Supervisor Responsibilities for Online Educational Assistance Application

The Educational Assistance program is part of the benefit package provided by Michigan State University to regular support staff. It provides financial assistance for the professional development of employees in their current jobs and in the enhancement of competencies for career development and promotability at MSU.

The Employee Educational Assistance Application provides eligible employees immediate access to their pending applications, balances and more.

THE PROCESS

Employees will access this system using the HR/Payroll (EBS) Portal. (Eligibility information by employee group)

Once applications are submitted to the online system the applications will route to the employee’s supervisor as recorded in the HR/Payroll System (EBS). Routing will use the University’s Forms Tracking Utility (FTU) system and the supervisor will receive an email with a link to FTU (https://ftu.ais.msu.edu). You will log into FTU using your MSU NetID and password.

Upon login you will see pending actions requiring your approval, denial or comments. Note: Comments do not constitute an action on a request, you must either approve or deny. Click Title to open a request.
From this screen you can approve or disapprove a request.

Request details will be displayed below the title.

If the supervisor approves the application will automatically route to Human Resources and the employee will be notified via email that their application was approved. If denied, the employee will be notified via email and processing will stop.