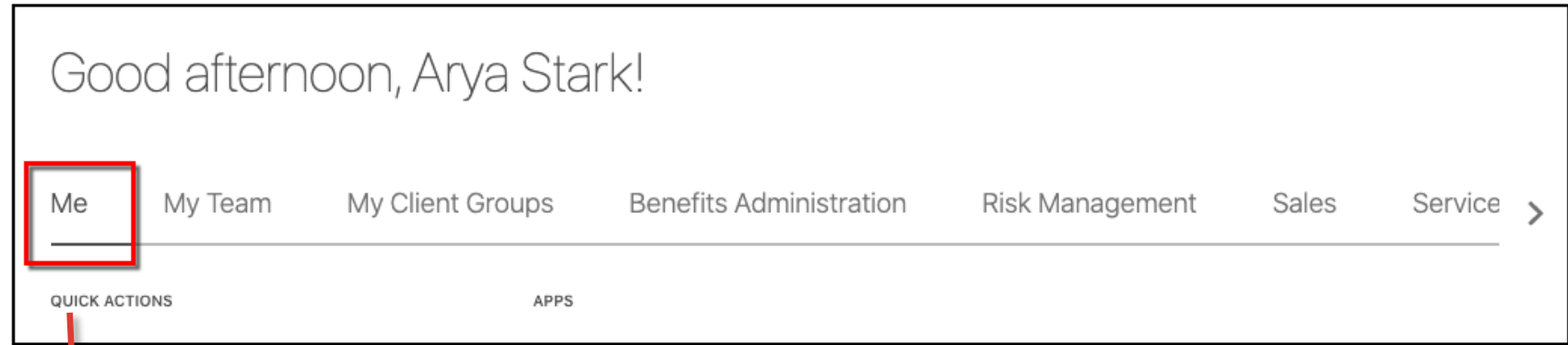


1. Select **Me** to display your employee functions

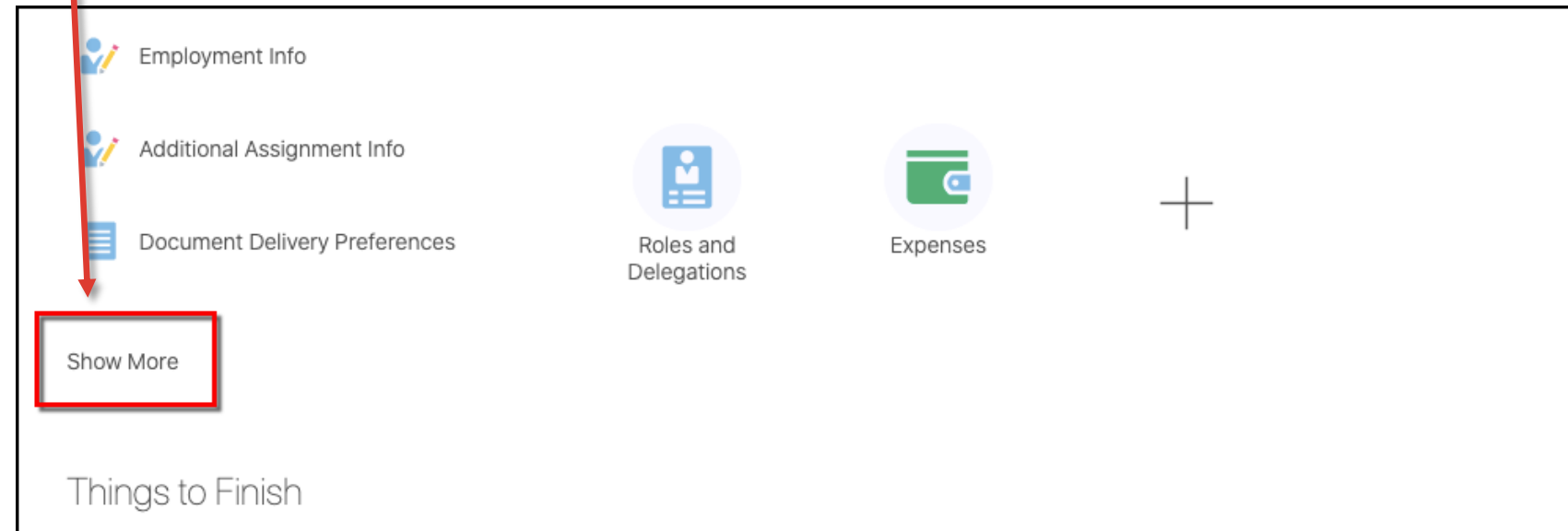


Good afternoon, Arya Stark!

