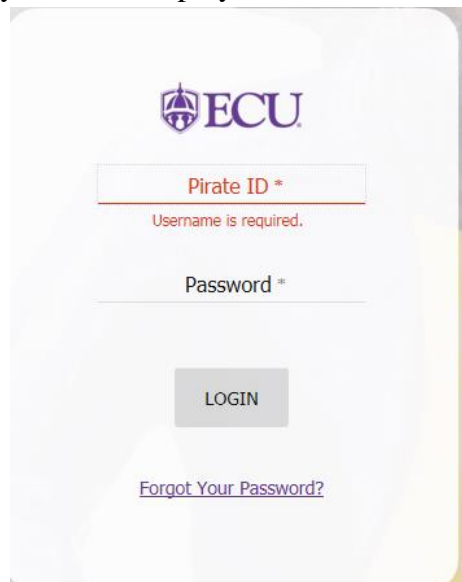


# Standard Operating Practice – ECU Student Financial Services

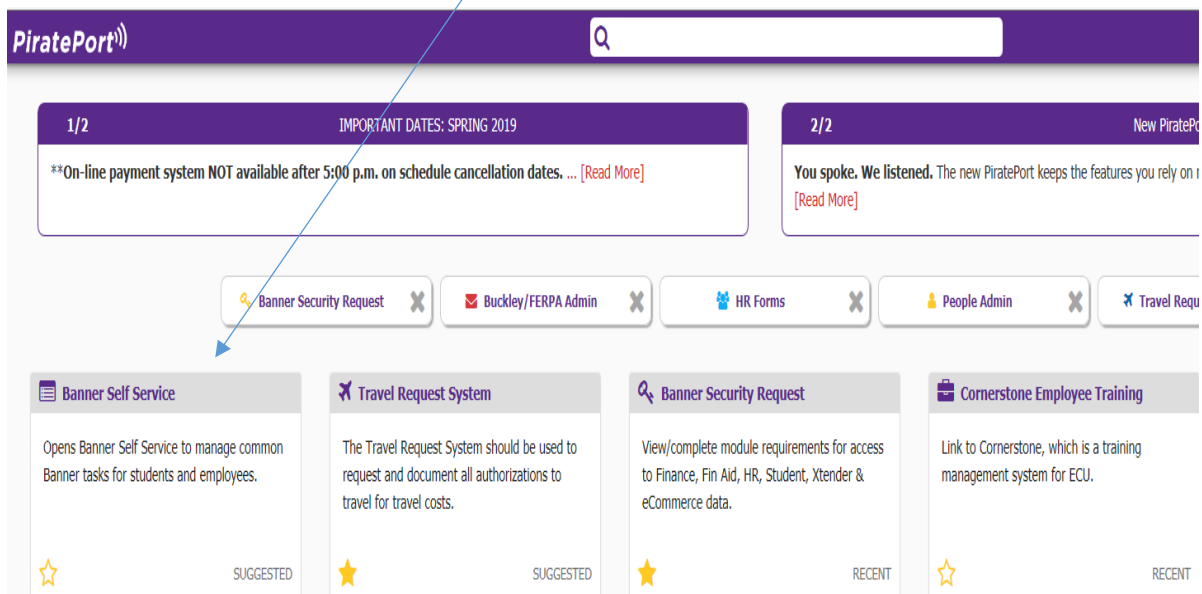
## 2005.001 -B Faculty/Staff Tuition & Fee Waiver Request Online Procedures

**PLEASE NOTE: The deadline to submit an approved Faculty/Staff Waiver is by 5:00PM on the last day for registration and schedule adjustments (drop/add) per the Academic Calendar. Please see <https://facultysenate.ecu.edu/academic-calendars/> for dates for the applicable semester.**

Log in to ECU Pirate Port with your ECU employee credentials:



Once in ECU PiratePort, click on the Banner Self Service link or type Banner Self Service in the search bar



