

1. Select **Me** to display your employee functions

Good afternoon, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk Management Sales Service >

QUICK ACTIONS APPS

This screenshot shows the top navigation bar of the ESS system. The user is identified as Arya Stark. The navigation bar includes links for 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' link is highlighted with a red box. Below the navigation bar, there are sections for 'QUICK ACTIONS' and 'APPS'.

2. Scroll down and click **Show More** under the **Quick Actions** list

Employment Info

Additional Assignment Info

Document Delivery Preferences

Roles and Delegations

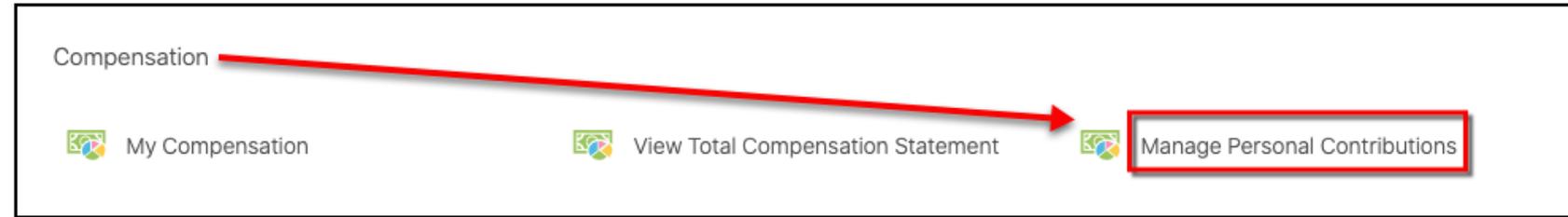
Expenses

Show More

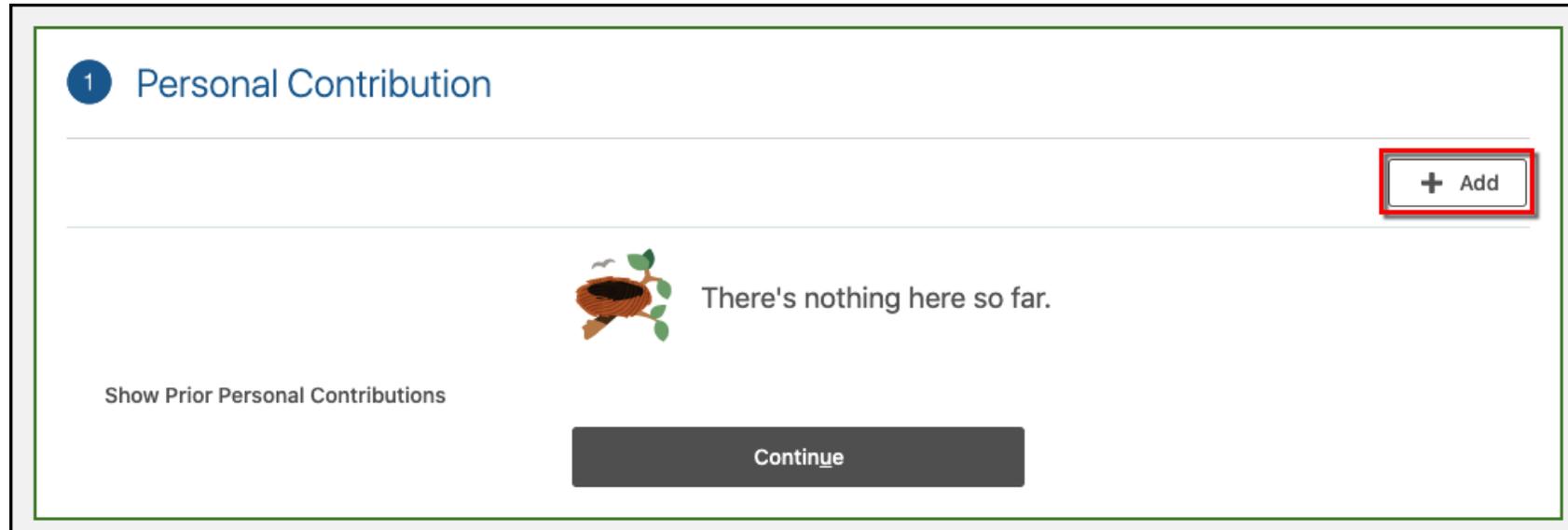
Things to Finish

This screenshot shows the 'QUICK ACTIONS' section of the ESS system. It contains a list of actions: 'Employment Info', 'Additional Assignment Info', and 'Document Delivery Preferences'. To the right of this list are icons for 'Roles and Delegations' and 'Expenses', followed by a plus sign. A red box highlights the 'Show More' button at the bottom of the list. Below the 'QUICK ACTIONS' section is a section titled 'Things to Finish'.

3. Click **Manage Personal Contributions** under the **Compensation** heading



4. Click **Add**



5. Select **Cellphone** for the plan
6. Select **Per Diem** for the Option
7. Review the **Plan Info**
8. Click **OK**

1 Personal Contribution

Plan  
Cellphone

Option  
Per Diem

Start Date  
11/3/2020

End Date  
 Ongoing

Pay Value

Amount

Hide Plan Info

The Cellphone Per Diem Amount for 2020 is \$26.30 per month.

**Employee Acknowledgement**

I understand that checking this box constitutes a legal signature confirming all information provided on this application is true and accurate.

OK Cancel

Continue

\*Periodicity  
Calendar Month

\*Reporting Unit  
None

\*Proration Conversion Rule  
Standard Rate Annualized

\*Periodicity Conversion Rule  
Standard Rate Annualized

\*Proration Unit  
Daily

9. If you need to include comments or attachments, click **Continue**

10. Otherwise, click **Submit**

### Manage Contributions

Arya S Stark

**Submit** **Cancel**

#### 1 Personal Contribution

**+ Add**

Cellphone Per Diem 11/3/2020 - Ongoing	26.30 USD   Recurring	
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Show Prior Personal Contributions

**Continue**

#### 2 Comments and Attachments

11. Navigate back to the **Manage Contributions** page

12. View the **Approval Chain**

**Note:** You can only have 1 contribution request in progress at a time

An additional request can't be made until the initial one has been approved or rejected

**End of Procedure**

### Manage Contributions

Arya S Stark



**Warning**

Approval in Progress

#### Approval Chain

11/3/2020 5:33 PM



Assigned to Karla Block.



11/3/2020 5:33 PM



Submitted by Arya Stark.