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

QUICK ACTIONS APPS

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



Employment Info

Additional Assignment Info

Document Delivery Preferences

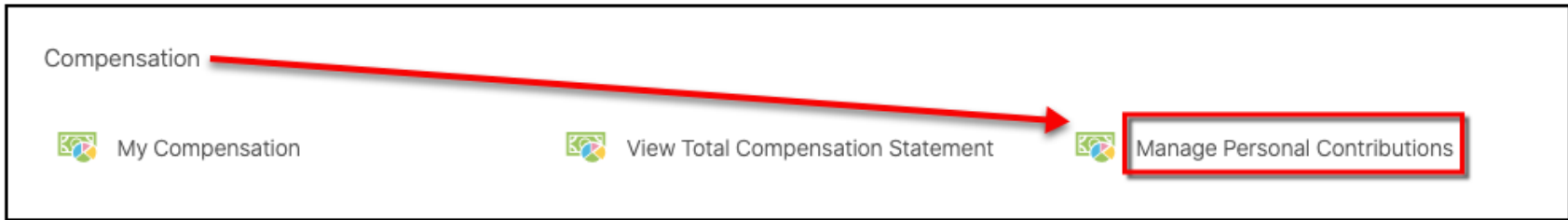
Roles and Delegations

Expenses

Show More

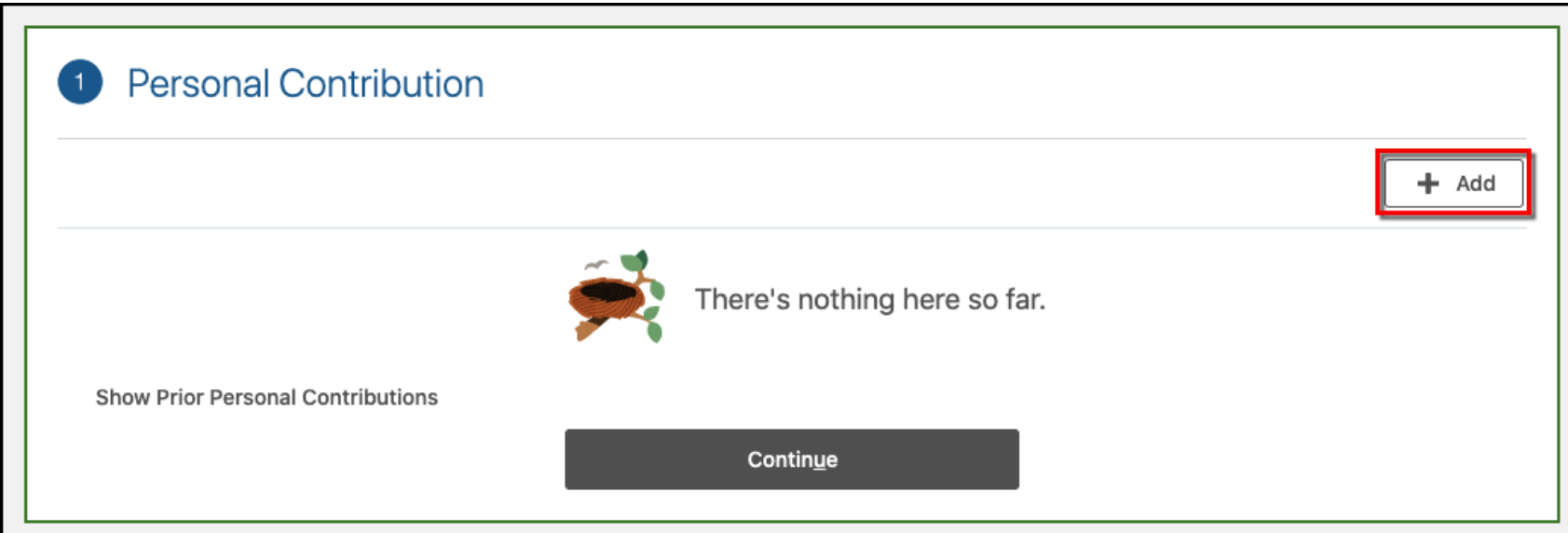
Things to Finish

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



A screenshot of a web interface showing a 'Compensation' heading. Below it are three menu items: 'My Compensation', 'View Total Compensation Statement', and 'Manage Personal Contributions'. A red arrow points from the 'Compensation' heading to the 'Manage Personal Contributions' item, which is also enclosed in a red rectangular box.

4. Click **Add**



A screenshot of a web interface titled '1 Personal Contribution'. The page is mostly empty, with a '+ Add' button in the top right corner highlighted by a red box. Below the main content area, there is a message 'There's nothing here so far.' accompanied by a nest icon. At the bottom, there is a 'Show Prior Personal Contributions' link and a 'Continue' button.

5. Select your union for the **plan**
6. Select **Union Dues** for the **Option**
7. Enter the **Start Date**
8. Enter the **Amount**
9. Review the **Plan Info**
10. Click **OK**

1 Personal Contribution

Plan
OPEIU Local 512

Option
Local 512 Union Dues

***Start Date**

Amount

End Date
 Ongoing

Period Type
Periodically

Hide Plan Info

Alert! Employee must attach the Union Dues form to the request.

1 Personal Contribution

+ Add

OPEIU Local 512
Local 512 Union Dues
11/4/2020 - Ongoing

USD | Recurring



Show Prior Personal Contributions

Continue

11. Click **Continue**

12. Drag or click to upload the Union Dues form

13. Click **Submit**

Manage Contributions
Arya S Stark

1 Personal Contribution Edit

2 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

Submit Cancel

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

15. 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 6:04 PM



Assigned to CMHA_Compensation Manager Custom.



11/3/2020 6:04 PM



Submitted by Arya Stark.