## **Study Grant Application**

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Click on the Blank Docs tab above My Tasks

AY TASKS		SKS	BLANK	DOCS	FILE
Needs Attention	Completed			/	
You have 19 tasks.					
Type to start searchin	ng				
ALL TASKS		Bulk Actions:		Bulk Action Selection Get	
TASK 0	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
It-2104 New Hire		On-boarding All Employees	08/21/2019		SIGN/APPV/REV
Employee Handbook		On-boarding All Employees	08/21/2019		SIGN/APPV/REV
ERS Optional Membership Form		Retirement - Optional Employee's Retirement	08/30/2019		SIGN/APPV/REV
Premium Conversion		On-boarding All Employees	08/21/2019		VIEW
403(b)		On-boarding All Employees	08/21/2019		VIEW
457		On-boarding All Employees	08/21/2019		VIEW
Acceptable BOCES Computer and Equipment Policy		On-boarding All Employees	08/21/2019		VIEW
Oath of Allegiance		On-boarding All Employees	08/21/2019		VIEW
My WinCap Information-Setting		On-boarding All	08/21/2019		VIEW

Click on Study Grant Application

Choose "Add a Document for Myself" and "Add as an E-Form"

Proceed through the application ensuring you enter all required information Click Save Final

Check the "I have read and accept the Electronic Signature Statement" box type your name (electronically sign) your application

Your application will then move through the approval process