

## Softdocs etrieve - Form Instructions

### OPC Student Employee Stipend Request

Direct link to form: <https://dom.etrieve.cloud/central/forms/152>

The screenshot displays the 'etrieve' web application interface. On the left, a sidebar menu lists various forms under the 'Forms' tab, with 'Student Employee Stipend Request' highlighted. The main content area shows the form title 'Student Employee Stipend Request V1' with a 'Draft saved' status. Below the title is the Dominican University logo and address. The form itself has a dark blue header with the title 'Student Employee Stipend Request' and a sub-header 'Form started by: staff or faculty'. A section titled 'Student Information' contains instructions for a name search: '1. Name Search: type a few letters of the person's first or last name (NO comma)' and '2. Search Results: click dropdown arrow to see choices'. Below these instructions are two input fields: 'Student Name Search \*' and 'Student Search Results \*'. The 'Student Name Search' field has a placeholder 'type at least 3-4 letters'. The 'Student Search Results' field has a placeholder 'click arrow to see search results' and a dropdown arrow. At the bottom right of the form 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 supervisor starts/opens the form and their DU ID, full name, & email autofill.
2. The supervisor completes all sections and signs.
  - a. Use Name Search to add Student Information.
3. The supervisor receives an email confirming submission.
4. The student receives an email notification to e-sign.
5. OPC reviews to complete "office only" area.
6. The supervisor receives an email confirming completion.
7. The form files in Softdocs etrieve Content (document repository).

\*\* Reminder email sent every 2 days to a student or supervisor when a form is waiting.

**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](https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service)

## Example screenshots:

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

## Student Employee Stipend Request

Form started by: staff or faculty

### 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 *	Student Search Results *
<input type="text" value="marjo"/> <small>type at least 3-4 letters</small>	<input type="text" value=""/> <div><div>Marjoni Tate Jr - mtatejr@my.dom.edu</div><div>Marjorie Luce - mluce1@dom.edu</div></div>
Student DU ID <input type="text" value="9"/> <small>verify ID is correct</small>	Student DU Email <input type="text" value="mtatejr@my.dom.edu"/> <small>confirm email is correct</small>

Student Name Search *	Student Search Results *
<input type="text" value="Marjorie Luce"/> <small>type at least 3-4 letters</small>	<input type="text" value="Marjorie Luce - mluce1@dom.edu"/> <small>click arrow to see search results</small>
Student DU ID <input type="text" value="9"/> <small>verify ID is correct</small>	Student DU Email <input type="text" value="mluce1@dom.edu"/> <small>confirm email is correct</small>

### Supervisor Information

Supervisor DU ID <input type="text" value="9"/> <small>Autofill based on person completing form</small>	Supervisor Full Name <input type="text" value="Marjorie Luce"/> <small>Autofill based on person completing form</small>
Supervisor DU Email <input type="text" value="mluce1@dom.edu"/> <small>Autofill based on person completing form</small>	Department * <input type="text" value="Information Technology"/>

## Stipend Details

Reason for Stipend \*

He worked on extra projects outside his scope of work over 2 months.

Amount per Payment \*

\$

\$100.00

Number of Payments \*

2

Total Payment

\$200.00

Payment Start Date \*

08/01/2025



Account # \*

04.0404.0404

Optional Notes

## Signatures

Supervisor Signature \*

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

Supervisor Signature Date \*

07/21/2025



Save

Add Attachment(s)

Submit

**DON'T FORGET TO SUBMIT!**

Student Signature \*

I accept the position as outlined above. I am aware of the hourly rate or stipend and understand that I am limited to the weekly hours set aside by my supervisor. I understand that I cannot work until I receive authorization by OPC. I understand that I am an employee of Dominican University and will abide by all federal, state and university employment policies. I understand that this authorization is not a contract for employment; my employment may be terminated at any time. I understand that this constitutes my legal signature on this document.

Student Signature Date \*

07/21/2025



### 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 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 screenshot shows the footer of the form. It contains 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.