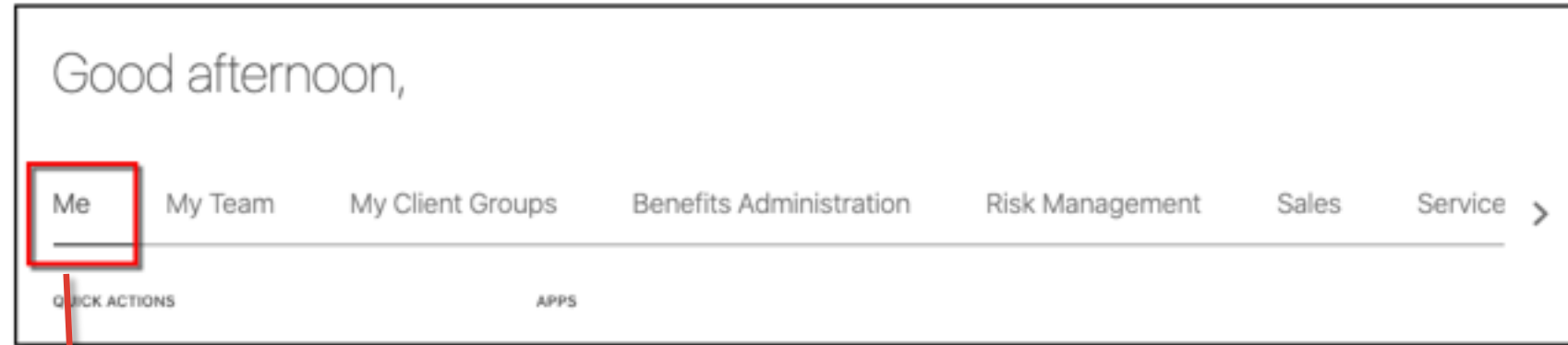
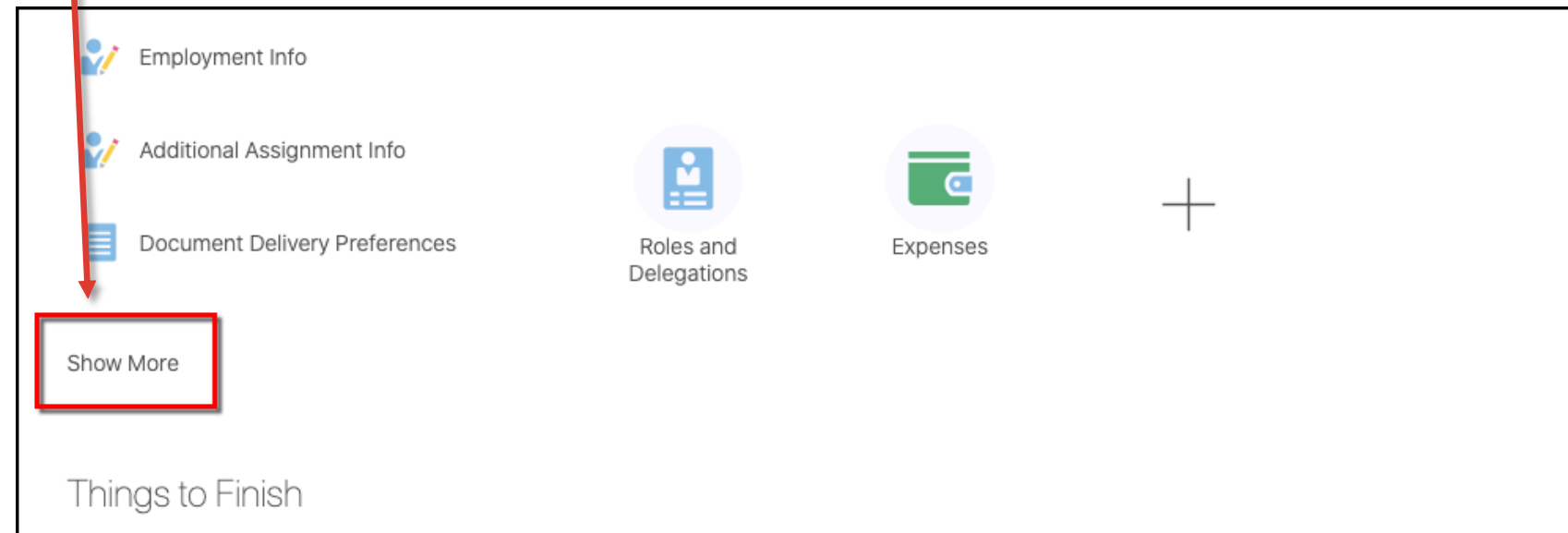


1. Select **Me** to display your employee functions.



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



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

Compensation

 **Manage Personal Contributions**  My Compensation  View Total Compensation Statement

4. Enter the **Start** date for the per diem request.

5. Click the **Continue** button.

1 When

*When does this award start?

9/9/21 

Continue

6. Click the **Add** button.

1 Personal Contribution

+ Add



There's nothing here so far.

