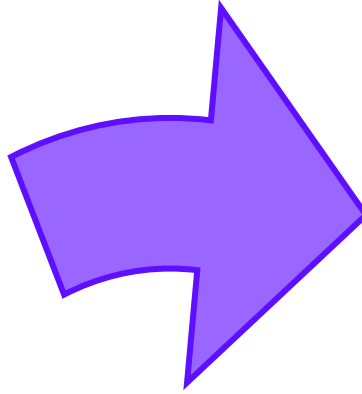


For classes taken at **TTU** contact Student Business Services (SBS) at (806) 742-3272 or email sbs@ttu.edu.

For classes taken at **TTUHSC** contact SBS at (806) 743-7867 or email sbs@ttuhsc.edu.

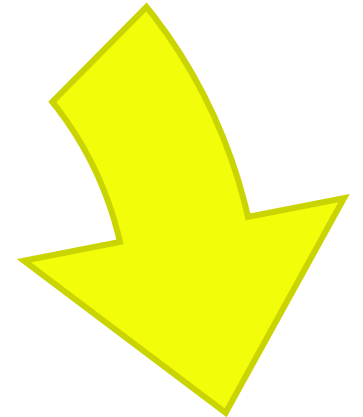
Step 1.

Employee sends required documents and certification form to local Human Resources Office



Step 2.

Local Human Resources office checks documents and sends to Lubbock HR to verify information

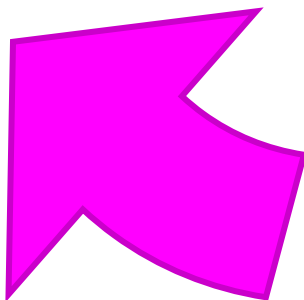


Step 3.

Lubbock Human Resources verifies documents and enrollment

Step 5.

Payment is made through Payroll and is included in the employee's paycheck



Step 4.

Lubbock HR goes online to EOPS to request reimbursement for the employee

