

Softdocs etrieve - Form Instructions

OPC Flexible Work Arrangement (FWA) Request

Direct link to form: <https://dom.etrieve.cloud/central/forms/410>

The screenshot displays the 'etrieve | CENTRAL' web interface. On the left, a sidebar menu lists various forms under categories like 'Drafts', 'Available Forms', 'Business Office', 'Career Programs & Employer Relations', 'Information Technology', and 'International Student Services'. The main content area shows the 'Flexible Work Arrangement (FWA) Request V1' form, which is marked as a 'Draft saved'. The form header includes the Dominican University logo and contact information. Below the header, there is a link to 'DU-IT's Softdocs etrieve website' for form instructions and troubleshooting. The main title of the form is 'Flexible Work Arrangement (FWA) Request'. A section titled 'Form started by: staff or faculty' provides an overview of the FWA options and a link to the 'FWA FAQ'. The 'Employee Information' section contains two input fields: 'Employee DU ID' (with the value 920081) and 'Employee Full Name' (with the value Marjorie Luce). At the bottom right, there are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

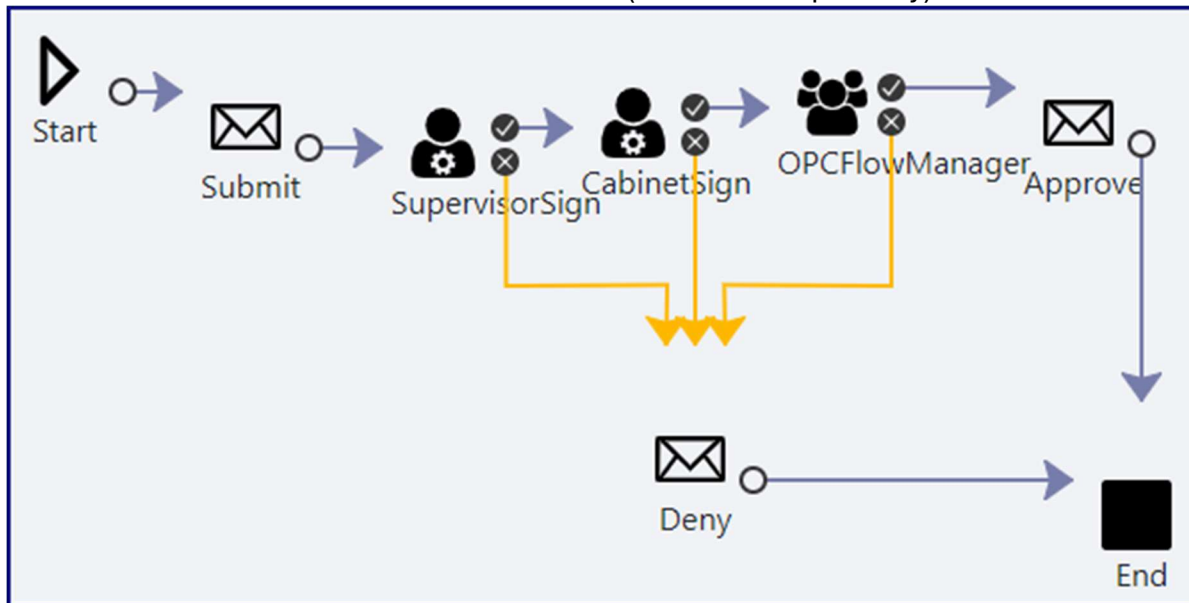
1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on "Forms"
3. Scroll down to "Office of People and Organizational Culture" section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology <https://support.dom.edu/TDClient/2074/Portal/Requests/Service/53278/Report-a-Softdocs-Etrieve-Issue/Request>

Workflow process:

1. Employee starts form and their information autofills.
2. Employee signs form and receives email confirming submission.
3. Supervisor receives an email notification to approve/deny.
4. Cabinet member receives an email notification to approve/deny.

5. OPC receives an email notification to approve/deny.
6. Employee & Supervisor receive an email confirming approval or denial.
7. Form files in Softdocs retrieve Content (document repository).



Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

etrieve CENTRAL				
Submissions		Forms		
Search		Needs Review In Progress Completed Clear all		
Package Name ↑ ↓	Workflow ↑ ↓	Step ↑ ↓	Status ↑ ↓	
Return to Work Certification V1 - Marjorie Luce - [redacted]	Return to Work Certification	End	Completed	
Directory Change Request V1 - Marjorie Luce [redacted]	Directory Change Request	End	Completed	
Directory Change Request V1 - Marjorie Luce [redacted]	Directory Change Request	End	Completed	
Student Employment Work Authorization V2 - Marjorie Luce [redacted]	Student Employment Work Authorization	End	Completed	

Needs Review = YOU need to act

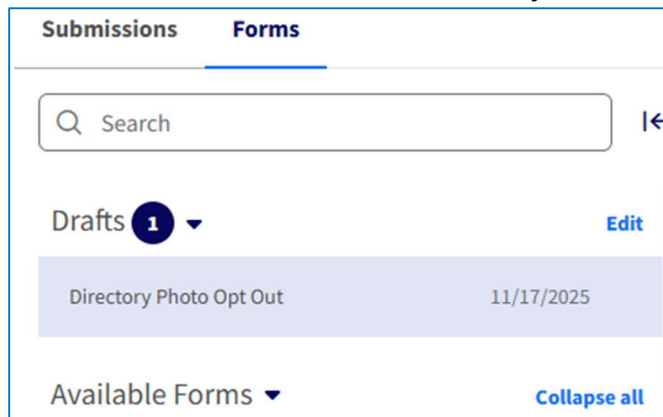
In Progress = SOMEONE ELSE needs to act

Completed = All done!

Needs Review
In Progress
Completed
Clear all

Draft form:

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



Submissions **Forms**

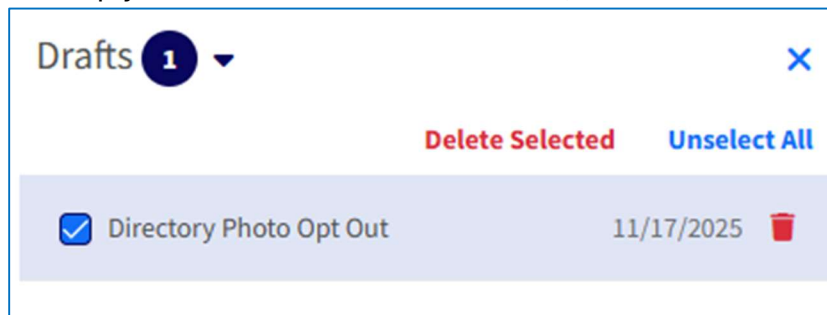
Search

Drafts **1** [Edit](#)

Directory Photo Opt Out 11/17/2025

Available Forms [Collapse all](#)

From the form list, click “edit,” checkmark draft to delete, click trash icon. Or simply hover over the draft form name, then click trash icon.



Drafts **1** [X](#)

[Delete Selected](#) [Unselect All](#)

☒ Directory Photo Opt Out 11/17/2025 

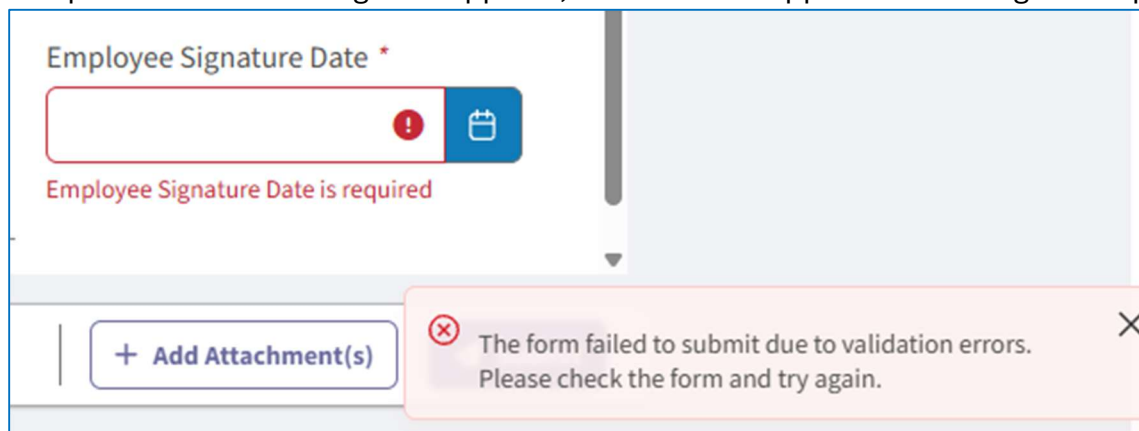
When a draft is open, it can also be deleted using trash icon at bottom of form.



