

Softdocs etrieve - Form Instructions

OPC Employee Care Fund Application

Direct link to form: <https://dom.etrieve.cloud/central/forms/290>

The screenshot displays the Softdocs etrieve interface. On the left is a sidebar with a search bar and a list of forms under the 'Forms' tab. The 'Employee Care Fund Application' is highlighted. The main area shows the form titled 'Employee Care Fund Application V1' with a 'Draft saved' status. The form header includes the Dominican University logo and address. Below this is a dark blue banner with the form title. A message states 'Form started by: staff' and 'Submission deadline is 8th of the month, payment around 15th'. The form is divided into sections, with 'Employee Information' being the first. It contains four input fields: 'Employee DU ID' (with a redacted value), 'Employee Full Name' (Marjorie Luce), 'Employee DU Email' (mluce1@dom.edu), and 'Employee Type' (Staff). At the bottom right are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:


1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of People and Organizational Culture” section (or search form name in box at top)
4. Click on desired form

Workflow process:

1. The employee starts/opens the form and their DU ID, full name, & email autofill.
2. The employee completes all sections and signs.
3. The employee receives an email confirming submission.
4. OPC reviews and completes “office only” area.
5. Mission & Ministry reviews and completes “office only” area.
6. OPC completes supplemental payment request, if approved.
7. The employee receives an email of approval or denial.
8. The form files in Softdocs etrieve Content (document repository).

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Example screenshots:



DOMINICAN UNIVERSITY
Office of People and Organizational Culture
7900 W. Division St, River Forest, IL 60305

Employee Care Fund Application

Form started by: staff
Submission deadline is 8th of the month, payment around 15th

Employee Information

Employee DU ID	Employee Full Name
9 [REDACTED]	Marjorie Luce
Employee DU Email	Employee Type
mluce1@dom.edu	Staff

Position Title

Assistant Director of Systems Integration

Department

Information Technology

Hardship Information

Case #

1022

Type of Financial Hardship *

Impact due to healthcare cost change or medical expenses
Essential household needs (housing, utilities, food, transportation)
Emergency or unexpected financial crisis
Other

Type of Financial Hardship *

Essential household needs (housing, utilities, food, transportation)

Brief Description of Situation (2-4 sentences) *

This is my brief description of the situation.

Describe the financial challenge, what has changed, and how it is affecting your ability to manage essential needs or well-being.

Requested Support Amount (up to \$2,500/year) *

\$ \$2,500.00

If partial assistance would still help, please list minimum amount that would be helpful *

\$ \$1,500.00

OPTIONAL: If assistance is time-sensitive, please explain briefly

Signature

Draw

Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Signature

Employee Signature *

I understand that this constitutes my legal signature on this document. I affirm that the information provided is accurate to the best of my knowledge. I understand any approved support is taxable and will be issued through supplemental pay

Marjorie Luce

Employee Signature Date *

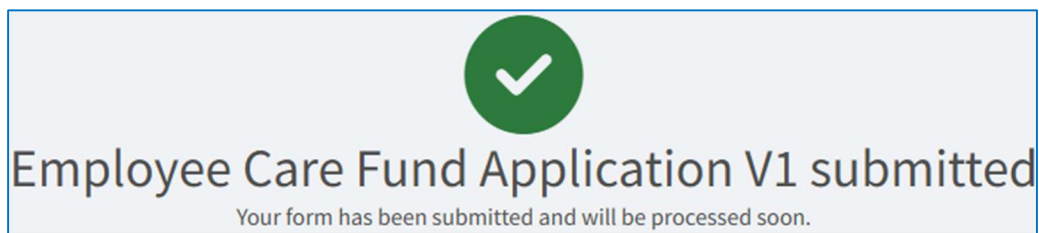
12/08/2025

Save

+ Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!



Form errors:

All boxes with red asterisk must be completed to “submit” the form.

The screenshot shows a form titled "Employee Signature Date" with a red asterisk indicating a required field. The input field is empty and has a red border. Below the field, a red error message states "Employee Signature Date is required". To the right of the input field is a blue calendar icon. At the bottom of the form, there is a button labeled "+ Add Attachment(s)". A red error banner at the bottom of the form states: "The form failed to submit due to validation errors. Please check the form and try again."

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

The screenshot shows the "etrieve" interface with the "Forms" tab selected. There is a search bar with the placeholder text "Search". Below the search bar, there is a section for "Drafts" with a count of "1" and a dropdown arrow. To the right of the "Drafts" section is a blue "Edit" button. Below the "Drafts" section, there is a table with one row: "Directory Photo Opt Out" with a date of "11/17/2025". At the bottom of the table, there is a link "Available Forms" with a dropdown arrow and a link "Collapse all".

The screenshot shows a modal titled "Drafts" with a count of "1" and a dropdown arrow. To the right of the modal title is a blue "X" button. Below the title, there are two buttons: "Delete Selected" and "Unselect All". Below these buttons, there is a table with one row: "Directory Photo Opt Out" with a date of "11/17/2025" and a red trash icon. The "Directory Photo Opt Out" text has a blue checkmark next to it.

The screenshot shows the footer of the form. It contains four buttons: "Delete Draft" with a red trash icon, "Save" with a blue download icon, "+ Add Attachment(s)" with a blue plus icon, and "Submit" with a blue arrow icon.