



## Staff & Faculty Emergency Fund (SFEF) Application

- 1. Click on the *Staff & Faculty Emergency Fund (SFEF) Application* link to start the form.
- 2. You will be prompt to log in to Adobe Sign.
  - a. In the email address line, type in your full SacLink email address, including @csus.edu (ex. xxxx@csus.edu) (see figure 1. for the Adobe Sign-In screenshot).
  - b. Click the **Continue** button.



Figure 1. Adobe Sign-In screenshot

- 3. Once on the Adobe Sign Send page (see figure 2. for the Send page screenshot)
  - a. In the *Instruction* field, it is important to Click **More** in this section for information about this process.
     Please carefully review eligibility criteria and have copies of supporting documentation you plan to attach before starting the application.
  - b. The *Recipient* field auto-populates in your email address, and you do not need to change this information.
  - c. The *CC* field auto-populates in the Human Resources email address, and you will not be able to change the email.
  - d. The *Document Name* field auto-populates in the document's name, and you do not need to change this information.
  - e. The *Message* field auto-populates an important message for you to read. Please read the information carefully and follow the instructions provided.
  - f. The Files field allows you to attach supporting documents to be submitted with the application.
    - i. Staff & Faculty Emergency Fund Application is auto-populated in, and you will be required to fill in the application in Step 4.
    - *ii.* Please attach a document to Justify the Amount Requested (required). It is highly recommended that you have the supporting documentation ready to be attached before proceeding to the next step.

*Click* **Add File** and follow the steps to attach the required document. Personal information should be redacted or blacked out (e.g., social security numbers, patient IDs, account numbers, etc.) on your supporting documents.

iii. Adding additional documents is optional. Suppose there are additional documents; attach those in the *Additional Document* fields. Click **Add File** in the corresponding row to add other documents. g. Click the **Send** button to route you to the application.

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		Staff & Faculty Emergency Fund Application					
E Message *							
		Please carefully review eligibility criteria and have copies of supporting documentation you plan to attach prior to starting the application process. The type of documents will vary depending on individual circumstances but should confirm that you have a financial hardship AND verify the amount of money you are requesting (e.g., a utility bill or invoice). Personal information should be redacted or blacked out (e.g. social security numbers, patient IDs, account numbers, etc.) on your supporting documents.					
	E	Files					
		Staff & Faculty Emergency Fund     ABA_HR Staff & Faculty Emergency Fund Applicatio     n Template					
		ii     Please Attach a Document To     Add File       Justify the Amount Requested *					
		(Optional) Attach Additional Add File Supporting Document 1					
		(Optional) Attach Additional Add File Supporting Document 2					
	G	Send					

Figure 2. Send page screenshot

4. Once on the form, click the yellow **Start** tab to navigate to the required fields and type in your information (see figure 3. for the Staff & Faculty Emergency Fund (SFEF) Application screenshot).

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Image: Internet i		Reason for Request – Check all that ann	*(Please CHECK at least one o	f the following options)			
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Temporary assistance with food insecurity         Emergency personal or "incidental" expenses, such as clothing, hygiene items, etc.         Unplanned or additional child and/or adult care expenses         Other:         Describe your TEMPORARY IMERGENCY in detail. How did the "Cause of the Temporary Emergency" create a financial hardship? When did it occur?         *         Certification         Increment of the information provided in this application and supporting documents to:         Certification         Increment of the information provided in this application and supporting documents to:         the not previous been reinburster for clained expenses.         updations and completion of this application and supporting documents to:         the not previous for clained expenses.         updations and update stand information from wapplication and supporting documents to:         *         updations and update stand information from wapplication and supporting documents to:         *         updations and update stand information from wapplication and supporting documents to:         *         updations and update stand information from wapplication and supporting documents to:         *       Consideration (impact and the supplication and supporting documents to:         *       Update stand information from wapplication and supporting documents to:         *       Update stand informa		Unplanned critical travel and transpo	ortation costs				
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Figure 3. Staff & Faculty Emergency Fund (SFEF) Application screenshot

- 5. Once you tab to the *Signature* field, the signature screen will display to provide signing options (see figure 4. for applying signature screenshot).
  - a. Select the signing method by clicking on **Type, Draw, Image,** or **Mobile,** and follow the instructions displayed to complete this process.
  - b. After completing the signature process, click the **Apply** button to apply the signature on the form.



Figure 4. Applying signature screenshot

6. Once your signature is applied, click the blue **Click to Sign** button at the bottom of your screen (see figure 5. the *Click to Sign button*).



Figure 5. Click to Sign button screenshot

7. A thumbnail of the confirmation message will display. (see figure 6. Confirmation message screenshot) This completes your portion of the Staff & Faculty Emergency Fund Application.

SACRAMENTO POWERED BY STATE Adobe Sign
You're all set
You finished signing "Staff & Faculty Emergency Fund Application".
All parties will be notified via email. You can also <b>download a copy</b> of what you just signed.
Manage your Adobe Sign agreements Manage

Figure 6. Confirmation message screenshot

## Please note:

The SFEF Committee will review and approve requests in the order they are received from staff and faculty. The SFEF Committee members will not be given the applicants' names but rather only the reason(s) for the request and supporting documentation. If additional information is needed to make an award determination, Human Resources will reach out to the applicant and relay information to the SFEF Committee.

Applicants will be notified in writing of the SFEF Committee's decision. In most instances, applicants will be notified within seven working days of receiving all necessary and required information.

Approved funds will be paid by check and mailed to the address included on the application.

For additional information, please refer to the Frequently Asked Questions.