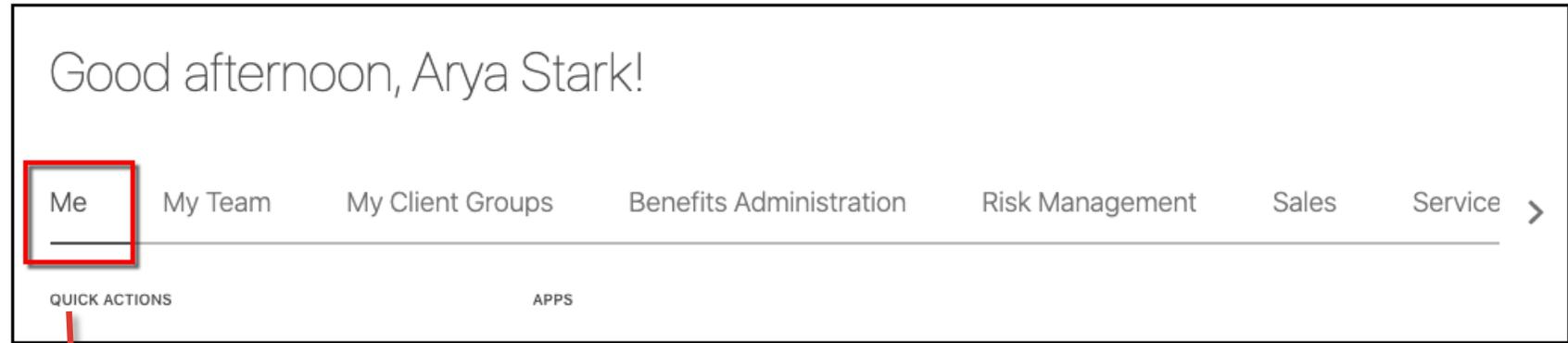


1. Select **Me** to display your employee functions

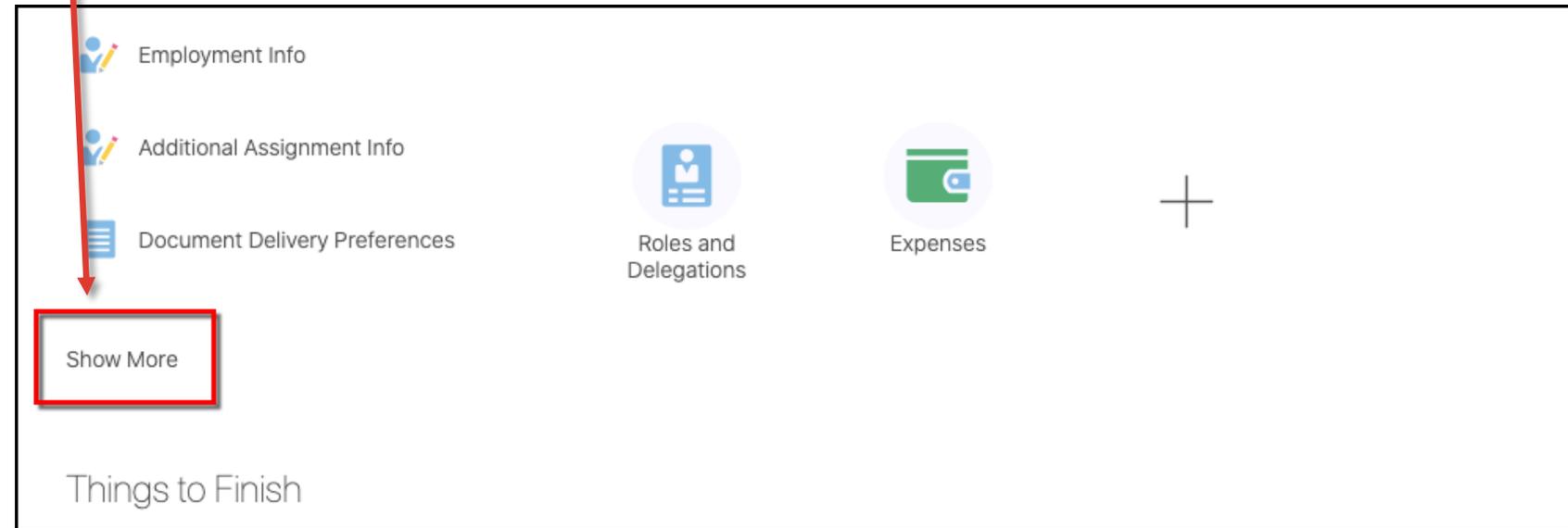


Good afternoon, Arya Stark!

