

## Softdocs etrieve - Form Instructions OPC Supplemental Payment Request

**Direct link to form:** <https://dom.etrieve.cloud/central/forms/268>

The screenshot shows the 'Supplemental Payment Request' form in the Softdocs etrieve system. The left sidebar lists various forms, with 'Supplemental Payment Request' selected at the bottom. The main form area shows the title 'Supplemental Payment Request V1' and a 'Draft saved' status. The form content includes the Dominican University logo and name, followed by the form title 'Supplemental Payment Request' and 'Faculty and Exempt Employees'. A section for 'Employee Information (who receives stipend)' contains instructions for a name search and a search results dropdown. The bottom of the form has 'Save' and 'Add Attachment(s)' buttons.

### 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. A requestor starts/opens the form and their DU ID, full name, & email autofill.
2. The requestor completes all sections.
3. If the requestor is NOT a Budget Manager, Director, or Dean, then form routes to one.
4. If the requestor is a Budget Manager, Director, or Dean, then they sign form.
5. The requestor receives an email confirming submission.
6. If the employee is staff, Vice President receives an email notification to e-sign.
7. If the employee is faculty, Provost receives an email notification to e-sign.
8. OPC reviews to loop in additional approvers + complete "office only" area.
9. Data is aggregated for reporting.
10. The requestor receives an email confirming completion.
11. 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](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

## Supplemental Payment Request

Form started by: staff or faculty

Use this form to authorize payment to a Dominican University employee and attach all available supporting documentation

### Employee Information (who receives stipend)

- 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

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

<b>Employee Name Search *</b>	<b>Employee Search Results *</b>
<input type="text" value="marjo"/>	<input type="text" value=""/>
type at least 3-4 letters	
<b>Employee DU ID</b>	<b>Employee</b>
<input type="text" value="9"/>	<input type="text" value="mtatejr@my.dom.edu"/>
verify ID is correct	confirm email is correct

**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!!**

<b>Employee Name Search *</b>	<b>Employee Search Results *</b>
<input type="text" value="Marjorie Luce"/>	<input type="text" value="Marjorie Luce - mluce1@dom.edu"/>
type at least 3-4 letters	click arrow to see search results
<b>Employee DU ID</b>	<b>Employee DU Email</b>
<input type="text" value="9"/>	<input type="text" value="mluce1@dom.edu"/>
verify ID is correct	confirm email is correct
<b>Is this compensation for their faculty or staff role? *</b>	
<input type="text" value="Staff - Administrative Responsibilities"/>	

## Requestor Information (who is filling out form)

Requestor Full Name

Marjorie Luce

Autofill based on person completing form

Requestor DU Email

mluce1@dom.edu

Autofill based on person completing form

Are you the budget manager, director, or dean? \*

No

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

### 1st Approver: Budget Manager, Director, or Dean (BM/D/D) 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 is correct after autofill completes refresh

BM/D/D Name Search \*

peterson

BM/D/D Search Results \*

BM/D/D DU Email

benpeterson@my.dom.edu

confirm email is correct

Karley Peterson - kpeterson1@my.dom.edu

Kay Braymer Peterson - kbpeterson@dom.edu

Madeline Peterson - mpeterson@my.dom.edu

Pete Peterson - ppeterson@dom.edu

**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!!**

<p>BM/D/D Name Search *</p> <input type="text" value="Pete Peterson"/>	<p>BM/D/D Search Results *</p> <input type="text" value="Pete Peterson - ppeterson@dom.edu"/>
<p>click arrow to see search results</p>	
<p>BM/D/D DU Email</p> <input type="text" value="ppeterson@dom.edu"/>	
<p>confirm email is correct</p>	

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

2nd Approver: Vice President 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 is correct after autofill completes refresh

