

Change Benefits for Tuition Remission

The University of Louisville offers a generous tuition remission package for eligible employees and their dependents. Employees must request dependent or employee tuition remission in Workday each semester .

1. Enter **Change Benefits** into the Workday search bar and select the task, or
 - a. Click **View All Apps**, then click **Benefits**. In the Change column, click **Benefits**.

A screenshot of the Workday search bar. The search bar contains the text "change benefits". Below the search bar, a result is displayed: "Change Benefits Task".

2. Select the **"Tuition Remission"** reason from the Change Reason section.

A screenshot of the "Change Benefits" form. The "Change Reason" section is visible, with several radio button options. The "Tuition Remission" option is selected and highlighted with a black box. Below the radio buttons, the "Benefit Event Date" is set to "03/17/2026".

3. Input the **Date** for the benefit event date.
 - a. Note: Retroactive dates are not supported. Select a current date.
4. Click **Submit** to continue.

To change benefit elections

5. Navigate to your Workday inbox and locate the **Change Benefit Elections** action.
6. Click **Let's Get Started**.

A screenshot of the "Change Benefit Elections" action card in a Workday inbox. The card displays the title "Change Benefit Elections" and the dates "Initiated On 02/04/2026" and "Submit Elections By 02/13/2026". A blue button labeled "Let's Get Started" is visible at the bottom of the card.

7. From the Change Benefits page, click **Enroll** for either “Dependent Tuition Remission” benefit card or “Employee Tuition Remission”.

Tuition Remission

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

Health Care

Dependent Tuition Remission
Waived

Enroll >

Employee Tuition Remission
Waived

Enroll >

8. Choose **Select** or **Waive**.

Plans Available

Select a plan or Waive to opt out of Dependent Tuition Remission. The displayed cost of waived plans assumes coverage for Employee Only. Workday displays the cost for a waived plan only if it offers Employee Only coverage.

1 item

Benefit Plan	*Selection
UOL Spring Semester 2026	<input checked="" type="radio"/> Select <input type="radio"/> Waive

9. If selecting **Employee Tuition Remission**, select coverage as “Employee Only”. Click **Save**.

Employee Tuition Remission - UOL Spring Semesters 2026

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

Coverage *

10. If selecting **Dependent Tuition Remission**, select coverage as “children”. If your dependent is already a listed dependent in Workday, you must **add** their **UofL Student ID**. If your dependent is **not** already a listed dependent in Workday, **select Add New Dependent**, you will also need to include the **UofL Student ID**. Click **Save**.

a. For additional help see the [Update Dependents](#) quick resource guide.

Dependent Tuition Remission - UOL Spring Semester 2026

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage *

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>		Child	02/09/2020

11. Click **Review** and **Sign**.

Tuition Remission

Projected Total Cost Per Paycheck \$0.00 Projected Total Credits \$0.00

Health Care

Dependent Tuition Remission
Waived
Enroll >

Employee Tuition Remission
UOL Spring Semesters 2026
Coverage Employee Only
Manage >

Review and Sign Save for Later

12. Review the selected benefit. Scroll to the bottom of the page to review the Legal Notice, then check the **I Accept** checkbox.

14. Click **Submit** to confirm the benefit selection.

15. On the next page, click View Benefits Statement to print your benefits election confirmation.

At this point, your change benefits request for Tuition Remission has been submitted for review. HR will review for eligibility and you will be notified once the review is complete.