What if the employee's request for tuition waiver is sent to the wrong manager?

Tell Me

The online tuition waiver process is built on the reporting relationships in Banner. When employees initiate the tuition waiver request in Banner Self Service, they are asked to review and confirm the manager relationship as pictured below. If the reporting relationship is not corrected, the employee’s request for tuition waiver will be routed to the wrong manager, and processing will be delayed.

Follow the steps below to correct the management relationship in NinerTalent and Banner.

1. Login to NinerTalent
2. Select Position Management
3. Select Initiator
4. Select Position Descriptions
5. Select the employee’s position and:
   - If SHRA, click Update Position Description
   - If EHRA Non-Faculty, click Modify Position Description
   - If Faculty, click Faculty Modify Position
6. In the Reason For Action field, click to select Supervisor Change
7. In the Position Change Summary field, specify name and position number of new supervisor, and click Next
8. On the Supervisory Position tab, search for supervisor name and click the radio button beside the new manager’s name
9. Click Save
10. Route the action through appropriate approvals and then to Human Resources for processing.

Related FAQs

- What fees are covered by the tuition waiver program?
- How do I apply for tuition waiver for courses at UNC Charlotte?
- How do I respond to an employee’s request for tuition waiver?
- What if the employee’s request for tuition waiver is sent to the wrong manager?
- How do I get the admission fee waived as part of the tuition waiver program?