<p>VP Name Search *</p> <input type="text" value="klein"/> <p>type at least 3-4 letters</p>	<p>VP Search Results *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value=""/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Emily Kleinfeldt - ekleinfeldt@my.dom.edu</p> <p>Gary Klein - gklein1@dom.edu</p> <p>Keith Klein - kklein@my.dom.edu</p> <p>Mason Kleinsmith - mkleinsmith@my.dom.edu</p> <p>Todd Kleine - tdkleine@dom.edu</p> </div>
<p>VP DU Email</p> <input type="text" value="ekleinfeldt@my.dom.edu"/> <p>confirm email is correct</p>	

**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!!**

<b>VP Name Search *</b>	<b>VP Search Results *</b>
<input type="text" value="Todd Kleine"/>	<input type="text" value="Todd Kleine - tdkleine@dom.edu"/> 
type at least 3-4 letters	click arrow to see search results
<b>VP DU Email</b>	
<input type="text" value="tdkleine@dom.edu"/>	
confirm email is correct	

Sponsoring Department & Funding Information		
<b>Sponsoring Department *</b>		
<input type="text" value="Information Technology"/>		
<b>Account # *</b>	<b>Grant-Funded? *</b>	<b>PI/CO-PI related? *</b>
<input type="text" value="04.0404.0404"/>	<input type="text" value="Yes"/> 	<input type="text" value="No"/> 
<b>Split over multiple accounts? *</b>	<b>List Additional Account #s *</b>	
<input type="text" value="Yes"/> 	<input type="text" value="04.0101.0101, 04.0202.0202"/>	

## Duration of Assignment

Effective Start Date \*

11/22/2025



End Date \*

12/25/2025



Expected Hours \*

45

per week or total

## Stipend Details

Stipend Type \*

Grant



Justification for Stipend \*

Hard worker

Requested Payment Amount \*

\$ \$100.00

# of Payments \*

5

months

Total Stipend Amount

\$500.00

## Supporting Documentation

Please attach supporting documentation here \*

PDF and JPEG only



[FERPA.pdf](#)



Please attach supporting documentation here \*

PDF and JPEG only

Drag and drop files here to upload

— OR —

+ Browse Files



Add Additional Supporting Document

Save

+ Add Attachment(s)

Submit

**DON'T FORGET TO SUBMIT!**



## Supplemental Payment Request V1 submitted

Your form has been submitted and will be processed soon.

### Signature



Draw Type

Full Name

Marjorie Luce

Preview

*Marjorie Luce*

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

Cancel

Create Signature

### Signatures

Budget Manager/Director/Dean Signature \*

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

*Marjorie Luce*



BM/D/D Signature Date \*

11/22/2025



Save

Lock

Approve

**DON'T FORGET TO APPROVE!**

### Form errors:

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

The screenshot shows a form field labeled "Employee Signature Date" with a red asterisk indicating it is required. The field is empty, and a red error message "Employee Signature Date is required" is displayed below it. A red-bordered box highlights the error message. To the right of the field is a blue calendar icon. Below the field is a button labeled "+ Add Attachment(s)". A red error message box is overlaid on the bottom right of the form, stating: "The form failed to submit due to validation errors. Please check the form and try again." The box has a red 'X' icon on the left and a close 'X' icon on the right.

### Draft form:

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

The screenshot shows the "etrieve" interface. At the top, there are two tabs: "Submissions" and "Forms", with "Forms" selected. Below the tabs is a search bar with the placeholder text "Search". Under the search bar, there is a section titled "Drafts" with a blue circle containing the number "1" and a dropdown arrow. To the right of this section is a blue "Edit" link. Below the "Drafts" section is a table with one row: "Directory Photo Opt Out" and "11/17/2025". At the bottom of the table, there is a link "Available Forms" with a dropdown arrow and a blue link "Collapse all".

The screenshot shows a "Drafts" modal with a blue circle containing the number "1" and a dropdown arrow. To the right of the modal is a blue "X" icon. Below the modal header, there are two links: "Delete Selected" and "Unselect All". Below these links is a table with one row: "Directory Photo Opt Out" and "11/17/2025". To the left of the first column is a checked checkbox. To the right of the second column is a red trash icon.

The screenshot shows a row of buttons at the bottom of the form. From left to right, the buttons are: "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.