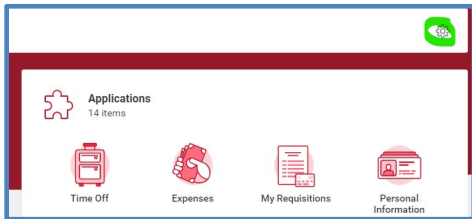
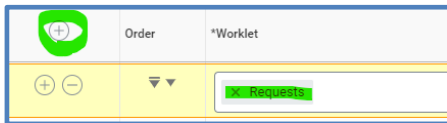


Before you create a request, you should first download the worklet to your home screen.

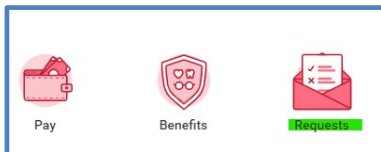
1. From your Home screen click the cog.



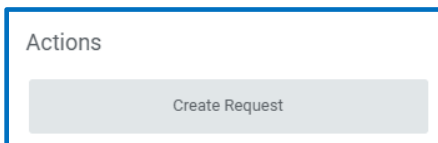
2. Click the "+" to add a new line and type **Requests**.



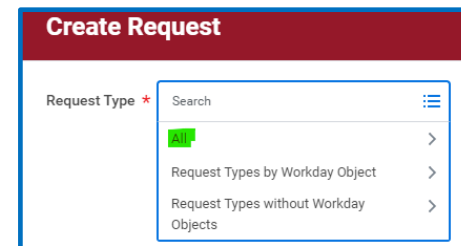
3. You can now click the on the **Requests** worklet to create a Request.



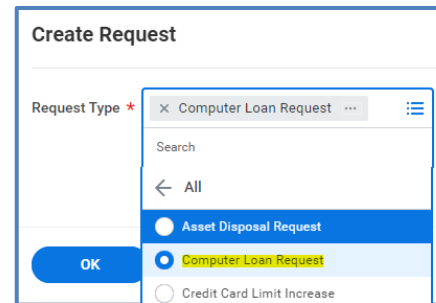
4. Click on **Create Request**.



5. From the drop-down menu, first select **All**.



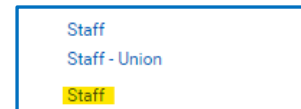
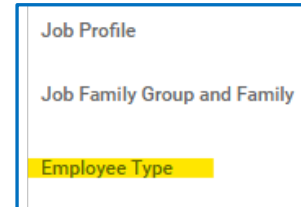
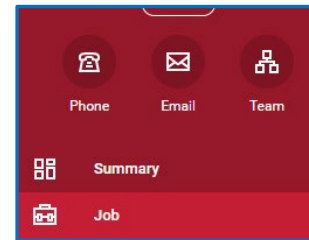
6. Then select **Computer Loan Request**.



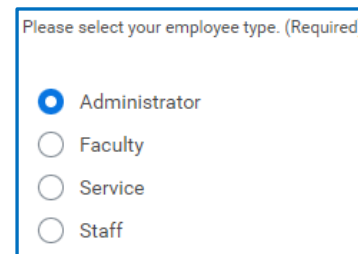
Before submitting this request, you must first obtain a quote from the Computer Store. Quotes can be obtained by contacting the Computer Store at servicedesk@vassar.edu. to schedule an appointment to go over your purchase. All quotes should be done in person at the Computer Store. The quote will need to be attached to the request. **To be eligible for a Vassar Computer Loan, an employee must meet the following requirements:**

- Past your probationary period
- **All Debts to the college must be paid in full (parking tickets, loans, etc.)**
- Full-Time permanent employee
- Part-Time permanent employee with benefits
- **Prior computer loans must be *paid in full* before applying for a new loan**
- **Only desktops, laptops and tablets may be purchased through this program. Printers, earbuds, iTune cards, etc. are not allowed with this program.**

From there select *Job*, on the right look halfway down to *Employee Type* then to the left you will see your type.



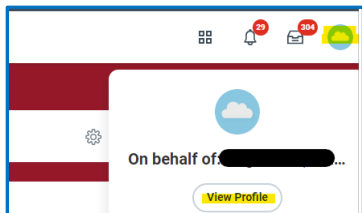
Now that you know your type, select the appropriate box.



7. First enter you Vassar email address.

What is your Vassar email address? (Required)

8. Next select your *Employee Type*. If you do not know your employee type, click your icon in *Workday* and select *View Profile*.



9. Enter your phone number, this will be used if Accounting or Computer Store have any questions.

What is the best phone number to contact you? (Required)

845-555-5555

10. Please read the information regarding Loan Amount, Interest and Repayment. If you agree to the terms, select I Agree. If you do not Agree the loan will not be processed.

1. Employees may borrow up to \$2,500 at 7% interest. Repayment will be done through payroll deductions and will be deducted from your bi-weekly or monthly pay depending on your pay group.

2. If you leave the college before your loan is paid off, the balance will be taken from your last paycheck.

Do you agree to the above terms and conditions? (Required)

I Agree

I Do Not Agree

11. Now select the term of your loan. The minimum loan period is One (1) year. All computer store loans for *less* than \$350 must be paid off in *1 year*. Loans for \$350 - \$500 must be paid off in *2 years*

Loans are available for 1, 2 or 3 years. The minimum loan period is One (1) year. All computer store loans for less than \$350 must be paid off in 1 year. Loans for \$350 - \$500 must be paid off in 2 years.