**1/2** IMPORTANT DATES: SPRING 2019  
\*\*On-line payment system NOT available after 5:00 p.m. on schedule cancellation dates. ... [Read More]

**2/2** New PiratePort  
You spoke. We listened. The new PiratePort keeps the features you rely on ... [Read More]

Banner Security Request X Buckley/FERPA Admin X HR Forms X People Admin X Travel Request System X

**Banner Self Service**  
Opens Banner Self Service to manage common Banner tasks for students and employees.  
★ SUGGESTED

**Travel Request System**  
The Travel Request System should be used to request and document all authorizations to travel for travel costs.  
★ SUGGESTED

**Banner Security Request**  
View/complete module requirements for access to Finance, Fin Aid, HR, Student, Xtender & eCommerce data.  
★ RECENT

**Cornerstone Employee Training**  
Link to Cornerstone, which is a training management system for ECU.  
★ RECENT

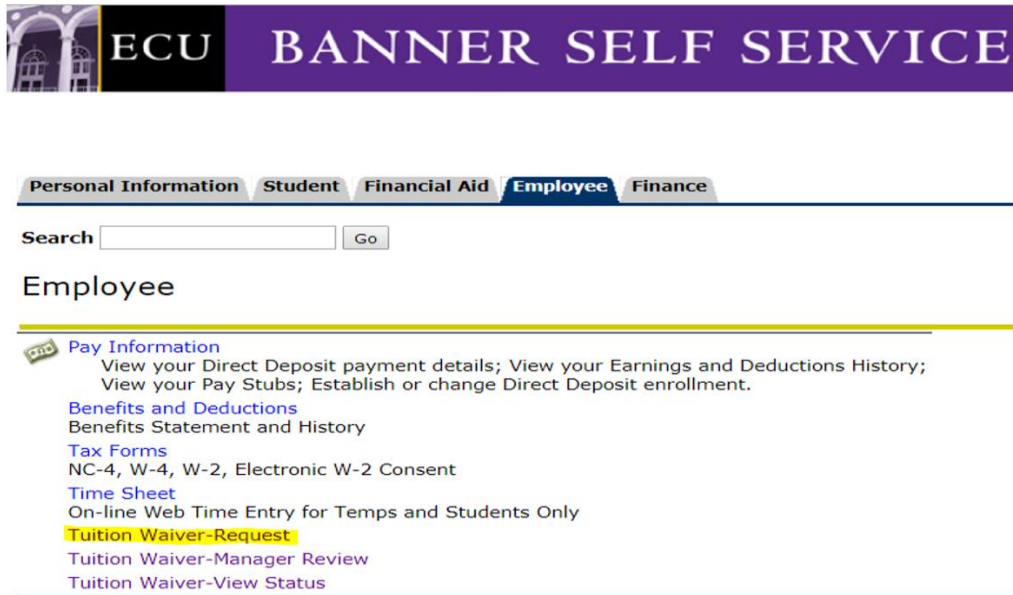
# Standard Operating Practice – ECU Student Financial Services

In ECU Banner Self Service, select employee:

The screenshot shows the ECU Banner Self Service website. At the top left is the ECU logo and the text "ECU BANNER SELF SERVICE". Below this is a navigation bar with tabs for "Personal Information", "Student", "Employee", and "Finance". A search bar is located below the navigation bar, and to its right are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main content area features a "Main Menu" section with a yellow underline. Below the menu is a welcome message: "Welcome, [redacted] to the WWW Information System! Last web access on Apr 01, 2020 at 08:10 am". This is followed by a "DATA SECURITY NOTICE FOR ALL USERS:" and an "IMPORTANT BILLING REMINDER:". The "IMPORTANT BILLING REMINDER:" section includes a link to the Cashier's Office website: [http://www.ecu.edu/cs-admin/financial\\_serv/cashier/eBilling.cfm](http://www.ecu.edu/cs-admin/financial_serv/cashier/eBilling.cfm). Below the reminders are links for "Personal Information", "Student", "Employee", and "Finance", each with a brief description of the services available. At the bottom of the page, there is a "RELEASE: 8.9" notice and a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates."

