

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 SaLink email address, including @csus.edu (ex. xxxxx@csus.edu) (see figure 1. for the Adobe Sign-In screenshot).
 - b. Click the **Continue** button.

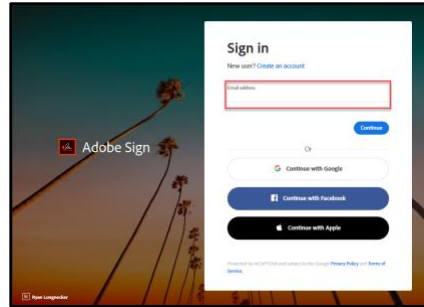


Figure 1. Adobe Sign-In screenshot

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.



POWERED BY
Adobe Sign

HomeSendManageReportsGroup

ABA_HR Staff & Faculty Emergency Fund (SFEF) Application Workflow

A

How this workflow works?
INSTRUCTION:
Please carefully review eligibility criteria and have copies of supporting documentation you plan to attach prior to starting the application

more

?

B

Recipients

Signer *

 Myself

 Email

C

CC Hide

Cc

aba-svc-signhr@csus.edu

D

Document Name *

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.

F

Files

i

Staff & Faculty Emergency Fund Application *

ABA_HR Staff & Faculty Emergency Fund Application Template

ii

Please Attach a Document To Justify the Amount Requested *

Add File

iii

(Optional) Attach Additional Supporting Document 1

Add File

(Optional) Attach Additional Supporting Document 2

Add File

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).

The screenshot shows the Sacramento State Staff & Faculty Emergency Fund (SFEF) Application form. A yellow 'Start' button is highlighted on the left side of the form. The form includes fields for Employee Name, Employee ID, Department, Mailing Address, City, State & Zip Code, Contact Phone Number, Sacramento State Email Address, and Alternate Phone Number. It also includes a section for Cause of Temporary Emergency with checkboxes for Death of an immediate family member, Disaster (fire/flood/earthquake/COVID-19, or other Qualified Disasters per IRS Code Section 139), Serious illness or critical injury, and Other. A section for Reason for Request with checkboxes for Emergency temporary housing assistance, Unexpected medical expenses not covered by insurance, Unplanned critical travel and transportation costs, Temporary assistance with food insecurity, Emergency personal or "incidental" expenses, such as clothing, hygiene items, etc., and Unplanned or additional child and/or adult care expenses. A section for Describe your TEMPORARY EMERGENCY in detail. How did the "Cause of the Temporary Emergency" create a financial hardship? When did it occur? A section for Amount Requested (MAX: \$1,000; Must provide documentation to justify amount requested) with a dollar sign and a text box. A Certification section with a paragraph of text. A section for Employee Signature with a text box and a date field set to Mar 1, 2021. A red box highlights the 'Start' button on the left side of the form.

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).
- Select the signing method by clicking on **Type**, **Draw**, **Image**, or **Mobile**, and follow the instructions displayed to complete this process.
 - After completing the signature process, click the **Apply** button to apply the signature on the form.

The screenshot shows the Adobe Sign signature screen. A red box highlights the 'Type' button in the top navigation bar. Another red box highlights the 'Apply' button at the bottom right. The screen includes a 'Sign' button on the left, a text box labeled 'Type your signature here', and 'Close' and 'Apply' buttons at the bottom.

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*).

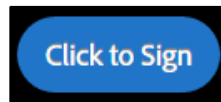


Figure 5. Click to Sign button screenshot

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.

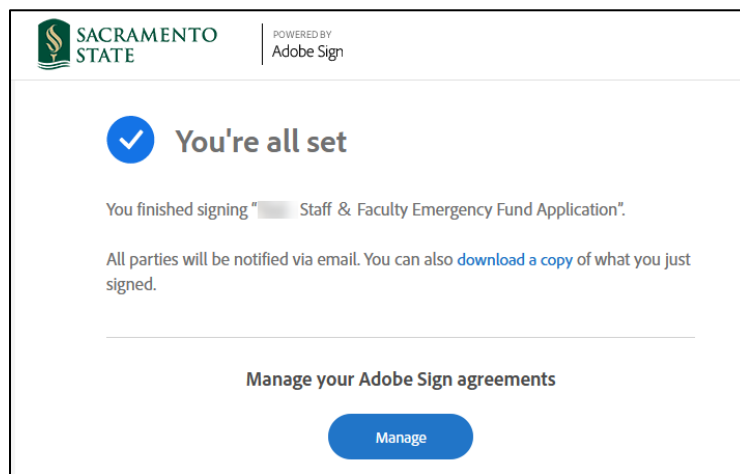


Figure 6. Confirmation message screenshot

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.