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

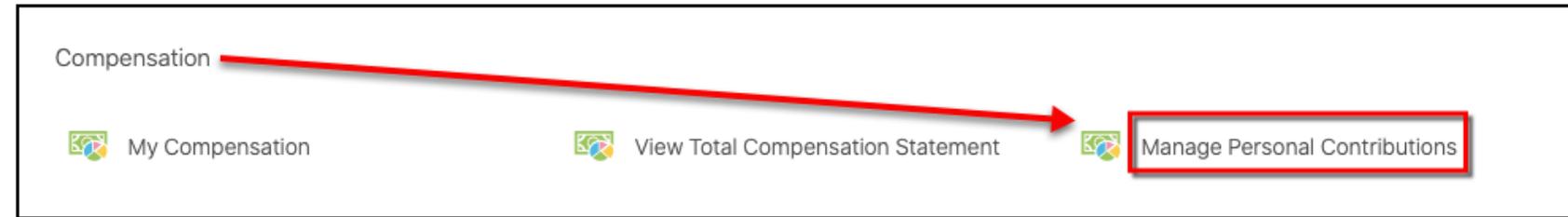
Roles and Delegations

Expenses

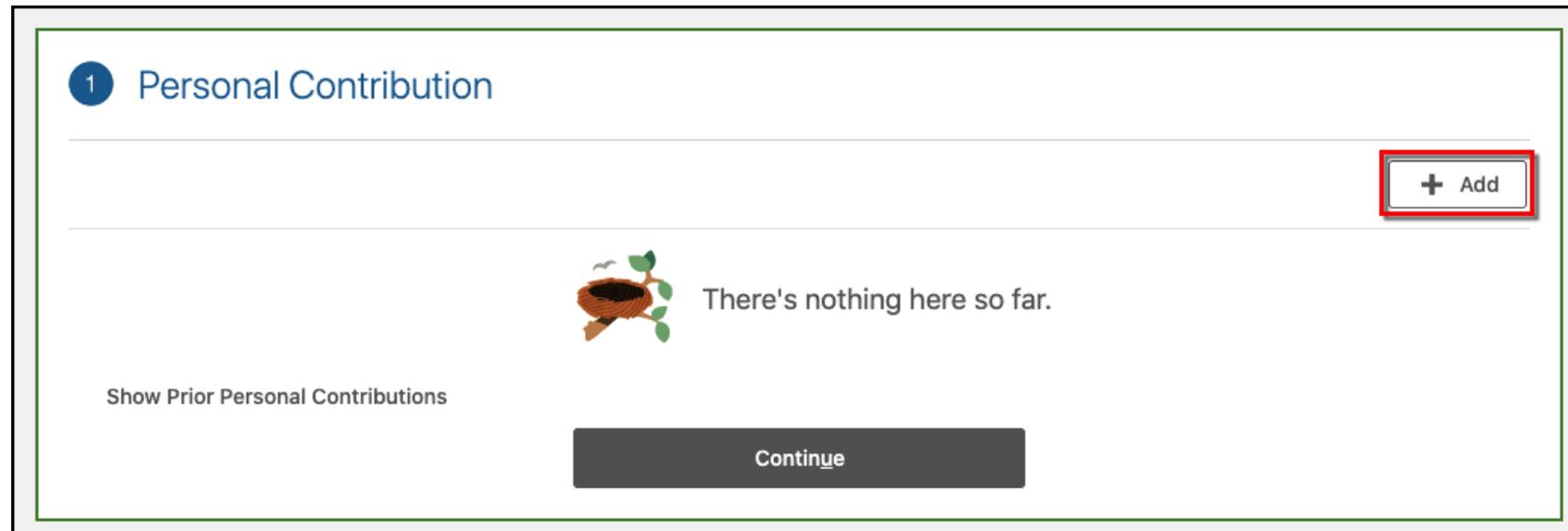
Show More

Things to Finish

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



4. Click **Add**



5. Select **United Way** for the plan
6. Select **One Time Deduction** or **Recurring Deduction** for the **Option**
7. Enter the deduction **details**
8. Review the **Plan Info**
9. Click **OK**

1 Personal Contribution

Plan
United Way

Option
Recurring Deduction

Start Date
11/3/2020

End Date
12/27/2020 Ongoing

Amount

Hide Plan Info

Total Owed

Towards Owed
Yes

Maximum Amount

Alert! Employee must attach the United Way form to the request.

