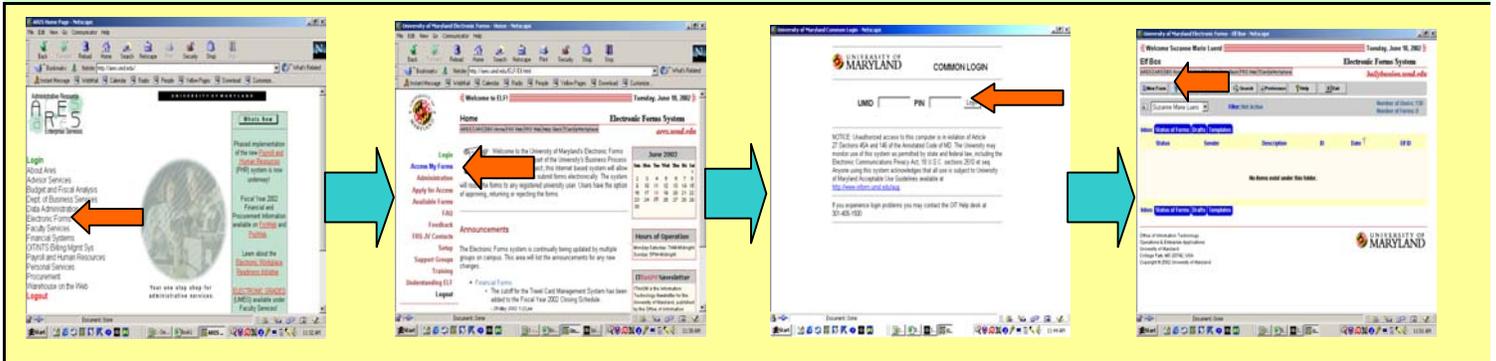


TR-Elf Tip Sheet for Faculty/Staff Requests

Access: www.ares.umd.edu



1. Access www.ares.umd.edu and select **"Electronic Forms"** from the left hand column.

2. The Elf homepage should now appear. Select **"Access My Forms"** from the left hand column of the screen.

3. The Common Login screen should now appear. Login.

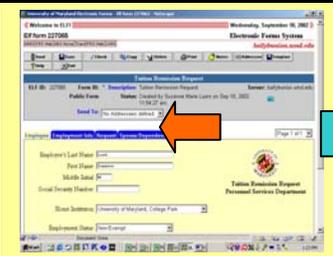
4. You have now accessed your personal Elf Box. To create a new form, select



5. From the **"Create a New Form"** screen, select **"Tuition Remission Request"** under **"Public Forms."**



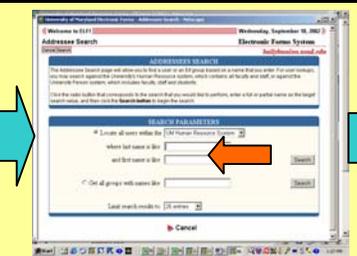
6. The TR-Elf form should now appear on your screen.



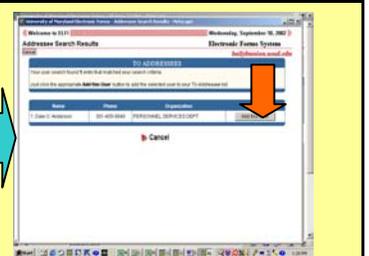
7. The first step is to designate an addressee, which is the designated approver for your department. Select **"Send To:"** from the gray area of the screen.



8. Next select **"Add Addressee."**

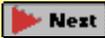


9. Enter the last and first name of your department's designated approver and select **"Search."**



10. Next, select **"Add this user"** and the Addressee you selected should now appear in the box next to **"Send To:"**

11. Next, review your personal data listed on the **"Employee"** screen. **NOTE:** You may make any changes to this form you need to by manually keying them in.

12. Once you are satisfied with the information listed, proceed to the next section of the form entitled, **"Employment Info,"** by selecting 

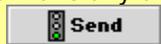
13. The **"Employment Info,"** section of the form lists information from your employee appointment as seen in PHR. Review the information for accuracy making changes where needed, including the unit you are employed by and whether you are full time or part time (if part time, key in your FTE in the space provided), Campus employed is defaulted to University of Maryland, College Park. The Account section is to be completed by your department approver.

14. The "Request," screen requires you to enter information pertaining your enrollment for the semester you are requesting remission for. Select the appropriate **request type** (faculty or staff), **enrollment term** and **year**, **course enrollment status** (**undergraduate or graduate**), campus where course is being taken is defaulted to University of Maryland, College Park and select credit hours. To verify tuition remission eligibility, refer to the eligibility chart by selecting



15. The next section of the form, entitled "**Attestation**" should now appear on the screen. Review the listed guidelines and check the check box to accept and follow the guidelines.

16. You have now completed the TR-Elf form. If you wish to review and/or make changes to the form before you submit it, select the "Folders" tab and the different sections of the form will appear on the screen. Select the section you wish to review and make any changes you see necessary. Once you have reviewed your form and wish to submit it, select



17. The system will automatically run a check on the form for any errors. After the system checks the form, any errors or warnings found with the form will appear in the error box. To access the section(s) of the form to correct the error(s), select the section name listed in blue in the Error Box. After you correct the errors, if any, try to send the form again.

18. Once all errors are cleared, you are ready to submit your form to you designated departmental approval. To submit your form, select



19. If a message stating "Are you sure you want to send your form..." your is clear of errors and can be submitted by selecting "yes." If you still have errors, correct them and try to send your form again. If you still have errors appearing in the error box, please contact you departmental approver for help.

Check the Status of Your TR-Elf Form

1. To check the status of your TR-Elf form, access your personal Elf box by logging on to Elf via www.ares.umd.edu. Follow steps 1-3 on the other side of this sheet.

2. First you must access your Tr-Elf form. You may do this by running a "search" for your form. You may search by "Form Type," Form ID," "Elf ID," or keyword.

Select

3. Once the system has accessed your form, click the check box next to the form. Next



4. A pop up box should appear on the screen, providing somewhat of an approval path to track your form. It lists the date and time the applicant completed and submitted the form to their department, and depending on whether or not the form has been approved and forwarded or not, the department approver's date and time they approved it and the Personnel Services Approver's name and time and date they approved it.

NOTE: Your form can not be forwarded to the Remission of Fees system until both your department and the Personnel Services Department approves your request. Once both have approved your request, the system will download your information into the Remission of Fees system and within 3-5 business days from the last approval date, the tuition remission will post to the student account, provided that the applicant has an active, approved appointment in PHR and are registered for the current semester. You may access your student account via www.testudo.umd.edu

OIT Help Desk
301-405-1500

Benefits Office
301-405-5654