires eligible for benefits, current employees that became eligible for benefits, and during Open Enrollment.***

**Path:** Benefit Details > Benefits Enrollment > COM Benefits Enrollment

1. Click the **Vision Plan** tile.
2. Click the **Circle** button next to the Vision Plan option you would like to enroll in.
3. If you have dependent(s) on your plan or would like to add a dependent, continue and scroll down to the Enroll Your Dependents (Add/Review Dependents). **All dependent names must be CAPITALIZED.**
4. Click the **Done** button in the upper right corner to save your Vision Plan choices. Do not click the **Submit** button until you have completed all of your options.
5. If there are no additional changes, then click the **Submit** button.
6. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

**FLEXIBLE SPENDING ACCOUNTS (FSA)**

***ONLY available to New Hires eligible for benefits, current employees that became eligible for benefits, and during Open Enrollment.***

- If you wish to participate in any of the three parts of the Flexible Choices Program, you must enroll **every** plan year. **These plans do not automatically renew.**

**Path:** Benefit Details > Benefits Enrollment > COM Benefits Enrollment

1. Click the **Tile** to select Medical, Dependent Care or Parking Expenses. **Be careful to select the correct account.** There is a separate tile for each flexible spending account.
2. Select option and enter an annual pledge amount for the flexible spending account you would like to enroll in or select waive to choose no coverage.
3. Click the **Done** button in the upper right corner to save your flexible spending choices. Do not click the **Submit** button until you have completed all of your options.
4. If there are no additional changes, then click the **Submit** button.
5. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

**LIFE INSURANCE (VOLUNTARY) – Only available during Open Enrollment**

**Path:** Benefit Details > Benefits Enrollment > COM Benefits Enrollment

1. Click the **Voluntary Group Life** tile.
2. Click the **Select** next to the Voluntary Group Life Plan you would like to enroll in.
3. Click the **Done** button in the upper right corner to save your flexible spending choices. Do not click the **Submit** button until you have completed all of your options.
4. If there are no additional changes, then click the **Submit** button.
5. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

**LIFE INSURANCE (FAMILY) – Only available during Open Enrollment**

**Path:** Benefit Details > Benefits Enrollment > COM Benefits Enrollment

1. Click the **Life Insurance (Family)** tile.
2. Click the **Select** next to the Family Life Insurance Plan you would like to enroll in.
3. Click the **Done** button in the upper right corner to save your flexible spending choices. Do not click the **Submit** button until you have completed all of your options.
4. If there are no additional changes, then click the **Submit** button.
5. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

**LONG TERM DISABILITY (LTD)– Only available during Open Enrollment**

*If you wish to select a Long Term Disability (LTD) buy down of 60, 90, 120 day coverage, or change the current buy down selection.*

**Path:** Benefit Details > Benefits Enrollment > COM Benefits Enrollment

1. Click the **Long-Term Disability tile**
2. Click select next to the LTD buy down coverage you would like to enroll in.
3. Click the **Done** button in the upper right corner to save your flexible spending choices. Do not click the **Submit** button until you have completed all of your options.
4. If there are no additional changes, then click the **Submit** button.
5. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

**BIRTH or ADOPTION**

You must enter Life Event changes **within 30 days** of birth or adoption through self-service.

**Path:** Benefit Details > Life Events

1. Choose one of the following (Birth **or** Adoption/Legal Custody). Please review the information regarding the 30 day rule.
2. Enter the date of birth.
3. Click OK.
4. Click **Next (top right corner)**.
5. Click on the **Submit** button (verify the date of birth).
6. Click OK.
7. Click Next.
8. Upload documentation (ex. birth certificate) showing the child's relationship to you
9. Click Next.
10. Click Next.
11. Click on the **Add a dependent or beneficiary** section.
12. For each section enter the requested information. Click **Save** after you completed the information.
13. Click **OK**.
14. Click Next.
15. Click Start My Enrollment.

16. Click on the **Select** button to the right of your event description - FAMILY STATUS CHANGE. \*If not available, please contact Employee Benefits Division at (414) 286-3184.
17. Click on **Edit** next to the benefit you are enrolling your dependent(s).
18. Scroll down to the bottom of the page and enroll all eligible dependents (click on the box next to their name).
19. When completed click on **Store**.
20. Review your selections on the "Benefits Enrollment" page.
21. Click Update Elections.
22. After enrolling your dependent(s), click Save and Continue.
23. Click **Submit**.
24. Click **OK**.
25. Click **Next**.
26. Be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.
27. Click **Next**.
28. Click **Complete**.
29. **BIRTH:** Submit a **copy** of the Birth Certificate or Child Support Order; **ADOPTION:** Submit a **copy** of Court Adoption or Adoption Agency Placement Letter to:  
DER-Employee Benefits Division – City Hall, Room 706, **ATTN:** Medical Benefits.

