Submission of applications for benefits from the University Social Benefits Fund [pl.ZFŚS]

1. Submission of applications in paper form

Eligible persons (employees, pensioners, disability pensioners, doctoral students and other persons entitled to benefits under the University Social Benefits Fund Rules and Regulations) can apply for all benefits financed from the funds of the University Social Benefits Fund (ZFŚS) by submitting an application in a paper form, which was signed by hand.

Application forms can be downloaded from the Office for Personnel Social Benefits or printed from the Office's website: https://www.uw.edu.pl/employee/aid-socjalne-dla-employee/

The signed application, together with the attachments, should be submitted to the Office for Personnel Social Benefits. The application can be:

1) submitted at the Office for Personnel Social Benefits
2) submitted through the UW Central Office
3) sent by post to the following address: University of Warsaw - Office for Personnel Social Benefits
26/28 Krakowskie Przedmieście Street
00-927 Warsaw

2. Electronic application submission

There are two types of applications that can be submitted electronically using the DocSense system:

1) Employee's subsidy application for a holiday booked with other institution or privately arranged holiday
2) Employee's subsidy application for a holiday booked with other institution or privately arranged holiday of a child up to the age of 15

By signing the application in the system (using the "Save" button), **the application is considered to be submitted to the Office for Personnel Social Benefits**

2.1. Employee's subsidy application for a holiday booked with other institution or privately arranged holiday

After logging into the DocSense system, go to the "Create" tab or click on the "New" icon and select the template from the list, which is named "request for employees and pensioners holiday co-financing 2021 edition".

Then, it is necessary to complete all fields in the form. The information that should appear in the various fields is the same as that on the paper application.

Step-by-step instructions for filling out the application form can be found in item 2.3 at the end of this document.

The subsidy application for a privately arranged holiday of an employee, according to the University of Warsaw Social Benefits Fund Rules and Regulations, should be submitted after using 14 consecutive days of leave (which, in addition to annual leave days, include Saturdays, Sundays and holidays). In the case of submitting applications using the DocSense system, the submission date will be considered the date of signing the application in the system (using the "Save" button).

Pursuant to § 13, section 6 of the University Social Benefits Fund Rules and Regulations, holiday subsidy applications for a given calendar year should be submitted no later than December 31 of the given year (the date of the application receipt by the Office shall be decisive, i.e. the date of its signature in the system).

Pursuant to § 13, section 8 of the University Social Benefits Fund Rules and Regulations, applications submitted after December 5 but no later than December 31 of the given year will be considered and processed in January of the following calendar year.

NOTE: Employees cannot submit the following applications using the DocSense application:
1) subsidy application for a holiday booked with other institutions authorised to organise recreational activities
2) subsidy application for a holiday of an employee's spouse, referred to in §10, section 2 of the University Social Benefits Fund Rules and Regulations.

The applications should be submitted in paper form along with the required attachments: the original invoice/receipt issued by the entity authorised to organise recreational activities and income certificates from all household members, in the case of subsidising a spouse's holiday.

Pursuant to § 13, section 8 of the University Social Benefits Fund Rules and Regulations, subsidy application for a holiday of an employee's spouse must be submitted at the same time as the one of the employee. In this situation, submitting both applications in paper form is recommended - it will facilitate coordination of benefits grating.

2.2. Employee's subsidy application for a holiday booked with other institution or privately arranged holiday of a child

Using the DocSense system, employees can apply for a subsidy for privately arranged holidays of children **under the age of 15.**

In the case of children **who have already reached the age of 15**, the applications must be submitted in paper form along with the following attachments, namely:

- a certificate of attendance at school or first-, second- or long-cycle studies **or**

- a certified copy of the certificate from an institution authorised to assess the degree of disability - in case of a subsidy application for a child who does not attend school and who, due to their illness, require permanent care and assistance of other persons in performing social roles and completing everyday functions in connection with a significantly reduced possibility of independent living.

Subsidy applications for a child's holiday booked with other institutions authorised to organise recreational activities (summer, winter and other camp stays) must be submitted in paper form **regardless of the child's age.** The original invoice/receipt issued by the entity authorised to organise the recreational activities should be attached to the subsidy application. The invoice must be issued in the applicant's name, include the holiday price in PLN, as well as the names and surnames of the persons benefiting from the holiday and its dates.

After logging into the DocSense system, go to the "Create" tab or click on the "New" icon and select the template from the list, which is named "request for children holiday co-financing 2021 edition".

Then, it is necessary to complete all fields in the form. The information that should appear in the various fields is the same as the one on the paper application.

Step-by-step instructions for filling out the application form can be found in item 2.3 at the end of this document.

