

Softdocs etrieve - Form Instructions

OPC Graduate Tuition Remission Tax Withholdings

Direct link to form: <https://dom.etrieve.cloud/central/forms/140>

The screenshot shows the 'etrieve' web application interface. On the left is a sidebar with a search bar and a list of 'Available Forms'. The 'Graduate Tuition Remission Tax Withholdings' form is selected. The main content area shows the form title 'Graduate Tuition Remission Tax Withholdings V1' with a 'Draft saved' status. Below the title is the Dominican University logo and address. The form section 'Employee Information' contains three autofilled fields: 'Employee DU ID' (9...), 'Employee Full Name' (Marjorie Luce), and 'Employee DU Email' (mluce1@dom.edu). 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.
 - a. Use Name Search to add Student Information.
 - b. Choosing “Self” as “Student Relation to Employee” displays a “Calculation for Self” section.
 - c. Choosing “Spouse” or “Child” as “Student Relation to Employee” displays a “Calculation for Spouse/Child” section instead.
3. The employee receives an email confirming submission.
4. OPC approves or denies and completes “office only” area.
5. The employee receives an email of approval or denial.
6. 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

Graduate Tuition Remission Tax Withholdings

Form started by: staff or faculty

Employee Information

Employee DU ID
9[REDACTED]
Autofill based on person completing form

Employee Full Name
Marjorie Luce
Autofill based on person completing form

Employee DU Email
mluce1@dom.edu
Autofill based on person completing form

Preview after typing some letters in **search** box with results in **dropdown** box

Student Information

1. **Name Search:** type a few letters of the person's first or last name (NO comma)

2. **Search Results:** click dropdown arrow to see choices

- choose the name with correct email
- verify email and ID are correct after autofill completes refresh

Student Name Search *

marjo

type at least 3-4 letters

Student Search Results *

Marjoni Tate Jr - mtatejr@my.dom.edu

Marjorie Luce - mluce1@dom.edu

Student DU ID

9[REDACTED]

verify ID is correct

Student DU Email *

mtatejr@my.dom.edu

confirm email is correct

Student Relation to Employee *

An email will autofill after you type in search term.

Once you choose the correct name from dropdown list, the **email will refresh**.

Make sure email is correct!!

Student Information

1. **Name Search:** type a few letters of the person's first or last name (NO comma)

2. **Search Results:** click dropdown arrow to see choices

- choose the name with correct email
- verify email and ID are correct after autofill completes refresh

Student Name Search *

Marjorie Luce

type at least 3-4 letters

Student Search Results *

Marjorie Luce - mluce1@dom.edu

click arrow to see search results

Student DU ID

9[REDACTED]

verify ID is correct

Student DU Email

mluce1@dom.edu

confirm email is correct

Student Relation to Employee *

Self

**Choosing "Self" as "Student Relation to Employee"
displays a "Calculation for Self" section**

Taxable Deemed Income

The value of tuition remission for graduate level coursework for you, a spouse or dependent is deemed taxable income by federal law. You may be liable for tax withholdings on the value of the tuition remission you receive during the given tax year. Determine your taxable deemed income for the given tax year below.

If you need assistance determining the **\$ value per course**, please reference the [Tuition, Fees and Expenses](#) Information on Dominican's Student Accounts website.

Calculation for Self:

of tuition remission course(s) per tax year *



\$ value per course *

\$	<input type="text"/>
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Deemed Income

"Deemed Income" minus "Federal Allowance for Self" of \$5,250 equals "Taxable Deemed Income"



Taxable Deemed Income For Tax Year

No form needs to be submitted if Taxable Deemed Income For Tax Year calculation is \$0 or a negative amount. Negative calculations are NOT refunds.

Please spread the total deemed income out over the remaining payrolls in this tax year. This will cause tax to be withheld from my paycheck. If you are paid monthly there are 12 payrolls in a year and if you are paid biweekly there are 26 payrolls.

**Choosing “Spouse” or “Child” as “Student Relation to Employee”
displays a “Calculation for Spouse/Child” section**

Taxable Deemed Income

The value of tuition remission for graduate level coursework for you, a spouse or dependent is deemed taxable income by federal law. You may be liable for tax withholdings on the value of the tuition remission you receive during the given tax year. Determine your taxable deemed income for the given tax year below.

If you need assistance determining the **\$ value per course**, please reference the [Tuition, Fees and Expenses](#) Information on Dominican's Student Accounts website.

Calculation for Spouse/Child (Dep or Non-Dep):

of tuition remission course(s) per tax year *



\$ value per course *

\$	<input type="text"/>
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Taxable Deemed Income For Tax Year

Please spread the total deemed income out over the remaining payrolls in this tax year. This will cause tax to be withheld from my paycheck. If you are paid monthly there are 12 payrolls in a year and if you are paid biweekly there are 26 payrolls.

Notes

Signatures

Employee Signature *

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

Employee Signature Date *

Save

+ Add Attachment(s)

Submit

Signature

Draw

Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

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

Cancel

Create Signature

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" and a button "Collapse all".

The screenshot shows the "Drafts" dropdown menu. It has a count of "1" and a dropdown arrow. To the right of the dropdown is a blue "X" button. Below the dropdown, 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 screenshot shows the form footer with three buttons: "Delete Draft" (with a red trash icon), "Save" (with a blue download icon), and "Add Attachment(s)" (with a blue plus icon). To the right of these buttons is a large blue "Submit" button with a white arrow icon.