# Standard Operating Practice – ECU Student Financial Services

In ECU Banner Self Service, select Tuition Waiver Request:



Select “Click here for ECU Courses” if you are a current ECU Employee taking classes at ECU.

Select “Click here for non-ECU Courses” if you are a current ECU Employee taking classes at another UNC institution.



Eligible East Carolina University employees are entitled to apply for a total of three credit-bearing classes each academic year (Fall, Spring, Summer I, Summer II and Summer 11-Week). The academic year begins with the fall term.

### **Employee Eligibility Requirements:**

The tuition waiver program is available to full-time, permanent faculty, EHRA, CSS, SHRA or ROTC employees who:

- Are regularly scheduled to work 30 hours or more each week, 9 months of the year or longer,
- Meet normal work obligations and continue permanent employment status for the entire semester during which the course is taken, and
- Have been admitted to a school within the UNC system and have registered for a course.

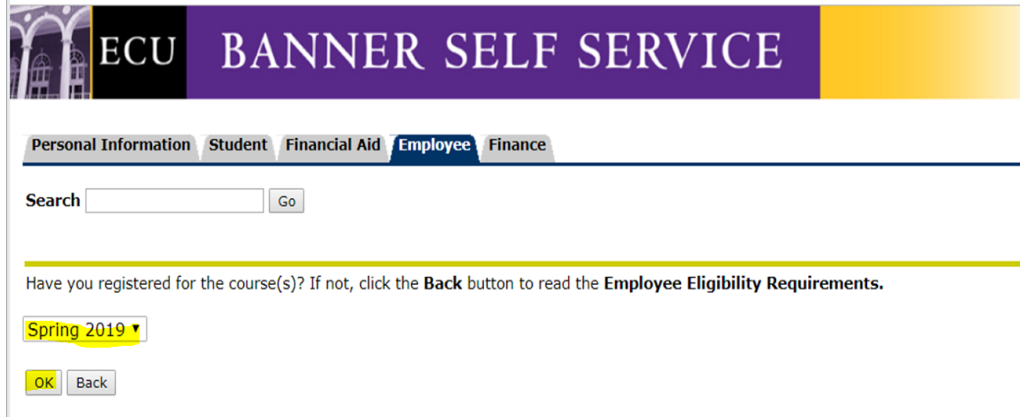
**RELEASE: 1.0**

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## Standard Operating Practice – ECU Student Financial Services

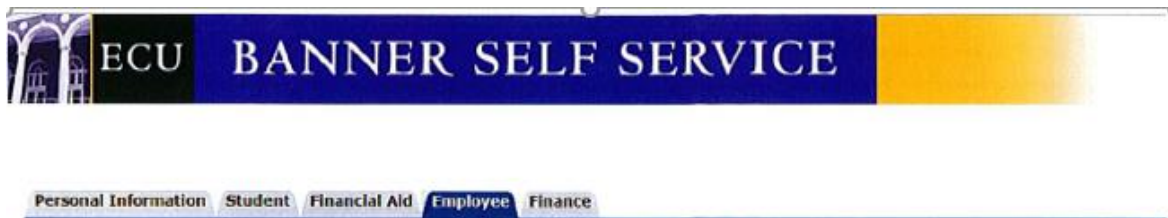
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Select the registered academic term and click OK. Please note you must be registered in the applicable term “before” you can proceed with this process.

