Log into Workday at Workday.osu.edu

Once logged in click the Global Navigation Panel menu icon at the top left of the workday homepage
On the Global Navigation Panel menu, click **Benefits**
Under the Change section Click **Benefits**
In the **Change Reason** field, select **Dependent Tuition Assistance Enrollment** for the applicable semester.
In the **Benefit Event Date** field, enter today's date. The **Submit Elections By** field auto-populates based on the event type. Click **Submit**.

- **Benefit Event Date**: 12/29/2022
- **Submit Elections By**: 12/29/2022
- **Change Reason**: Dependent Tuition Assistance Enrollment
- **Change Benefits**

**Instructions**

Only attach documentation where the Change Reason indicates that documentation is required.
A pop-up card will appear in the upper middle of the screen

Click Open
Click Let's Get Started
Click **Manage** on the Dependent Tuition Assistance Enrollment card.
There are two “plans” available

- The **first** is to elect the semester you are enrolling your dependent(s)
- The **second** is to declare if the dependent(s) you are enrolling are eligible dependent(s) for taxation purposes
Dependent Tuition Assistance Enrollment - Spring

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

Plans Available
Select a plan or Waive to opt out of Dependent Tuition Assistance Enrollment - Spring.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Benefit Plan Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>The Ohio State University (OSU) 2023</td>
</tr>
<tr>
<td>Waive</td>
<td>The Ohio State University (OSU) Eligibility to be claimed as a dependent on your Federal Form 1040 U.S. Individual Income Tax Return for the entire calendar year for which dependent tuition assistance is requested.</td>
</tr>
</tbody>
</table>

Health Care Instructions

General Instructions

1. The "Select" radio button in the first benefit plan listed must be filled in to enroll one or more dependents in the dependent tuition assistance benefit. You will enroll each applicable dependent on the following page.
2. The "Select" radio button in the second benefit plan listed must be filled in for you to indicate for each dependent you enroll on the following page their eligibility to be claimed as a dependent on your Federal Form 1040 U.S. Individual Income Tax Return for the entire calendar year for which dependent tuition assistance is requested.
3. Click "Confirm & Continue" to enroll your dependent(s).
4. Select the box next to each dependent that should be enrolled in dependent tuition assistance. If your dependent is not listed click "Add New Dependent" and complete their information in order to enroll them.
5. After enrolling each applicable dependent, click "Save" to indicate each dependent's tax status on the following page.
6. For each dependent that you enrolled, select the box next to the dependent's name if they are ELIGIBLE to be claimed as a dependent on your Federal Form 1040 U.S. Individual Income Tax Return for the entire calendar year for which dependent tuition assistance is requested. Leaving the box unselected indicates that your dependent is not eligible to be claimed and the dependent tuition assistance benefit that you receive may be subject to taxation, according to IRS Publication 970.
7. Click on "Save" to move to the next step.
8. Click on "Review and Sign" to review your enrollment selections. Accept the electronic signature language and click on "Submit" to indicate your agreement with the electronic signature language and complete your dependent tuition assistance enrollment.

Note: Both eligible parents are required to enroll in dependent tuition assistance to qualify a dependent for the 75% dependent tuition assistance benefit. Tax treatment will be determined per term and applied, if applicable, to the parent who completes and submits the first dependent tuition enrollment.
If enrolling a new dependent click **Add New Dependent** and populate the correct fields.
Dependent Tuition Assistance Enrollment - Spring - The Ohio State University (OSU) 2023 (Step 1 of 2)

Select the box next to each dependent that is to receive the Dependent Tuition Assistance benefit

Click **Save**

### Health Care Instructions

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### Dependent Table

<table>
<thead>
<tr>
<th>Select</th>
<th>Dependent</th>
<th>Relationship</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Child</td>
<td>09/30/2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child</td>
<td>04/08/2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spouse</td>
<td>12/21/1985</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Child</td>
<td>08/30/2020</td>
</tr>
</tbody>
</table>
Select the box for each dependent that you claim on your 1040 Tax Return

Click Save
You will be redirected to the main Tuition Assistance Enrollment screen

Click **Review and Sign**
Review the elections for accuracy then scroll down to the Electronic Signature section.
Dependent Tuition Assistance

Workday Enrollment

Click the **I accept** checkbox

Click **Submit**

**Attachments**

Drop files here

or

Select files

**Electronic Signature**

I have had the opportunity to review The Ohio State University benefit plan documents, programs and policies at hr.osu.edu/benefits. I authorize the University to deduct contributions for my elected benefits from my pay on a pre-tax or after tax basis as provided in plan documents and guidelines at hr.osu.edu/benefits/note.

I certify that:

- The information I have provided in this enrollment process is complete and correct.
- Any individual(s) for whom I am requesting dependent health coverage meets the definition of an eligible dependent under guidelines at hr.osu.edu/benefits/dependent-eligibility.
- I understand that falsification of enrollment information, an intentional misrepresentation of a material fact or fraud may subject me to termination of benefits (in some cases, retroactively) and/or disciplinary action up to and including termination of employment.

I understand and agree that:

- Implementation of my elections may be contingent on the University's approval of consistency with plan terms and IRS rules and, if requested, submission of supporting documentation.
- My elections cannot be changed or voluntarily cancelled during the calendar year unless I experience a qualifying status change, I notify the Office of Human Resources within 30 days (60 days for certain Medicaid events) and IRS rules permit the requested change. See basic life insurance, voluntary life insurance and short-term disability benefit plan documents for certain exceptions.
- I will be billed directly for employee contributions for elected benefits (other than FSAs) in the event my University pay is not sufficient to cover the required contributions or if I go on an unpaid leave of absence. If I fail to make timely contributions, my benefits will be terminated for lack of payment and I will be responsible for employee contributions missed prior to my coverage termination date. FSA contribution arrearages will be deducted from future pay.
- Any funds remaining in my FSAs at the close of the calendar year and the grace period (if applicable) will be forfeited.
- For tuition assistance, it is my responsibility to pay the full amount of tuition assistance in the event I or my dependent is not eligible under guidelines at hr.osu.edu/benefits/tuition-assistance/faculty-staff and hr.osu.edu/benefits/tuition-assistance/dependent.
- If tuition assistance is taxable under IRS rules, I am responsible for the tax liability.
- For life insurance, the effective date of coverage (or an increase in coverage) is subject to active work and non-confinement requirements.
- Voluntary life insurance in excess of any guaranteed issue amounts is contingent on the insurer's approval of evidence of insurability.
- For life insurance, if I named a new beneficiary or beneficiaries, any previous beneficiary designations are revoked.
- Availability of benefits is based on plan terms and subject to future changes. By enrolling in any University benefit plan, I am agreeing to all of the terms of that benefit plan.

I Accept ✓

Submit

Save for Later Cancel
*Refer to [hr.osu.edu/benefits/tuition-assistance/](hr.osu.edu/benefits/tuition-assistance/) for eligibility, enrollment, benefit, and tax implication details
Questions?

HR Connection Portal: HRConnection.osu.edu

Phone: 614-247-myHR(6947)

Email: HRConnection@osu.edu