

UAB Self Service Application Educational Assistance Form

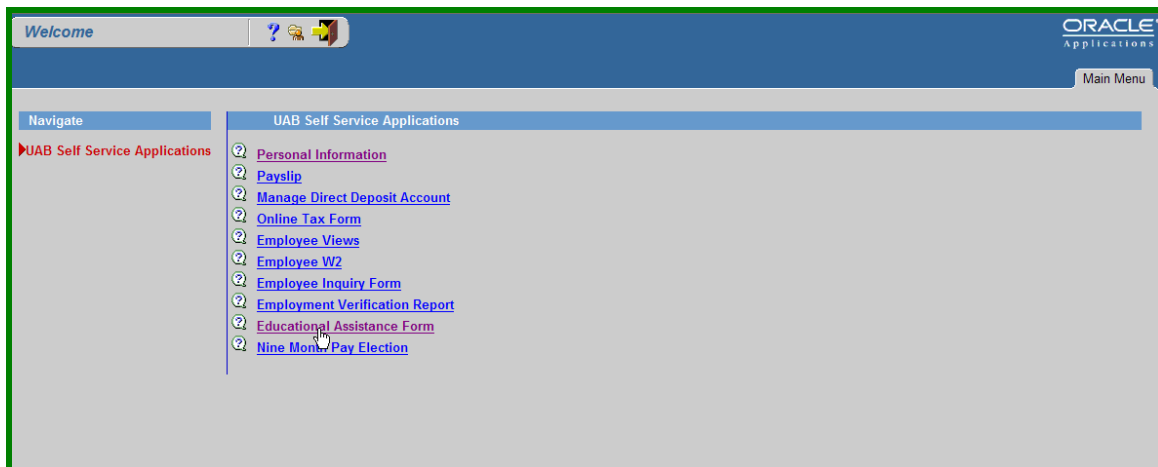
Employees interested in taking advantage of the Educational Assistance program for an entire academic year must annually certify themselves and eligible dependents/spouses after the summer term and before the fall semester Drop/Add date on the academic calendar. If an employee decides to enroll in classes for January or for the summer semester, he or she may do so and take advantage of the benefit as long as certification takes place before the Drop/Add date for that term. To locate Drop/Add dates for any academic term, see the academic calendar at studentaffairs.sass.uab.edu/calendar/search.asp?id=2.

The **Educational Assistance Form** is located in the **Oracle Administrative System: UAB Self Service Application** menu. The annual certification requirement has been put in place to manage administration of the Educational Assistance Program benefit in conjunction with the new BlazerNET student information and registration systems.

For more detailed information on the Educational Assistance Program including dependents and spouses, visit main.uab.edu/show.asp?durki=44429. For any questions regarding certification and re-certification for educational assistance, call Human Resource Management at 934-3458.

Personal Home Page → UAB Self Service Applications

From the **UAB SELF SERVICE APPLICATIONS** menu, click on **EDUCATIONAL ASSISTANCE FORM**.



UAB Self Service Application Educational Assistance Form

The **EDUCATIONAL ASSISTANCE DETAILS** page will display:

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Educational Assistance Details - For the period 2007-2008

Employee Information

SSN	222-33-4444
Employee Number	1112233
Name	Example, Heisthe
Date Of Birth	01-JAN-1975
Benefit Start Date	11-JAN-1989
Faculty	No
Organization Type	University
Certification	NOT CERTIFIED

Dependent Information

SSN / Tax ID	Name Spouse/Child	Date of Birth	Certification update
No data exists.			

This is subject to revalidation on or before census date for this term.
For additional information, please review the policy at <http://main.uab.edu/show.asp?durki=44429>

Initial certification for educational assistance must be processed prior to the Last Day to Drop/Add a course as published in the UAB academic calendar.
Each year employees must re-certify themselves and any eligible dependents after the summer term and prior to the Last Day to Drop/Add for the Fall Semester.
Failure to re-certify each year will not allow credit for the educational assistance benefit.
The UAB academic calendar may be found at <https://studentaffairs.sass.uab.edu/calendar/search.asp?id=2>

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1. The employee must first certify themselves, by clicking on the button.

If eligible for the benefit, the following confirmation will display:

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Confirmation

Employee **Example, Heisthe** Certified for academic year 2007-2008. To make any additional updates click OK to return to the main page.

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To make any additional changes or updates to the **EDUCATIONAL ASSISTANCE FORM**, click . To return to the **UAB SELF SERVICE APPLICATION** menu, click **Home**.

2. To add dependents, click on .

Dependent Information

SSN / Tax ID	Name Spouse/Child	Date of Birth	Certification update
No data exists.			

This is subject to revalidation on or before census date for this term.
For additional information, please review the policy at <http://main.uab.edu/show.asp?durki=44429>

Initial certification for educational assistance must be processed prior to the Last Day to Drop/Add a course as published in the UAB academic calendar.
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UAB Self Service Application Educational Assistance Form

The **ENTER NEW DEPENDENTS** form opens:

Educational Assistance Details - For the period 2007-2008

Employee Information

Blazer ID
Employee Number
Name
Date of Birth
Benefit Start Date
Faculty
Organization Type
Certification

Dependent Information

(Add Dependents)

Dependent Blazer ID	Name	Spouse/Child	Date of Birth	Certification	update
No Data Exist					✎

[Enter New Dependent](#)

Please click the **CERTIFY** button to certify the dependent after adding their Information

* Dependent Blazer ID

* Last Name

* First Name

Middle Name

* Dependent Type

* Date of Birth

(example: 23-Mar-2008)

This is subject to revalidation on or before census date for this term.
For additional information, please review the policy at <http://main.uab.edu/show.asp?durki=44429>

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Each year employees must re-certify themselves and any eligible dependents after the summer term and prior to the Last Day to Drop/Add for the Fall Semester.
Failure to re-certify each year will not allow credit for the educational assistance benefit.
The UAB academic calendar may be found at <https://studentaffairs.sass.uab.edu/calendar/search.asp?id=2>

3. Enter dependent information; all * fields must be entered.

Enter New Dependent

Please click the **CERTIFY** button to certify the dependent after adding their Information

* Dependent Blazer ID

* Last Name

* First Name

Middle Name

* Dependent Type

* Date of Birth

(example: 23-Mar-2008)

4. Click on to complete.

Confirmation page will display.

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Confirmation

Dependent EXAMPLE,SHE added and certified for academic year 2007-2008. To make any additional updates click OK to return to the main page.

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UAB Self Service Application Educational Assistance Form

Repeat Step 2 as necessary.

5. Click on [Home](#) to return to the **UAB SELF SERVICE APPLICATION MENU** or [Logout](#) to log out of the Oracle Administrative System.

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