## **MARITAL STATUS**

You must enter Life Event changes **within 30 days** of marriage (*including marriage to another City employee*) through self-service.

**Path:** Benefit Details > Life Events

1. Click the radio button for Marriage.
2. Enter the date of marriage in the box next to "Date change will take effect".
3. Click **OK**.
4. Click **Next** (upper right hand corner).
5. **Upload** a copy of the marriage certificate.
6. Click on **Add Attachment**.
7. **Type** marriage certificate in subject line.
8. Click on **Add Attachment**.
9. Click on **Upload**.
10. Click on **Save**.
11. **Before you can continue with the Life Event, Employee Benefits Division needs to approve the document. Click OK. \*You will receive an email when you can continue with this event.**
12. Click on **Continue my Life Event**. Click **Next**.
  - If you are changing your name, you must contact your department payroll personnel.
13. Click on **OK**.
14. Click on **Next**.
15. Update your address if necessary. You must notify your payroll personnel of the address change. Click **Save**.
16. Update your phone number if necessary. Click **Save**.
17. Update your emergency contact if necessary. Click **Save**. Click **Next**.
18. Click on the **Add a dependent or beneficiary**. Enter your spouse information. If adding step children follow the same steps (birth certificates will be required)
19. Click **Save**.
20. Click **OK**.
21. Click **Next**.
22. Click on **Start My Enrollment**.
23. Click on the **Select** button to the right of your event description **FAMILY STATUS CHANGE**. \*If not available, please contact Employee Benefits Division at (414) 286-3184.

24. Click on **EDIT** next to the benefits you are enrolling your dependent(s).
25. Scroll down to the bottom of the page and enroll all eligible dependents (*click on the box next to their name*).
26. When completed click on **Store**.
27. Review your selections on the “Benefits Enrollment” page.
28. Click on **Update Elections**.
29. After enrolling your dependent(s), click on **Save and Continue**.
30. Click **Submit**.

## **TUITION REIMBURSEMENT APPLICATION**

For the **step-by-step** instructions, Administrative Guidelines and the amounts summary go to:  
<https://city.milwaukee.gov/DER/benefits/Tuition-Benefit-Reimbursement-Program>

The Tuition Benefit may only be used for **out-of-pocket** expenses paid by you directly.

Do **not** apply for reimbursement if fees/tuition were paid upfront by your Department or were covered by a grant, scholarship or veteran’s benefits.

### **TO CREATE AN APPLICATION:**

1. Login to your Self-Service account at [www.milwaukee.gov/selfservice](http://www.milwaukee.gov/selfservice)
  - Or go to <https://prd.com.mycmsc.com/> and then select HRMS PRD 9.2.
2. Click on Tuition Reimburse Application or Main Menu > Self Service > Learning and Development and then Tuition Reimburse. Application
3. You will see two tabs, Find an Existing Value and Add a New Value.
4. To create an application, click on Add a New Value.
5. Enter the Course, Seminar or Conference Start Date (month/day/year).
  - For Membership Dues enter the effective date of the membership; not the date paid.
  - For Licenses, Certifications, Exams, enter the effective date; not the date paid.
6. Click the Add button.
7. At the top of the page you will see your job data/employment status current as of the start date of the reimbursement request.
8. There are four tabs: Details, Justification, Approvals, Status.
9. In the Details tab, choose a reimbursement Type by clicking the  symbol and then click on the appropriate Type. (An explanation of Types is on the next page.)
10. Enter the End Date of the course, seminar, conference, dues, license or certification.
11. Enter the TITLE of the course, seminar, conference, dues, license or certification. For membership dues, list the full name of the organization.
12. For a college course, adding the number of credits is optional. Enter a whole number; do not type 3.0, 4.0, etc. or you will get an error message and will not be able to save the application until you fix the error.
13. In Costs to Reimburse enter the cost for the course, seminar, conference, dues, license or certification. Do not type a dollar sign (\$). If you received veteran’s benefits, grants or scholarships for tuition list only the cost of the course that you paid for out-of-pocket or received a student loan.
14. In Books or Supplies Cost enter the cost of the required textbooks. Do not include sales tax or shipping and handling fees.
15. Check all boxes that apply: on city time, related to current job, related to a promotional opportunity, etc.
16. Go to the Justification tab and in the box, explain how the course, certification, license or exam relates to your current position or to a reasonable transfer/promotional opportunity. If the course is for a college degree or part of a certificate program, also state your major area of study or degree.
17. If you have no further reimbursement requests, go to #18.

