

What if my manager-of-record is incorrect or blank within the online tuition waiver application?

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. Log in to [NinerTalent](#)
2. From the **User Group** drop-down menu in the top right corner, select **Initiator**
3. From the **3 Dot Icon** in the top left corner, select **Position Management**
4. From the **Position Descriptions** drop-down menu select the relevant position type
5. Click to select the position that needs a supervisor change.
6. In the upper right corner, click to select the appropriate option:
 - If SHRA, click **Update Position Description**
 - If EHRA Non-Faculty, click **Modify Position Description**
 - If Faculty, click **Faculty Modify Position**
7. In the **Reason For Action** field, click to select **Supervisor Change**
8. In the **Position Change Summary** field, specify name and position number of new supervisor, and click **Next**
9. On the **Supervisory Position** tab, search for supervisor name and click the radio button beside the new manager's name
10. Click **Save**
11. From the **Take Action on Position Request** drop-down menu, select **Submit-Move to HR Review Details**.