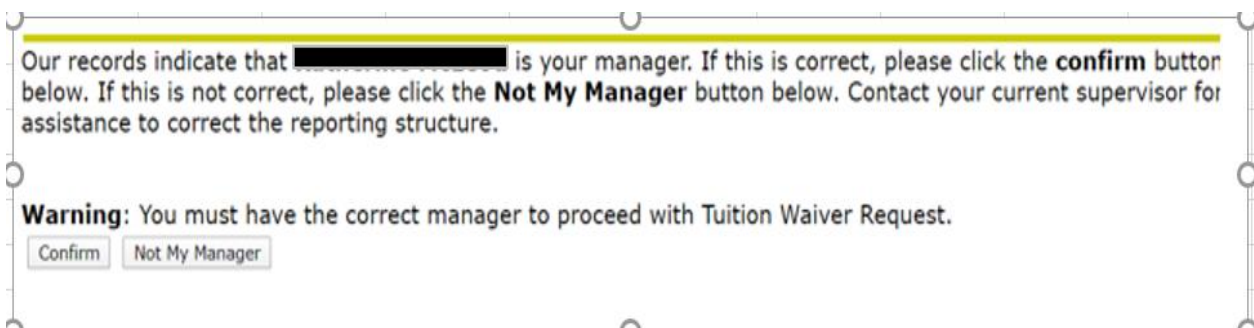


The screenshot shows the ECU Banner Self Service interface. At the top, there is a purple header with the ECU logo and the text "BANNER SELF SERVICE". Below the header, there are navigation tabs: "Personal Information", "Student", "Financial Aid", "Employee" (which is highlighted), and "Finance". Under the "Employee" tab, there is a search bar with a "Go" button. Below the search bar, there is a message: "Have you registered for the course(s)? If not, click the **Back** button to read the **Employee Eligibility Requirements**." Below this message, there is a dropdown menu showing "Spring 2019" with a downward arrow. At the bottom of the form, there are two buttons: "OK" and "Back".

Manager/Supervisor Confirmation: Click on Confirm to proceed entering your faculty/staff waiver information



This screenshot is identical to the one above, showing the ECU Banner Self Service interface with the "Employee" tab selected and the search bar visible.



The screenshot shows a confirmation page with a yellow header. The text reads: "Our records indicate that [redacted] is your manager. If this is correct, please click the **confirm** button below. If this is not correct, please click the **Not My Manager** button below. Contact your current supervisor for assistance to correct the reporting structure." Below this text, there is a **Warning**: "You must have the correct manager to proceed with Tuition Waiver Request." At the bottom, there are two buttons: "Confirm" and "Not My Manager".

# Standard Operating Practice – ECU Student Financial Services

What happens if you click on “Not My Manager”?

<Not My Manager>

Please notify your current manager for assistance to correct your reporting structure. Once corrected you may proceed with the Tuition Waiver Request

OK

Select the class you would like to use the waiver for and select “yes or no” for Waiver Reporting Information (IRS tax exemption), then click Submit. **You should confirm with your supervisor and must respond to both questions before proceeding.** Please click on the Waiver Reporting Information link for more information.

**ECU BANNER SELF SERVICE**

Personal Information Student Financial Aid **Employee** Finance

Number of Waivers Applied the Current Term	Number of Waivers Applied the Academic Year
0	1

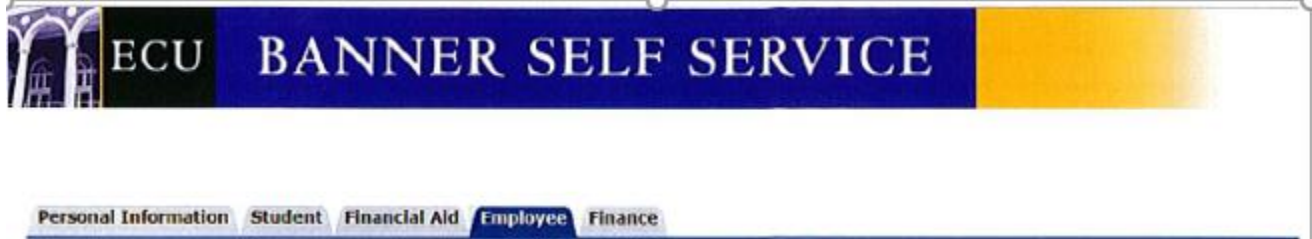
Current Eligible East Carolina University Courses									
	Term	Course	Level	Course Title	Hours	Days	Time		
<input type="checkbox"/>	Spring 2020	ICTN 6820	GR	Networking Tech for Industry	3		-	Per the definition outlined in the Policy Statement, is the course listed directly related to your current job duties and confirmed with your supervisor? <a href="#">Waiver_Reporting_Information</a> <input type="radio"/> - Yes <input type="radio"/> - No	Per the definition outlined in the Policy Statement, is the course listed required to meet the minimum education requirements of your current position and confirmed with your supervisor? <a href="#">Waiver_Reporting_Information</a> <input type="radio"/> - Yes <input type="radio"/> - No

Not all questions have been answered.