10. Click **Continue**

1 Personal Contribution

[+ Add](#)

United Way
Recurring Deduction
11/3/2020 - 12/27/2020

10.00 USD | Recurring



Show Prior Personal Contributions

[Continue](#)

- 11. Drag or click to upload the United Way form
- 12. Click **Submit**

Manage Contributions Submit Cancel
Arya S Stark

1 Personal Contribution Edit

2 Comments and Attachments

Comments Comments

Attachments

 Drag files here or click to add attachment

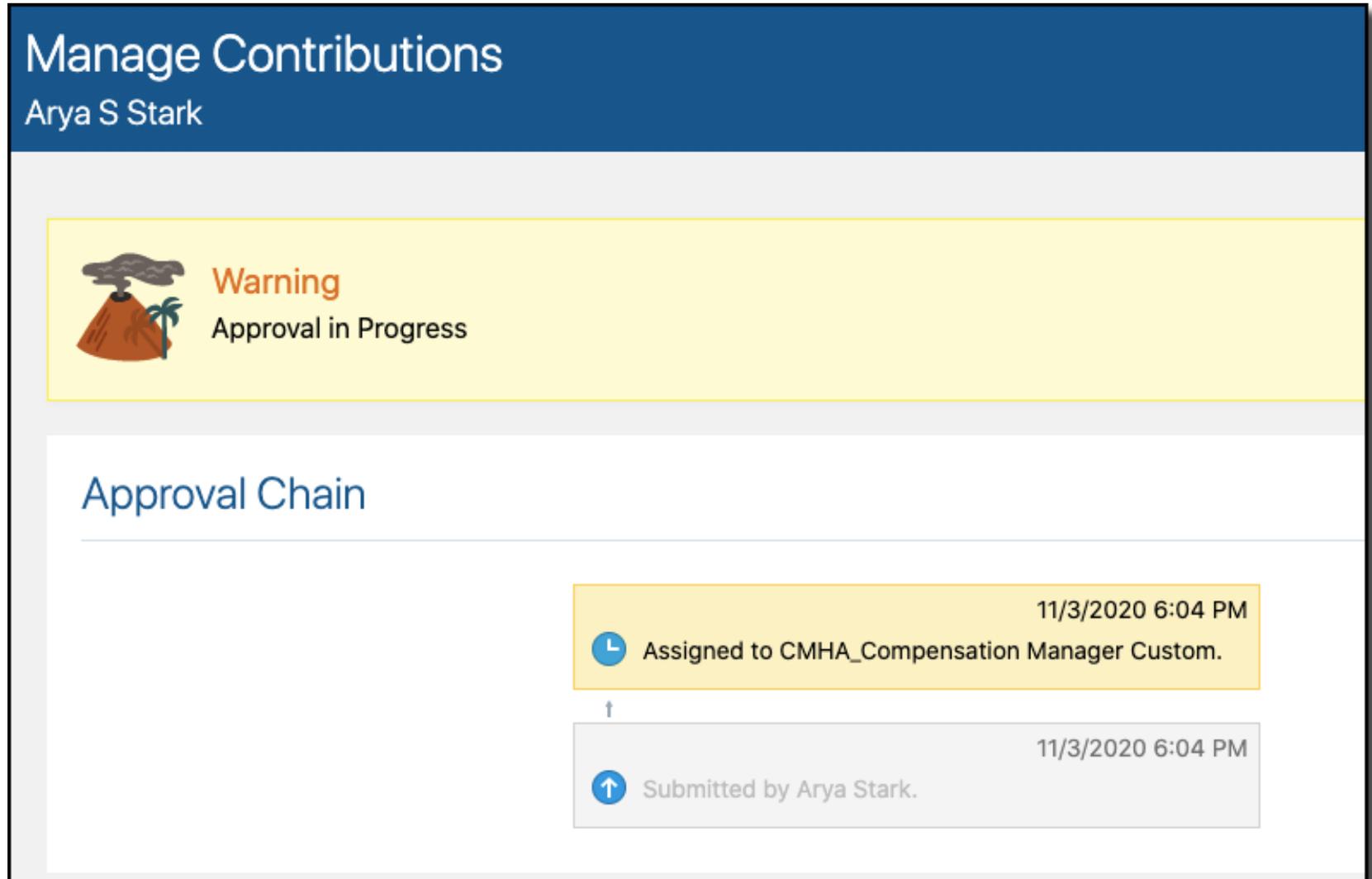
13. Navigate back to the **Manage Contributions** page

14. 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



The screenshot displays the 'Manage Contributions' interface for user Arya S Stark. At the top, there is a blue header with the title and user name. Below this, a yellow warning banner features a volcano icon and the text 'Warning Approval in Progress'. The main content area is titled 'Approval Chain' and shows a vertical list of two actions. The top action is 'Assigned to CMHA_Compensation Manager Custom.' with a left-pointing arrow icon, dated '11/3/2020 6:04 PM'. Below it is 'Submitted by Arya Stark.' with an up-pointing arrow icon, also dated '11/3/2020 6:04 PM'.