

National Tuition Reimbursement is pleased to announce improvements to the tuition reimbursement process in your region...Forget the FAX! Go for the UPLOAD!!

When it is time to submit documents (such as invoices, receipts, grade reports, etc.) for Tuition Reimbursement you can use the online Upload feature now available through MyHR.

Ready to Use the New Upload Feature?

1. Go to the Education Benefit Summary page in My HR:
<https://epf.kp.org/wps/myportal/hr/kpme/career/employeeselfservice>.
 You'll see a list of your current and past applications in the My Education Benefit Applications window.
2. From the list, select the application that you want to add your documents to.
3. Click on the Documents tab in the Detail window.
4. Click on the Upload Document link.

The screenshot shows the 'Employee Self Service' portal. The main content area is titled 'My Education Benefit Applications' and contains a table with the following data:

Application ID	Application Type	Application Date	Application Year	Application Term	Comment	Program ID	Status
1328645	AT001	09/05/2012	2012		N		Submitted
1269008	AT001	04/05/2011	2011		Y		Payment Completed
1254882	AT001	11/03/2010	2011		N		Approved
1254881	AT001	11/03/2010	2011		N		Duplicate
1227955	AT001	01/20/2010	2010		Y		Payment Completed
1180828	AT001	03/13/2009	2009		Y		Payment Completed
1177762	AT001	01/09/2009	2008		Y		Payment Completed

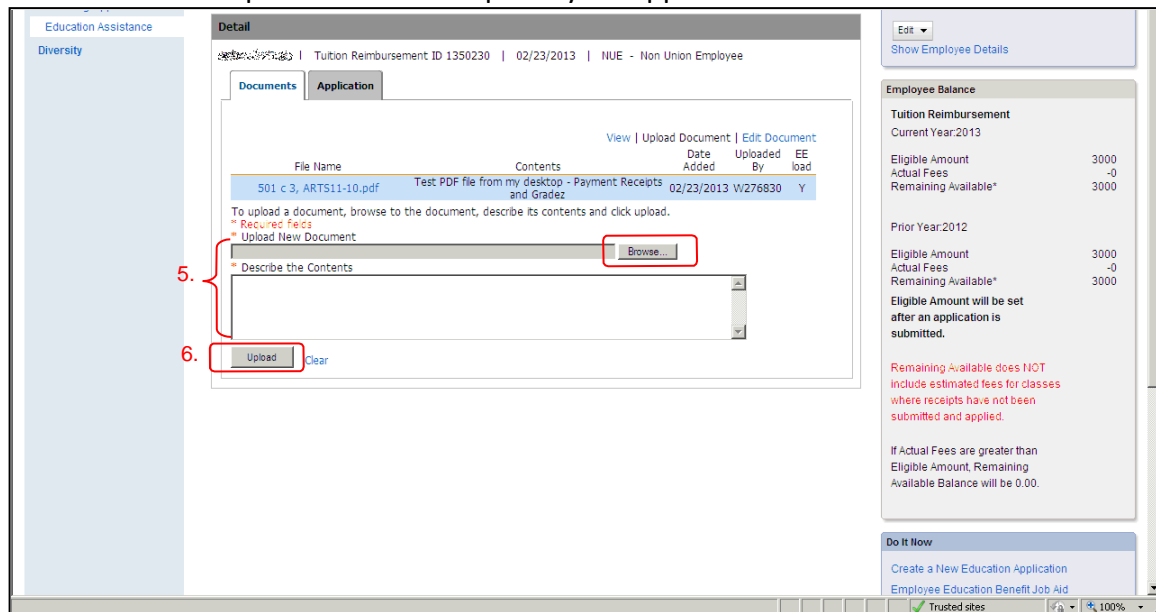
Below the table is a 'Detail' section for application ID 109352, dated 09/05/2012. It has two tabs: 'Documents' (selected) and 'Application'. In the 'Documents' tab, there is an 'Upload Document' link. Below this is a table for document uploads with columns for File Name, Contents, Date Added, and Uploaded By. A message states 'No Records Found'. There are checkboxes for document types: Grades, Receipts, Other 1, Pay Stub, Schedule, and Other 2.

On the right side of the portal, there is an 'Employee Information' section for Karin [redacted] and an 'Employee Balance' section for Tuition Reimbursement. The current year is 2013, and the remaining available amount is 0. The prior year is 2012, with a remaining available amount of 2000.

- From the Detail window, use the Browse button to locate your electronic documents, and enter the name and/or a description of the documents in the “Describe the Contents” field.

[For More Information on Electronic Documents Click Here](#)

- Click on the “Upload” button to upload your application.