Submit

## Standard Operating Practice – ECU Student Financial Services

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Thank you for your submission. A confirmation email has been sent to the employee's and manager's East Carolina University email address. Click [here](#) to review tuition waiver policies and procedures. Please remember to log out of Self Service Banner.

OK

<OK> - will return user to the Banner Self Service Main Menu

The ECU employee and the ECU supervisor will both receive confirmation emails.

### To the Requestor

1. Log in to [PiratePort](#)
2. Click **Banner Self Service**
3. Click the **Employee** tab
4. Click on **Employee Tuition Waiver Status**
5. Select the **Academic Year** from the drop-down menu
6. Click **Submit**
7. View status of the request

**Important:** If your manager is on extended leave during the registration time. Please contact your interim manager or contact [employeerelations@ecu.edu](mailto:employeerelations@ecu.edu)

For technical questions about online tuition waiver in Banner Self Service, please contact the Help Desk. For policy and process questions about tuition waivers, click [Waiver Information](#).

Thank you for supporting employee development.

# Standard Operating Practice – ECU Student Financial Services

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## To the Manager/Supervisor

Subject: Tuition waiver request for: Employee Name (B00XXXXXX)

The employee named in the subject line has requested a tuition waiver. Please respond by completing the steps below.

1. Log in to [PiratePort](#)
2. Click **Banner Self Service**
3. Click the **Employee** tab
4. Click on **Tuition Waiver-Manager Review**
5. Select **Approved or Declined from the drop-down menu**
6. Click **Submit**
7. Click **OK** on the confirmation screen to complete the transaction

If necessary, meet with the employee to discuss modified working hours to accommodate the class meeting schedule. For technical questions about the online tuition waiver in Banner Self Service, contact the Help Desk. For policy and process questions about tuition waivers, click [Waiver Information](#) or email [TuitionWaivers@ecu.edu](mailto:TuitionWaivers@ecu.edu) if you have questions. If you are no longer the manager for this employee, you may contact [employeerelations@ecu.edu](mailto:employeerelations@ecu.edu) for assistance.

Thank you for supporting employee development.

# Standard Operating Practice – ECU Student Financial Services

## Manager Review:



Personal Information Student Financial Aid **Employee** Finance

Search  Go

### Employee

**Pay Information**  
View your Direct Deposit payment details; View your Earnings and Deductions History;  
View your Pay Stubs; Establish or change Direct Deposit enrollment.

[Benefits and Deductions](#)  
Benefits Statement and History

[Tax Forms](#)  
NC-4, W-4, W-2, Electronic W-2 Consent

[Time Sheet](#)  
On-line Web Time Entry for Temps and Students Only

[Tuition Waiver-Request](#)

**[Tuition Waiver-Manager Review](#)**

[Tuition Waiver-View Status](#)

RELEASE: 8.8.3

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ECU TUITION WAIVER STATUS							
Employee	Term	Course	Course Title	Days/Time	Taxable Questions		
▼ [Redacted]	Spring 2020	ICTN 6820	Networking Tech for Industry	-	Per the definition outlined in the Policy Statement, is the course listed directly related to the employee's current job duties? <a href="#">Waiver_Reporting_Information</a> <input type="radio"/> - Yes <input type="radio"/> - No	Per the definition outlined in the Policy Statement, is the course listed required to meet the minimum education requirements for the employee's current position? <a href="#">Waiver_Reporting_Information</a> <input type="radio"/> - Yes <input type="radio"/> - No	

NOTE: If you select "Denied", please discuss the reason with the employee.