 [Delete Draft](#) [Save](#) [+ Add Attachment\(s\)](#) [Submit](#)

Form errors:

All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.



Employee Signature Date *



Employee Signature Date is required

[+ Add Attachment\(s\)](#)

 The form failed to submit due to validation errors. Please check the form and try again. [X](#)

Example screenshots:



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

[DU-IT's Softdocs etrieve website](#): form instructions, troubleshooting, Support Center help

Flexible Work Arrangement (FWA) Request

Form started by: staff or faculty

Explore our Flexible Work Arrangement (FWA) options designed to support operational needs while promoting work-life balance. Before submitting this request, please review the [FWA FAQ](#) for guidelines and eligibility requirements.

Employee Information

Employee DU ID	Employee Full Name
9	Marjorie Luce

Employee DU Email
mluce1@dom.edu

Employee Position Title
Assistant Director of Systems Integration

Employee Department
Information Technology

Supervisor Full Name	Supervisor DU Email
Marjorie Luce	mluce1@dom.edu

FWA Request Details

Type of Flexible Work Arrangement Requested *

Flextime (variation in start/end times)

Fully Remote Position (no designated office space)

Temporary Remote Work (remote work for a limited period)

Type of Flexible Work Arrangement Requested *

Requested Start Date *

Requested End Date, if applicable

Please describe the reason for your request and how you will continue to meet job responsibilities, maintain communication, and support departmental operations. *

32/500 characters

Please include workdays, work hours, remote/on-site schedule, and availability. *

22/500 characters

Please provide primary remote work location, if applicable

22/500 characters

Signature

✕

Draw

Type

Clear

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

Cancel

Create Signature

Draw OR Type your signature

Draw

Type

Full Name

Marjorie Luce

Preview

Signatures

Employee Signature *

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

Employee Signature Date *

08/26/2026

Save

Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!

Flexible Work Arrangement (FWA) Request V1

submitted

Your form has been submitted and will be processed soon.

Supervisor Signature *
I understand that this constitutes my legal signature on this document.

Pete Peterson

Supervisor Signature Date *

08/26/2026

Supervisor Comments

I agree this is a needed FWA and will not negatively impact our department productivity.

88/500 characters

Cabinet Member Full Name *

Todd Kleine - Vice President, Info. Tech. & Chief Information Officer

Cabinet Member DU Email

tdkleine@dom.edu

Approved? *

Yes

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

DON'T FORGET TO APPROVE OR DENY!

Cabinet Member (CM) Signature *

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

Marjorie Luce

CM Signature Date *

08/26/2026

Cabinet Member Comments

I fully support this Flexible Work Arrangement Request.

55/500 characters

Approved? *

Yes

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

Example screenshots - OPC

OPC Reviewer Signature *

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

Marjorie Luce

OPC Signature Date *

08/26/2026

Approved? *

Yes

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

OPC Office Use Only

Paygroup *

Monthly Staff

Status *

Active

OPC Notes

Save

Unlock

Decline

Approve

Approve, Partial Approve, Deny

Approved? *

Yes

No

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

EXAMPLE 1: Approved

Approved? *

Yes

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

EXAMPLE 2: Partially Approved

Approved? *

Partial

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

TTFlowtesting Received
08/25/2026 at 2:11 PM

The accommodation for an ergonomic keyboard is approved. The accommodation for a private office in a private building is not approved.

Send Comment

Approved? *

Partial

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **Partial** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Approve** at bottom of form.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

Marjorie Luce
The accommodation for an ergonomic keyboard is approved. The accommodation for a private office in a private building is not approved.
Ip Address: 69.219.216.130
08/25/2026 at 2:17 PM

Edit Delete

Send Comment

EXAMPLE 3: Denied

Approved? *

No

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

08/23/2026 at 2:11 PM

This is not a valid account #. Please resubmit with correct account #.

Send Comment

Business Office Use Only

Approved? *

No

If **Yes** chosen, then click **Approve** at bottom of form. No comment required.

If **No** chosen, then put a **reason** in the comment panel to right of form. Click **Send Comment** and then click **Decline** at bottom of form.

Save

Unlock

Decline

Approve

Marjorie Luce
This is not a valid account #. Please resubmit with correct account #.
Ip Address: 69.219.216.130
08/23/2026 at 2:11 PM

Edit Delete

Send Comment