

ROADRUNNER STAFF EMERGENCY FUND (RSEF) PROCESS MAP FOR APPLYING

STEP 1

COMPLETE APPLICATION

Complete and submit the RSEF application form. This form will be completed through DocuSign. Be sure to sign and date the form to verify that the information is valid and accurate. All applications are treated as confidential.



STEP 2

ATTACH DOCUMENTATION

Attach a copy of any additional documentation through DocuSign. Other documentation may be requested during the application process.

STEP 3

SUBMIT APPLICATION

Submit your completed application with the attached documents listed in Step #2. Documents and application will all be sent through DocuSign.

STEP 4

REDACTED INFORMATION

Once received, UTSA Human Resources (HR) department will redact personal information from the application to assist in a non-biased blind committee review.

STEP 5

REVIEW APPLICATION

Elected members of Staff Senate and other UTSA department staff will head the RSEF Committee Review Board. This committee will review the redacted application and determine if the RSEF application is approved or denied.

STEP 6

NOTIFICATION OF APPROVAL/DENIAL

The RSEF Committee will submit a decision to HR within 10 days of receiving the application and additional documentation. Staff members will be notified by UTSA HR Benefits office of the status of your application. Status e-mails will be sent out with the committee's decision for approval or denial. Application will be sent to HR for filing.

STEP 7

DISBURSEMENT OF FUNDS

If approved, the applicant will be notified by the UTSA Payroll department. Funds will be deposited in your account (requires direct deposit set-up with payroll), or a check will be available for pick-up from university payroll.

