

Softdocs etrieve - Form Instructions

OPC Student Employment Work Authorization

Direct link to form: <https://dom.etrieve.cloud/central/forms/198>

The screenshot displays the Softdocs etrieve web application. On the left is a sidebar with a search bar and a list of forms under the 'Forms' tab. The 'Student Employment Work Authorization' form is highlighted in the list. The main content area shows the form titled 'Student Employment Work Authorization V2' with a 'Draft saved' status. The form header includes the Dominican University logo and address. Below the title is a dark blue banner with the form name. A message indicates the form was started by staff or faculty. The 'Student Employee Information' section contains instructions for a name search and search results, followed by input fields for 'Student Name Search', 'Student Search Results', 'Student DU ID', and 'Student DU Email'. 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 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.
 - b. Account # may be skipped if not known.
3. The supervisor receives an email confirming submission.
4. OPC reviews and edits form as needed
5. The supervisor receives an email notification to e-sign.
6. The student receives an email notification to e-sign.
7. OPC reviews to complete “office use only” area.
8. The supervisor receives an email confirming completion.
9. 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

Example screenshots:

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

Student Employment Work Authorization

Form started by: staff or faculty

Student Employee 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

mtatejr@my.dom.edu

Student DU ID

9

verify ID is correct

Student D

mtatejr@my.dom.edu

confirm email is correct

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

verify ID is correct

Student DU Email

mluce1@dom.edu

confirm email is correct

Student Status *	Undergraduate	Employment Status *	New
Term *	Academic Year	Work Study Status	Federal Work Study

Position Information

Department *

Information Technology

Student Job Title *

Records Management Student Assistant

Supervisor DU ID	Supervisor Full Name
9	Luce, Marjorie
Autofill based on person completing form	Autofill based on person completing form

Supervisor DU Email	Start Date *	End Date *
mluce1@dom.edu	08/25/2025	12/12/2025
Autofill based on person completing form		

Rate *	Per *	Total Hours Per Week *
\$ \$15.00	Hour	19

****HOURS:** Undergraduates are limited to 15 hours of work/week. Grads/PB are limited to 20 hours of work per week. Summer employees cannot exceed 29 hours of work per week.

****TAXES:** Dominican will deduct social security and Medicare taxes (FICA) from any compensation during months of non-attendance. Students not attending summer sessions can expect FICA to be deducted from the July and/or August paychecks.

Department #	IT Access? *
04.0404.0404	Yes

Signatures

Supervisor Signature

My signature authorizes the student employment information as designated above. I agree to serve as a student employment supervisor and adhere to all federal, state and university employment policies.



MM/DD/YYYY at HH:MM XM EST

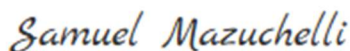
Supervisor Signature Date

07/24/2025



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.



MM/DD/YYYY at HH:MM XM EST

Student Signature Date *

07/24/2025



↓ Save

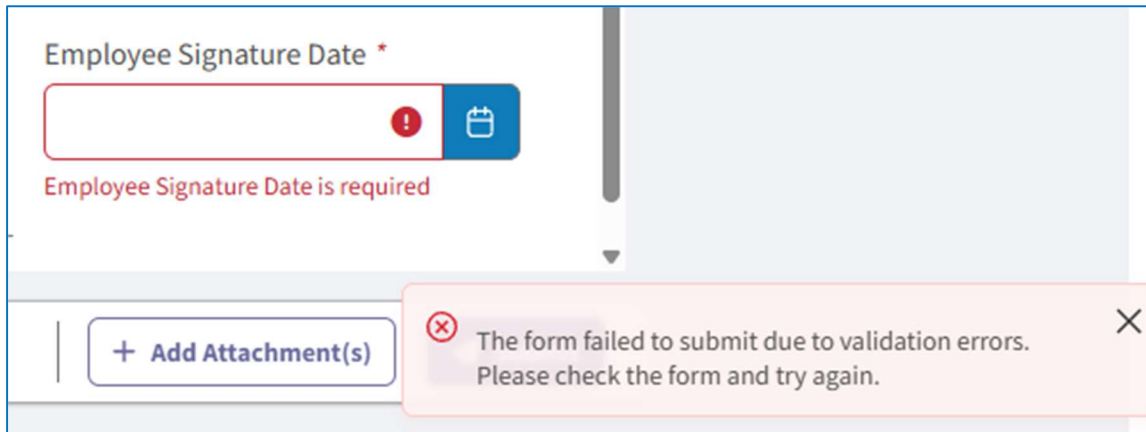
+ Add Attachment(s)

🚀 Submit

DON'T FORGET TO SUBMIT!

Form errors:

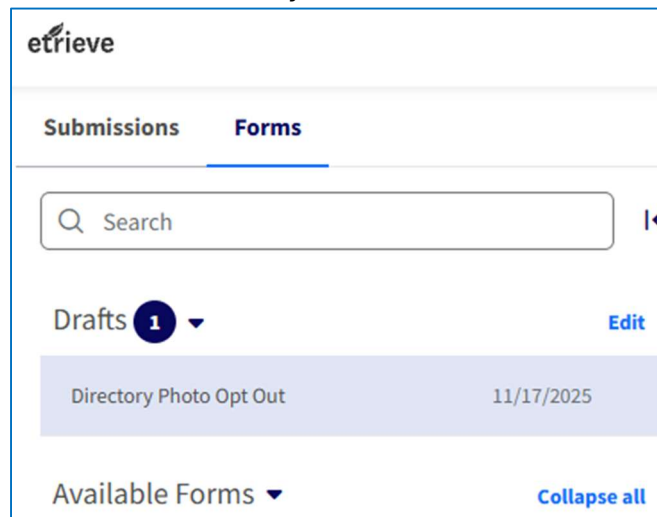
All boxes with red asterisk must be completed to “submit” the form.



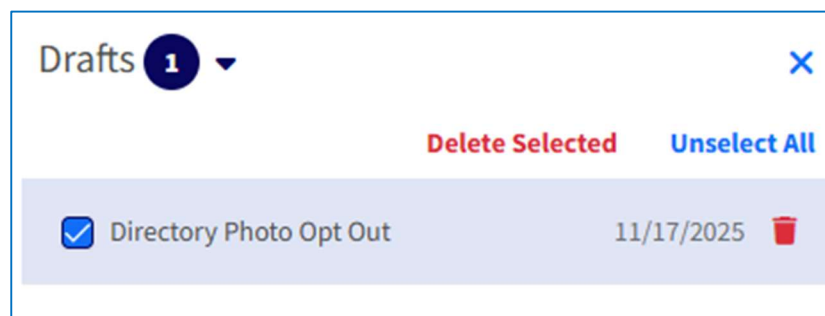
The screenshot shows a form titled "Employee Signature Date" with a red asterisk indicating a required field. Below the input field, a red error message states "Employee Signature Date is required". At the bottom of the form, there is a button labeled "+ Add Attachment(s)". A red error banner at the bottom of the form reads: "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 a "Forms" tab selected. A search bar is present. Under the "Drafts" section, there is a dropdown menu showing "1" draft. A table lists the draft form "Directory Photo Opt Out" with a date of "11/17/2025". An "Edit" button is next to the form. Below the table, there is a link for "Available Forms" and a "Collapse all" button.



The screenshot shows the details of the draft form "Directory Photo Opt Out". It includes a "Drafts" dropdown with "1" draft, a "Delete Selected" button, and an "Unselect All" button. The form is listed with a date of "11/17/2025" and a trash icon.



The screenshot shows the form action buttons: "Delete Draft", "Save", "+ Add Attachment(s)", and "Submit".