Please select the length of your loan: (Required)

1 Year

2 Years

3 Years

12. You must attach a copy of the quote you received from the Computer Store.



Drop files here

or

Select files

13. Once you complete the form click **Submit**. The form will now go to the Accounting Department for processing.

14. Once Accounting has reviewed the loan details you will receive an inbox item. This will have your loan amount and term. **Scroll down** to the bottom of the page and **download** the attached *Amortization Schedule* and *Promissory Note*. Please check this information for accuracy and save for your records. Once you have downloaded the attachments click **Approve**.

Question	Answers
Your loan amount including interest is (This is your purchase price plus 7%)	\$1,875.33
The time period for your loan is	3 Years
Amortization Schedule and Agreement for Loan	<div>  Amortization Schedule.pdf Uploaded by [redacted] Just now Comment </div> <div>  Promissory and Schedule.pdf Uploaded by [redacted] Just now Comment </div>

15. You will immediately see a **Refresh** button in your inbox, and a **Review Documents** button, you can click either. They will take you to the same place.

Actions Archive

Viewing: All Sort By: Newest

You have new inbox items. Refresh

05/18/2022
View Details

Review Documents




16. This section is to acknowledge the amount and terms of the loan and that you received all your documents. If everything is in order, check the **"I Agree"** box and click **Submit**.

Signature Statement *I acknowledge that I have received all documents and agree to the terms of the loan.*

- Vassar College will deduct from my regular paycheck the **Scheduled Loan Amount** on the payment schedule.
- If I am terminated, resign, or leave Vassar College for any reason, **my loan balance is immediately due in full.**
- **If I default under this note, I will be responsible to pay reasonable collection costs, including reasonable attorney fees, to the extent allowable by law.**
- There will be no refunds or exchanges from the Computer Store once I click **"I Agree"** and the **Submit** button.

I Agree

17. If the final purchase price is *different* than the original quote (due to sales or inventory issues, etc.) you will receive an item in your inbox that has updated loan documents and a copy of the receipt. Download these documents for your files. After you have downloaded the new documents click **Approve**. (*If the purchase price has not changed, you will receive a notification that your item has been purchased, and the Computer store will let you know when it is ready for pickup.*)

Question	Answers
Your loan amount has changed from the original quote.	\$1,835.11
Your new loan amount is:	
Attached are your updated loan documents with the new loan amount. Please download these documents for your records. You will receive another e-file notification after you click approve on this task.	<p> Receipt for Computer.docx Uploaded by Kaba, Dee</p> <p>Comment</p> <p> Amortization Schedule.pdf Uploaded by Kaba, Dee</p> <p>Comment</p> <p> Promissory and Schedule.pdf Uploaded by Kaba, Dee</p>

18. After you clicked approve you will see a Refresh button and a Review Documents button. You can click on either of these, they both take you to the same place.

Actions Archive

Viewing: All | Sort By: Newest

You have new inbox items.


Success! Event approved

Up Next: [redacted] | Review Documents | Due Date 05/18/2022

[View Details](#)

19. Clicking **Refresh** or **Complete Questionnaire** will take you to where you acknowledge the new loan amount and documents and agree to repayment. Check the **I Agree** box and select **Submit**.

Documents

Document  Computer Loan Policy

Instructions This acknowledgement **replaces** any prior to this one. You are receiving this because your **loan amount has changed** and you are receiving this because your **loan amount has changed** and you are receiving this because your **loan amount has changed** the updated information.

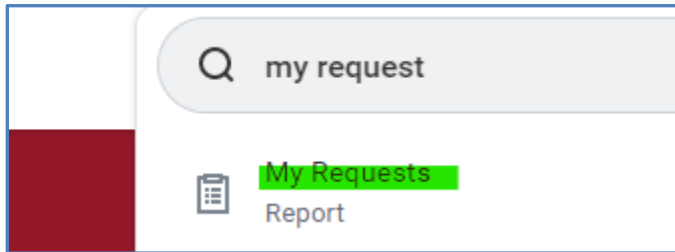
Please click the above to download a copy of **Vassar College's Computer Loan Terms and Conditions** if needed.

Signature Statement *I acknowledge that I have received an updated loan amount. In addition I have received a promissory note and receipt for the purchase, showing the new purchase amount.*

- Vassar College will deduct from my regular paycheck the **Scheduled Loan Amount** on the payment schedule.
- If I am terminated, resign, or leave Vassar College for any reason, **my loan balance is immediately due in full.**
- **If I default under this note, I will be responsible to pay reasonable collection costs, including reasonable attorney fees, to the extent allowable by law.**
- There will be no refunds or exchanges from the Computer Store once I click **"I Agree"** and the **Submit** button.

I Agree

20. The request will route back to Accounting to set up your payroll deduction and then it will route to Payroll for approval. Once this process is complete the College Store can release your item once it is received from the vendor. You can go to [My Requests](#) to view the status of your request.



21. Your request will show a **Status** of **Successfully Completed** when the process is complete. If it is still being processed it will show **In Progress**.

Type	Description	Status
Computer Loan Request		Successfully Completed
Computer Loan Request		In Progress