- If you have additional reimbursement requests with the SAME Start Date, go back to the Details tab and click on the  symbol at the right side of the row and repeat steps 9 – 16. Note: If you took more than one college class that began a few days apart in the same semester, you may use the same start date and add an additional row for each class.
  - If you have another reimbursement request with a different Start Date, follow #18 below, then go back to #2 and start a new application. Repeat this with each different Start Date.'
18. There are two parts to saving an application!
- Click the Save button. A tuition reimbursement completion page will appear.
  - Read it and click the OK button to complete and save the application. If you do not want to save the application, select Cancel instead of OK.
19. Send all supporting documentation which should include paid receipt and/or Certificate of Completion and/or passing grade report to: [TuitionReimb@milwaukee.gov](mailto:TuitionReimb@milwaukee.gov)

### REIMBURSEMENT TYPES

COLLEGE	College courses
SMNR	Seminars, conferences and non-credit courses
DUES	Job or promotion related professional organizations
LICENSES	Job or promotion related licenses (for courses related to a license use SMNR)
CERTIF	Job or promotion related certifications and exams (for courses related to a certification or exam use SMNR)
COURSE	DO NOT USE. This is for Employee Relations use only.
PDA	DO NOT USE. This is for Employee Relations use only.

Not all bargaining units are eligible for Membership Dues, License or Certification/Exam fee reimbursement.  
See Tuition Reimbursement Administrative Guidelines for details.

## TUITION REIMBURSEMENT APPLICATION EXAMPLE

Below is what you will see after you “Add a New Value”

ORACLE

Favorites | Main Menu > Self Service > Learning and Development > Tuition Reimburs. Application

Tuition Reimb. App

JUDY KAMMERMANN      Empl ID 002198      Year 2016

\*Submission Date 10/14/2016      \*Start Date 03/31/2016

Department 1652      DER - OPERATIONS DIVISION

Job Code 0489DC      PROGRAM ASSISTANT II

Union Code 6A      Local 428, AFSCME-Reg.5

*The Job Data displayed is based on the “start date” entered for the application.*

Employment Status Active

Full/Part Time Full-Time

Service Date XXXXXX

Max Dollars 1200.00

Balance Available 1200.00

[Click here for Current Tuition Reimbursement Guidelines](#)

In the justification tab below explain how the course is related to your current position or to a reasonable promotional opportunity within city government. If the course(s) are electives related to a degree you are seeking, state your Major, and explain how the degree relates to your current position or to a promotional opportunity. DO NOT exceed 250 characters to explain the justification and DO NOT add rows to the justification by pressing the [+] button.

Reimbursement Requests

Details | Justification | Approvals | Status

*Reimb. Type	Start Date	*End Date	*Course Title/Membership	Credits	Course over 3 weeks long?	Costs to Reimburse	Books or Supplies Cost	On City Time?	Related to current job?	Related to a promotional opportunity?	Dept. Mandated Course?
1	03/31/2016				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments from DER Review

*Click on the magnifying glass then select the appropriate reimbursement “type.” (see bottom of page 4 for explanation of types)*

*Fill in the appropriate boxes then go to the “Justification” tab next to “Details” on the far left.*

Payments

Tuition Reimb Trans ID	Approved payment seq sequence	Tuition Reimb. Type	Payment Amount	Date Sent to Payroll File	Date of Pay	Entry Type
1						

Save    Notify    Refresh

Add    Update/Display    Include History    Correct History

*When you have completed the Details and Justification tabs, click the **SAVE** button. **A completion page will come up.** Review it, and then click the **OK** button. The application is now saved. If you click the **CANCEL** button, the application will not be saved.*

*Please note that when you click the **OK** button, you are acknowledging that you have read the Tuition Reimbursement Instructions and Administrative Guidelines and agree to abide by them.*

*Click the **plus sign** to add **another row only** if you have **another course with the exact same start date.** See page 4, #17, 1<sup>st</sup> bullet.*

## POLICIES AND GUIDELINES

### REVIEW CITY POLICIES AND GUIDELINES

**Path:** Main Menu > Self Service > Policy Review

Review and acknowledge City of Milwaukee policies and guidelines specific to your department as well as to general City employees. *Follow instructions at top of Policy Review page.*