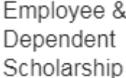


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 Vice Chancellor, Business and Finance      Date

<b>Employee and Dependent Scholarship Procedures</b>	
<b>Purpose</b>	
1.1	To establish procedures to supplement the employee and dependent scholarship policy.
<b>Scope</b>	
2.1	The UNMC Employee and Dependent Scholarship procedures are applicable to all UNMC staff and faculty.
<b>Basis of the Procedures</b>	
3.1	The Employee and Dependent Scholarship Policy #1072.
<b>Authorities and Administration</b>	
4.1	The UNMC Division Director, Staffing, Compensation, Records & HRIT is responsible for administration of these procedures at the campus level.
<b>Procedures</b>	
5.1	<p>The University of Nebraska Medical Center (UNMC) provides an Employee and Dependent Scholarship Program. Pursuant to Section 3.7 of the Bylaws of the Board of Regents of the University of Nebraska, eligible, full-time regular employees may take up to 15 credit hours per academic year at any University of Nebraska campus. The Board of Regents approved an amendment which allows eligible, full-time regular employees to transfer up to 15 undergraduate credit hours per academic year to one or more of their dependents and/or their spouse, for courses at campuses of the University of Nebraska.</p> <p>First time users may contact HR Records at <a href="mailto:hrrecords@unmc.edu">hrrecords@unmc.edu</a> to request First time user documents.</p> <p>There are two separate steps that must be completed to utilize the University of Nebraska Employee and Dependent Scholarship Program:</p> <ol style="list-style-type: none"> <li>1. <u>Class Enrollment</u>: The Class Enrollment process is the means through which the employee, dependent or spouse enrolls for specific classes, at a specific NU campus. Employees or their dependents/spouse may enroll during each campus's enrollment period. This step should be completed prior to step 2 "Scholarship Allocation".</li> <li>2. <u>Scholarship Allocation</u>:             <ol style="list-style-type: none"> <li>a. Log in into <a href="#">Firefly</a> business portal</li> <li>b. Select Employee Self Service (ESS) application</li> </ol> </li> </ol>

	<div style="text-align: center;">  <p>Employee Self Service (ESS)</p>  </div> <p>c. Select "Employee and Dependent Scholarship"</p> <div style="text-align: center;">  <p>Employee &amp; Dependent Scholarship</p>  </div> <div style="text-align: right; margin-right: 50px;">  </div> <p>d. For Frequently Asked questions and Policy click</p> <p>e. To start the allocation process "Accept and Continue" Electronic Signature"</p> <p>f. Credit hours must be allocated by the semester deadline. After the semester deadline employees will not have access to site to allocate hours.</p> <p>The Employee/Dependent Scholarship program only applies towards 'credit hour charges'. Employees are responsible for mandatory fees and additional student fees (online course fee, library fee, technology fee, research program fee, distance fee, etc.) For information regarding mandatory fees and additional student fee(s) employees may review the appropriate campus information: <a href="#">UNK</a>; <a href="#">UNO</a>; <a href="#">UNL</a>; <a href="#">UNMC</a>.</p> <p>For allocation deadlines questions you may contact UNMC Human Resources-Records at <a href="mailto:hrrecords@unmc.edu">hrrecords@unmc.edu</a>.</p>
5.2	<p>Class Attendance: Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours. If the course(s) is (are) not scheduled during non-working hours, the employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment. It is the employee's responsibility to get departmental approval and/or supervisory approval for rescheduling work hours or using leave time if class falls during normally scheduled work hours.</p>



Campus Policy  
Employee and Dependent Scholarship Procedures  
Policy #: 1072  
Effective Date: October 25, 2002  
Revised Date: 1/6/11, 9/13/17  
Reviewed Date: 1/6/11, 9/13/17

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Vice Chancellor, Business and Finance      Date

<b>Notice of Non-Discrimination</b>	
6.1	Please review UNMC's <a href="#">Notice of Non-Discrimination</a> regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.
For additional information or questions please contact UNMC Human Resources-Records at <a href="mailto:hrrecords@unmc.edu">hrrecords@unmc.edu</a>	