I have read and understand the tuition waiver policies, regulations, and related resources outlined in [Faculty Staff Tuition Waiver Policy](#). Clicking **Submit** indicates that this employee's enrollment in the requested course(s) will not adversely affect his or her normal employment obligations, or that I have met with the employee to adjust his or her regular work schedule to accommodate taking this course and it is my judgement that this department's operations will not be affected adversely by such alteration in schedule. I bear responsibility for ensuring that the employee completes all required employment obligations. Moreover, I will approve other such requests for tuition waivers for employees similarly situated in accordance with University Policy .

Not all questions have been answered.

Thank you for your submission. A confirmation email has been sent to the employee's and manager's East Carolina University email address. Click [here](#) to review tuition waiver policies and procedures. Please remember to log out of Banner.

<OK> - will return user to the Banner Self Service Main Menu



# Standard Operating Practice – ECU Student Financial Services

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## Completed Manager Review Communication:

### To the Manager/Supervisor:

Subject: Tuition Waiver Approval Confirmation: Employee Name (B00XXXXXX)

This email confirms your completion of a tuition waiver request from the employee named in the subject line. Thank you for supporting employee development.

### To the Requestor After Manager Approval:

Your manager has completed your request for tuition waiver. Follow the steps below to review the status.

1. Log in to [PiratePort](#)
2. Click **Banner Self Service**
3. Click the **Employee** tab
4. Click on **Tuition Waiver-Review**
5. Select the Academic Year from the drop-down menu
6. Click **Submit**

The screenshot shows the ECU Banner Self Service interface. At the top, there is a purple header with the ECU logo and the text "BANNER SELF SERVICE". Below the header, there is a navigation bar with tabs for "Personal Information", "Student", "Financial Aid", "Employee" (which is highlighted), and "Finance". Underneath the navigation bar, there is a search box with a "Go" button. The main content area is titled "Employee" and contains a list of links: "Pay Information" (with a sub-link for "View your Direct Deposit payment details; View your Earnings and Deductions History; View your Pay Stubs; Establish or change Direct Deposit enrollment."), "Benefits and Deductions" (with a sub-link for "Benefits Statement and History"), "Tax Forms" (with a sub-link for "NC-4, W-4, W-2, Electronic W-2 Consent"), "Time Sheet" (with a sub-link for "On-line Web Time Entry for Temps and Students Only"), "Tuition Waiver-Request", "Tuition Waiver-Manager Review", and "Tuition Waiver-View Status" (which is highlighted in yellow). At the bottom of the page, there is a footer that reads "RELEASE: 8.8.3" and "© 2018 Ellucian Company L.P. and its affiliates."

# Standard Operating Practice – ECU Student Financial Services

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ECU Employee ID: [REDACTED]  
Employee Name: [REDACTED]  
Employee Email: [REDACTED]

Manager's Name: [REDACTED]  
Manager's Email: [REDACTED]

If you no longer report to the manager listed, please ask your current manager to update. [ECU Waiver Policy Information](#)

ECU TUITION WAIVER STATUS								
Term	Course	Level	Course Title	Credit Hour(s)	Days	Time	Manager Review Status	Date
Fall 2019	ICTN 6845	GR	Web Site Development	0		-	APPROVED	2019-JUN-14 10:36:12
Spring 2020	ICTN 6820	GR	Networking Tech for Industry	3		-	DENIED	2020-MAR-18 02:39:09

Waivers shown are tuition waivers that were completed on-line. Paper waivers for previous terms are not shown. Students are able to view their complete bill, see tuition waivers that have been processed, make payments and manage their student account by selecting Tuition Statements in [PiratePort](#).

If the waiver is approved, the waiver information will be electronically submitted to [tuitionwaivers@ecu.edu](mailto:tuitionwaivers@ecu.edu) and will be processed by the Cashier's Office prior to the cancellation deadline for the current term.