iForms At-A-Glance: Supervisor/Manager ETAP Approval Process

Supervisor/manager approval for the Employee Tuition Assistance Program (ETAP) should be initiated in the iForms workflow prior to the employee’s first day of class. Below is some helpful information to guide supervisors through the completion of the application approval process.

1) When an employee submits an ETAP application through Duke@Work, an automated email (titled “Action Required: Tuition Asst App for Approval”) is sent to their supervisor to alert them to review the request in their Universal Worklist in iForms. This email also includes a Universal Worklist link.

2) Under the “Tasks” tab in the Universal Worklist in iForms/SAP, the supervisor will see a link titled, “Approval required for (Duke Employee): Tuition Assistance”. Click on the link and the window below will open.

Note: This application is only viewable to employees who meet the eligibility requirements for ETAP benefits.

If you are experiencing any technical issues with the online application, please review the Employee Tuition Assistance FAQs and Instructions for additional information.

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3) At the bottom of the screen, there are 4 options:
   1) “Approve” (this approves the application and sends an automated email to the employee);
   2) “Reject” (not commonly used since it outright denies request, please add notes in comments);
   3) “Back to Employee” (routes to employee, please add notes in comments); and
   4) “Close Window”

This section requires a supervisor’s review and approval (as appropriate).
Note: Once a Health System employee’s application is approved, it is then routed to a designated second level approver.

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