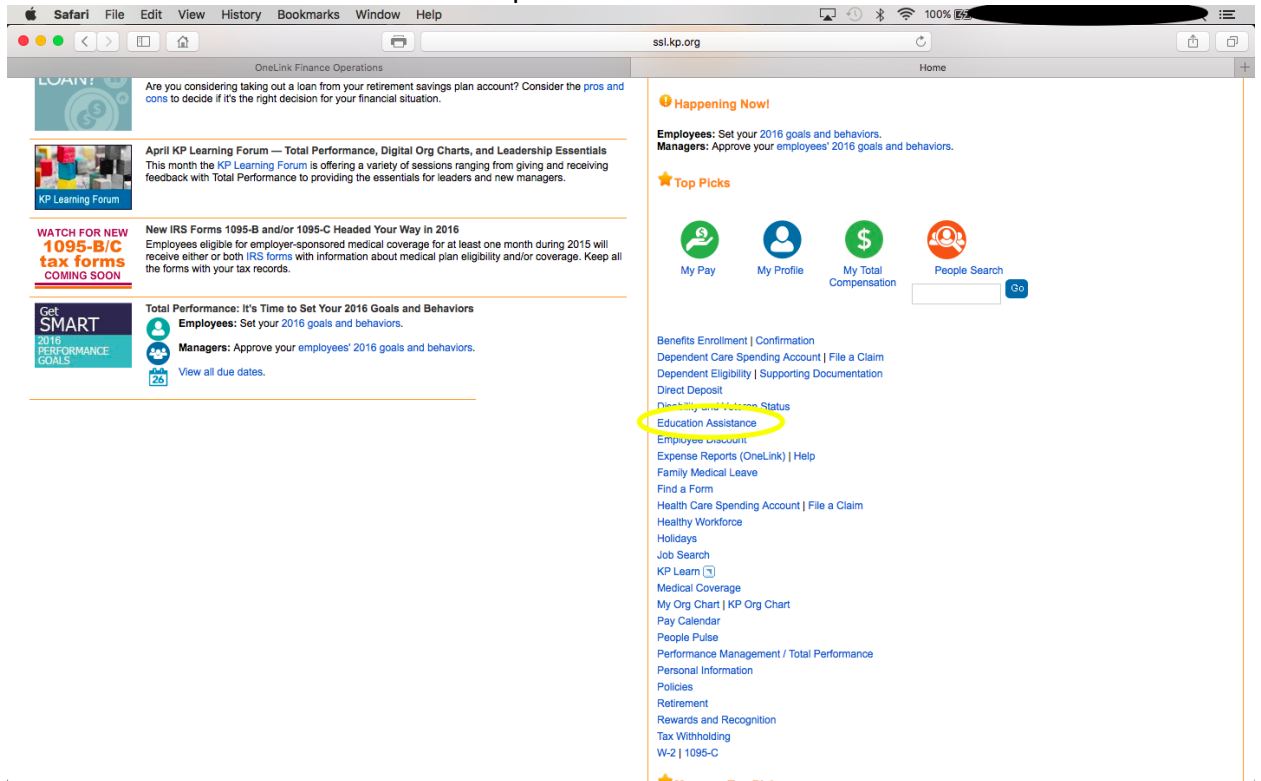


Tuition Reimbursement Process

- 1) Log into MyHR.
- 2) Click on Education Assistance under Top Picks



*** See next page below

3) Click on Apply for Reimbursement

The screenshot shows a web browser window displaying the MyHR portal. The browser's address bar shows 'epf.kp.org'. The page header includes a navigation menu with 'Home', 'KP & Me', 'Performance', 'Workspace', and 'About HR'. The 'KP & Me' tab is active. On the left, a sidebar menu lists various categories: Overview, Benefits, Pay & Employment, Healthy Workforce, Performance Management, Career & Development, Jobs, Manage My Career, Learning Opportunities, Education Assistance, and Diversity. The main content area is titled 'Education Assistance' with the sub-header 'Learning is a lifelong pursuit'. It features a photo of a healthcare professional and text stating: 'At Kaiser Permanente, we believe learning is a lifelong journey. And we're here to provide you with the resources and support you need to realize your potential. We understand that the future of health care starts with you - today's students.' Below this, there are three main sections: 'Tuition Reimbursement', 'Scholarships & Financial Aid', and 'LMP Resources'. The 'Tuition Reimbursement' section includes the text: 'Kaiser Permanente encourages you to assume responsibility for your professional and personal self-development. Financial assistance may be available through the Tuition Reimbursement Program.' and 'Apply for tuition reimbursement, upload documents and keep track of your applications:'. A yellow circle highlights the 'Apply for Reimbursement' button. Other buttons in this section include 'Apply for Travel Reimbursement', 'Upload Your Documents', and 'View Reimbursement Request Status'. The 'Scholarships & Financial Aid' section mentions 'Nursing Pathways Financial Aid' and 'LMP Resources'. The 'LMP Resources' section includes links for 'Colorado - SEIU' and 'Colorado - UFCW'. At the bottom, there are sections for 'Education Leave' and 'Forgivable Loan & Stipend Programs'.

4) Select Tuition Reimbursement

5) Answer the 2 questions and proceed to new application.

*** See next page below

- 6) If you select to use \$500 of your tuition funds for travel, add this to the application and notify your manager in the comment section at the bottom of the application.

Create New Application

Application Type: Tuition Reimbursement

Application Sections
Applicant Information | Employment Information | School Information | Class Information | Comments | Participant Conditions

Expand All Collapse All * Required Field Cancel Submit

Back to top

Class Information

Class #1

* Course Name

* Reimbursement Type: CEU * Delivery Type: Conference / Event Related * Course Program Type: CME

* Course Start Date * Course End Date Course Credits/Units/Hours

Entrance & Registration Fees	
Tuition Fee	675
Books Fees	
Lab Fees	
Travel	500
Other Fees	
Total Estimated Course Fees	1175

School Name

School Address 1

School Address 2

City State Zip Code

Delete All Additional Classes
Add Additional Class

Cancel Submit

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- 7) Submit application for manager approval.