Pursuant to § 13, section 6 of the University Social Benefits Fund Rules and Regulations, applications for holiday subsidy for a given calendar year should be submitted no later than December 31 of the given year (the date of the application receipt by the Office shall be decisive).
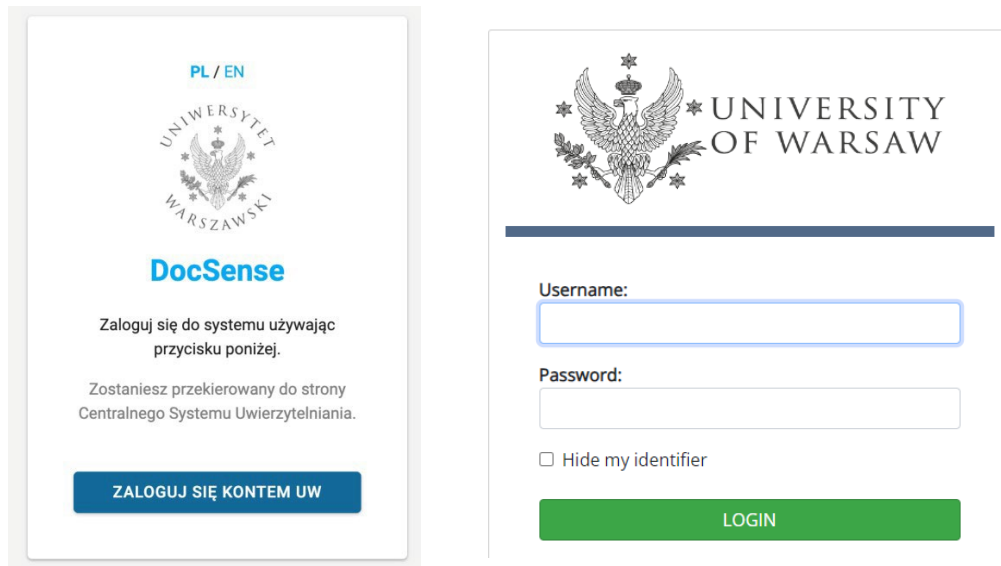
Pursuant to § 13, section 8 of the University Social Benefits Fund Rules and Regulations, applications submitted after December 5 but no later than December 31 of a given year will be considered and processed in January of the following calendar year.

The submission date of the subsidy application for the holiday of the employee's child's **does not have to be correlated** with the submission date of the subsidy application for the employee's holiday.

2.3. Electronic application submission - step-by-step instruction

1) **Access to the DocSense system from the University's internal network:**

In order to log in to the DocSense system from the University's internal network, all you have to do is go to https://generator.ds.uw.edu.pl and click on the "Zaloguj się kontem UW"/"Log in with your UW account" button. On the login page, please enter your username and password.

2) **Access to the DocSense system from outside the University's internal network:**

Accessing the system from outside the University's internal network is also possible by connecting your computer into the University's network virtually. That's what the UW VPN is meant for. Such a virtual connection must be performed for the entire computer (not the web browser itself). You can follow the instructions provided here yourself or ask your Unit's IT section for help configuring the UW VPN.
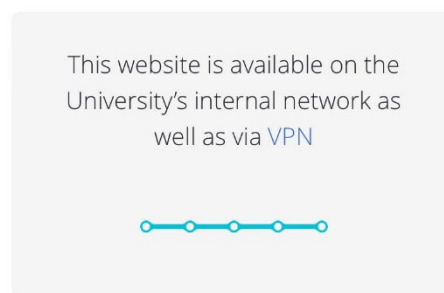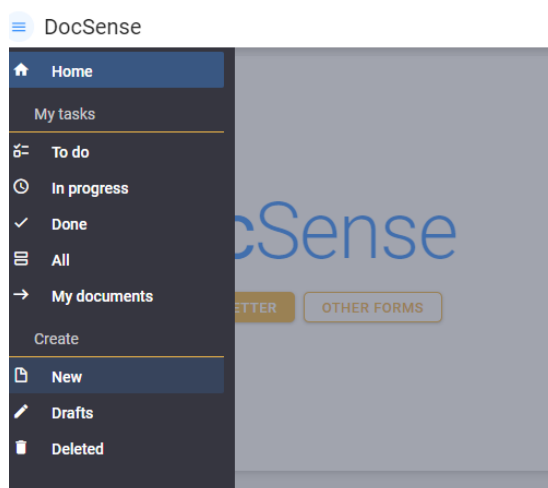
VPN

Virtual Private Network is a safe tunnel through the Internet, through which computer is connected with University network. The computer then has the same address as other computers at work. After turning on the VPN all traffic from home (or conference) is redirected to UW, and from there gets to the rest of the internet. You are working from your home, but your computer seems to be standing on your desk at work.

University systems remote access

- Authorisation: library systems e.g. Springerlink, ACM Digital Library, University sharepoint, USOSadm and more
- To log in visit: vpn.uw.edu.pl

Available for:

employee   student   IT

● Available   ● Not available
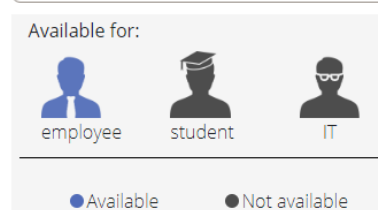
3) After logging into the DocSense system, go to the "Create" section in the menu on the left, then, click "New" button and choose the type of application you want to submit from the drop-down list that appears on the screen.

≡ DocSense

Home

My tasks

- To do
- In progress
- Done
- All
- My documents

Create

- New
- Drafts
- Deleted

4) After that, you need to fill in the fields in the form. You can check the application's appearance using the "Preview" tab. You can interrupt filling in the application at any time, saving it as a "Draft" (the "Save Draft" button), and return to fill it in later – it will be available in the "Drafts" tab.

5) If you have completed the application and want to submit it to the Office for Personnel Social Benefits for its processing, click "Save". By clicking this button, you sign the application. The application will be automatically forwarded to the competent employee of the Office for Personnel Social Benefits.

After signing (clicking on the "Save" button), the document will be in the "All" tab, where you can view it and check whether it has been received or rejected by the Office for Personnel Social Benefits. (Information about the response to the application can be found in the list of documents in the "Status" column - full document details can be found by clicking on the document's status).