



Faculty and Staff Enrollment Fee Reduction Application

This application should be completed for each student for each term.

Requests for the Faculty/Staff Enrollment Fee Reduction benefit can be submitted online, and the form will route for signatures electronically. To submit the application, follow the steps below:

1. Log on to [TruView](#) and choose the Employee tab.
2. Click on the "Connect with Processmaker" button found on the lower left side of the page. Click "Accept." This opens Processmaker.
3. Select "New Case" on the left side of the page.
4. Click "Faculty/Staff Discount Form (Employee Initialize)" under the Cashier folder.
5. Click "Start Case" on the right side in the Process Information section. This will bring up the fillable form to complete.
6. Electronically sign the form by typing your name and date (can use the calendar shown). When you hit the "Submit" button, locate your Supervisor/Department Head from the drop down list. You can also type it in the box, and it should come up as well.
7. Click the "Continue" button. This will send your completed form to your Supervisor/Department Head for approval.

For Supervisors/Department Heads: you will receive an e-mail message that looks like this:

Hello,

A Faculty/Staff Discount Form for "Name of Employee" has been sent to your inbox for review.

Thanks,
Truman State University

<https://processmaker.truman.edu>

****Do not reply to this email**

Open the file with the link provided. Click on "Login to Processmaker." Click on the case that comes up. Review it and electronically sign by typing name and date (can use the calendar shown). Click the "Submit" button. Then click the "Continue" button to send the form to Human Resources for approval.

Questions may be directed to Human Resources or the Business Office.