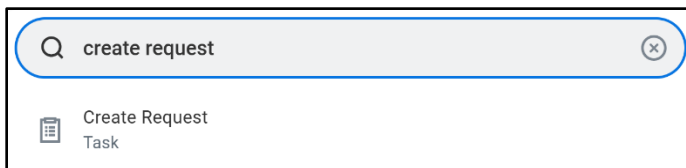


When taking a graduate course, employees can request a **Graduate Tuition Tax Waiver** for themselves in Workday.

Employees submitting a request should review the Graduate Tax Waiver section of the Education Benefits summary prior to submitting this request.

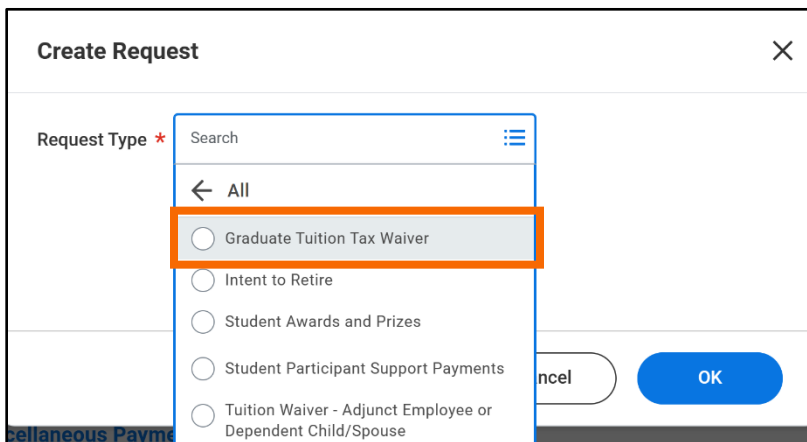
Graduate Tuition Tax Waiver

1. Type *Create Request* in the **Search** bar.
2. Select the **Create Request** task.



A screenshot of the Workday search bar. The text 'create request' is entered into the search field. Below the search bar, a dropdown menu is open, showing a single result: 'Create Request Task' with a document icon to its left.

3. Under **Request Type**, select **All**.
4. Select **Graduate Tuition Tax Waiver**.
5. Select **OK**.



A screenshot of the 'Create Request' dialog box in Workday. The 'Request Type' field is expanded, showing a list of options. The 'All' option is selected, and the 'Graduate Tuition Tax Waiver' option is highlighted with an orange box. Other options in the list include 'Intent to Retire', 'Student Awards and Prizes', 'Student Participant Support Payments', and 'Tuition Waiver - Adjunct Employee or Dependent Child/Spouse'. At the bottom right of the dialog, there are 'Cancel' and 'OK' buttons.

6. Enter your name in the **Student Name** box.
7. Enter your UID in **Student UID**.
8. Enter **Course Name and Number**.
9. Answer **Yes** or **No** if this course is a part of a PhD program.
10. Answer **Yes** or **No** if this course is job related.
11. Attach any documents that explain how the course is job related.
12. Select **Submit**.