

GE has gone to an online system for the Tuition Reimbursement. Please complete the following steps:

1. Open the web browser and navigate to <http://onehr.ge.com>
2. Log-in with your ID and Password (the ID is your Single Sign On number). You will need your Yubi Key if you have been issued one. If you don't have a Yubi Key, then don't worry about that part.
3. On the page that comes up – at the top is a row of words that starts with “Payroll”. In that row are the words “Additional Benefits”. Put your mouse over Additional Benefits and click.
4. Another little window will appear. On the right side it will say “Apply for Tuition Reimbursement”. Click on “Apply for Tuition Reimbursement”.
5. Click on the button that says “Create New Application”.
6. Now you are at the application.
7. You will first need to select the start date and the end date. Use the start date for the first day of class, but for the end date – use 1 day before. For example, if the class starts on October 25 and ends on November 10, you would enter October 25 for the start and November 9 for the end. This allows us to submit the grades on the last day of class so you can get paid. Otherwise, you would have to log back in after the last day to get them submitted.
8. It will then ask for the amount of tuition. Type in \$895.00
9. Next there is a drop down to select the program type. Click the drop down and choose “Single Course”.
10. You will then need to put in “College State”. Click the dropdown and choose MI for Michigan.
11. In the spot that says “College Code” – type in 999999. A popup window will show up and have 999999 – Other. Click on Other.
12. Another option will open now – It will ask you to type in the college name. Type in:

National Technology Learning

13. It will ask for the Course Number. Type in the Course Number.
14. It will ask for the Class Name. Type in the Class name.
15. It will then ask 4 questions about the course pertaining to your job. Select NO for the first 2, and the 4th. The third question will be “Does this class maintain or improve your job skills?” Select YES for this.
16. Click in the checkbox indicating that you agree to the terms.
17. Click on Submit Application.
18. Then repeat the process for any additional classes.

CHECK TO MAKE SURE YOUR APPLICATIONS HAVE BEEN APPROVED:

After a couple of days, log back into your benefits page. Repeat the first 4 steps above. You will then see a list of applications underneath the button for “Create New Application”. The application status column should NOT say “Pending Manager Approval”. If it does, contact your supervisor or manager to find out why they haven't signed it yet.