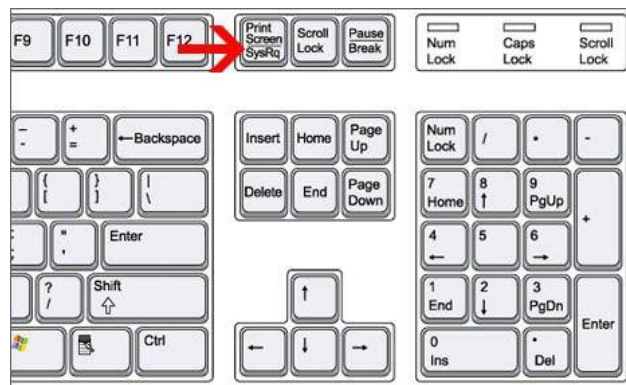
Once you’ve completed your upload, the documents can be viewed (and even printed). There’s no need to wait for confirmation. Your documents will be immediately linked to your application, reducing processing time and providing you with a printable electronic history of your documents.

FOR FASTER PROCESSING:

- Upload documents that cannot be edited or altered. We cannot accept these types of documents.
- When submitting your documentation using the Upload Feature, please do NOT additionally submit your documents by FAX.
- Upload multi-page documents as a single electronic file when possible, instead of individually uploading single pages or images.

More Information on Electronic Documents

- *Your educational institution will likely provide you with an electronic file to use as your supporting documentation. If your grade report or receipt is sent to you as a separate attachment in email, save the attachment on your computer to upload it as an attachment to your application.*
- *If you receive a hard copy of a document, the simplest way to create an electronic file is to use a scanner. It is recommended that when scanning a document you save the file in PDF format to save file space. If you do not have a scanner, you can get an image of your document by taking a picture with the camera feature of a smartphone and using the email feature of the phone to send yourself the picture as an attachment.*
- *If your documentation can be viewed online – for example, if your grade report is displayed in your web browser – you can create an electronic document from an image that is on your PC screen without printing and re-scanning it. This is done by using the “Print Screen” or “PrtScn” button on your keyboard:*



Simply pressing this key will copy an image of everything that is displayed on your monitor into Clipboard, where it can then be pasted into another document (such as an MS Word Document)

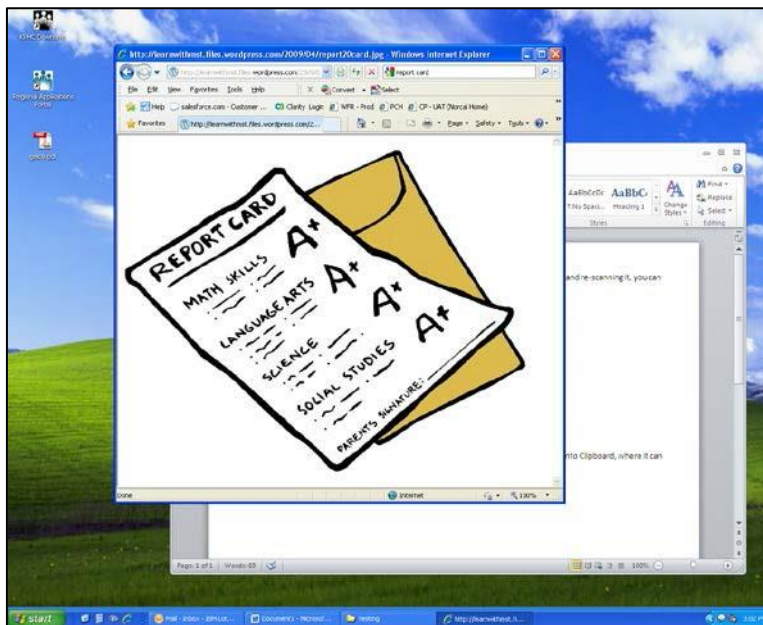


Fig 1. Pressing PrtScn copies the image of your monitor

If you only want to get an image of a specific window, click on that window so that it becomes active, and then hold down the “Alt” key and press “PrtScn.” This key will copy an image of the active window into Clipboard, where it can then be pasted into another document (such as an MS Word Document)

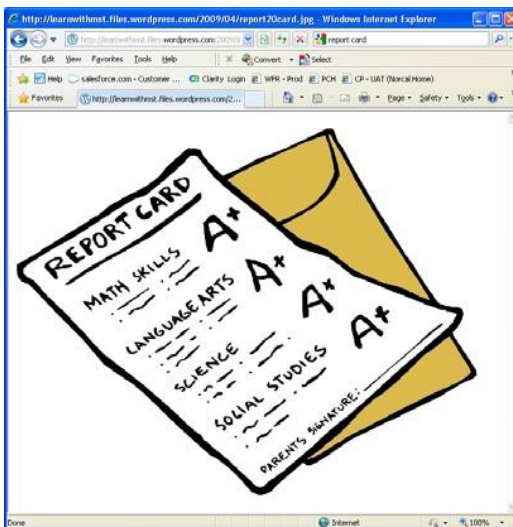


Fig 2. Pressing Alt + PrtScn copies the image of the active window

To save file space, you can save your final document by using “Save As” and choosing “PDF.” For faster processing, save multi-page documents as a single PDF file when possible instead of uploading separate image files.