How to Allocate Credits for Employee/Dependent Scholarship

The allocation process needs to be completed for each semester you, your spouse and/or dependent(s) registers for in order to receive this benefit.

There is only a specific period in which you can allocate OR have your allocation changed or removed during each semester. **Once the allocation period is closed allocations or changes can no longer be made for the semester.**

Employees are responsible for reviewing FAQs prior to allocating credits as FAQs clarify and interpret policy for specific situations/cases. Steps 1 through 5 will show you how to access the “Frequently Asked Question” section. If after reviewing FAQs you still have questions, you may contact HR Records at hrrecords@unmc.edu.

1. **Sign in Firefly** website (https://firefly.nebraska.edu/) by using your UNMC email address and password.
2. Then on the right-hand side under “Self Service” click on Employee Self Service (ESS) tile.

3. Next click “ESS Benefits” and then click Employee & Dependent Scholarship tile.
4. Now in the bottom right-hand corner click “Accept & Continue”.

5. At the bottom click “Frequently Asked Questions” box and review FAQs. Then click the drop-down in the “Enrolled Campus” field and select the campus you, your spouse or dependent is enrolled at. If you do not find an answer to your question, please contact hrrecords@unmc.edu.
6. Next click the drop-down in the “Term” field and click the semester you, your spouse or dependent is enrolled in.

7. Then below it will now list you, your spouse, and dependent(s). Click in the “Credit Hours” field across from the name of the person you wish to allocate credit hours and allocate credits (check for accuracy). When you have allocated all credits click “Submit” in the bottom right-hand corner of the screen.

The View Allocation History, Allocation Dates and Frequently Asked Questions buttons are located on the bottom of the allocation page.
You have now completed the allocation process.

Your credit allocation will electronically go to the designated campuses Student Accounts and Student Accounts will adjust the bill statement accordingly. If within one (1) week from the day you allocated credits your bill statement is not adjusted please contact the Student Accounts/Financial Services department at the campus you, your spouse or dependent is attending. **Note:** This is NOT a reimbursement process.

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If you have any question please contact HR Records at hrrecords@unmc.edu.