Show Prior Personal Contributions

Continue

7. Select **Cellphone** for the **plan**.

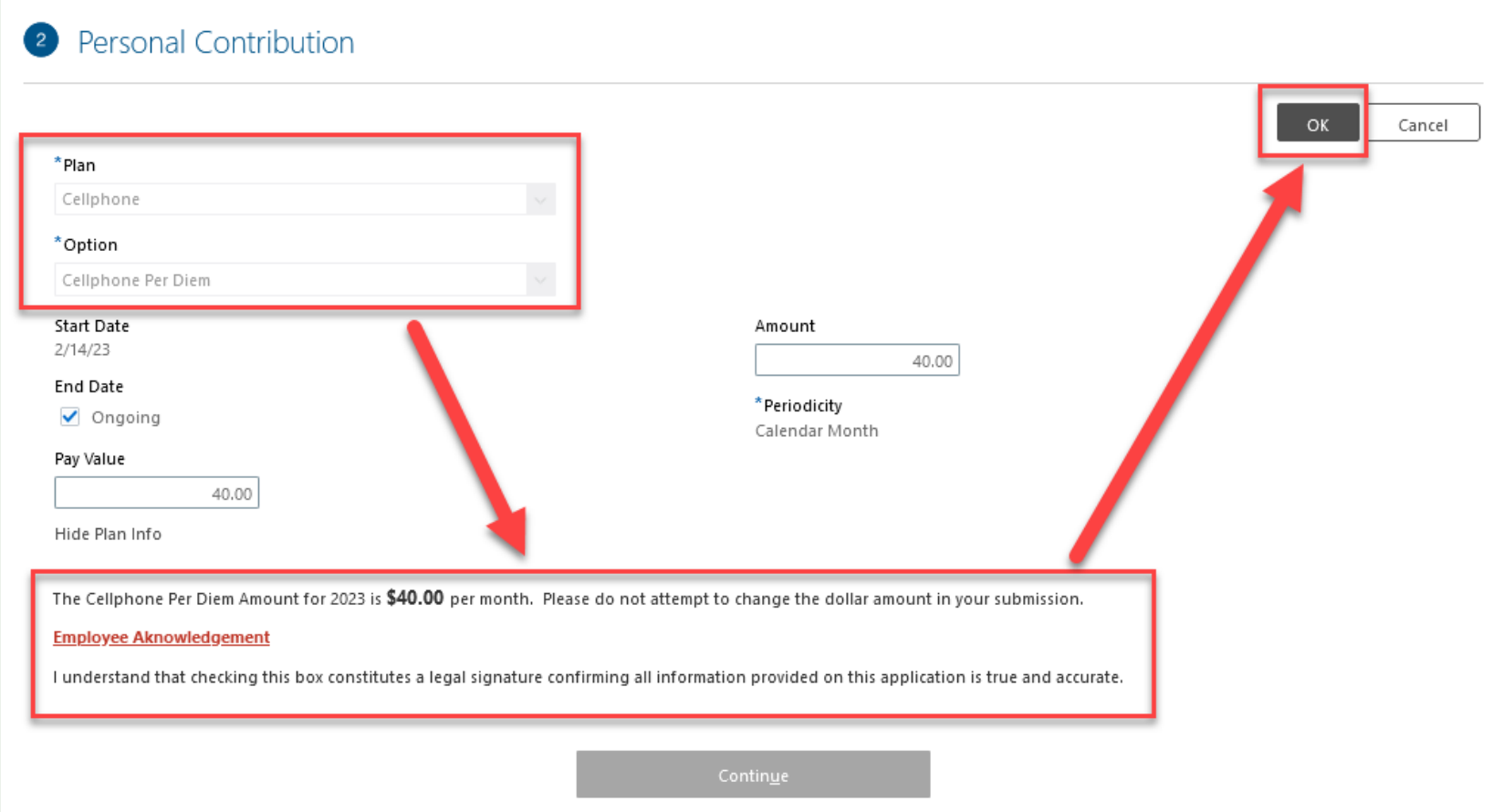
8. Select **Cellphone Per Diem** for the **Option**.

Note: The **Pay Value** defaults to \$40.00.

DO NOT ENTER THE AMOUNT OR PAY VALUE

9. Review the remaining details and the **Employee Acknowledgement**.

10. Click **OK**.

The screenshot shows a web form titled '2 Personal Contribution'. It contains several fields: a dropdown for '* Plan' with 'Cellphone' selected, a dropdown for '* Option' with 'Cellphone Per Diem' selected, a 'Start Date' field with '2/14/23', an 'End Date' field with a checked 'Ongoing' option, and a 'Pay Value' field with '40.00'. To the right, there is an 'Amount' field with '40.00' and a '* Periodicity' dropdown with 'Calendar Month' selected. At the top right are 'OK' and 'Cancel' buttons. At the bottom is a 'Continue' button. A red box highlights the plan and option dropdowns, with a red arrow pointing to a larger red box at the bottom. This larger box contains the text: 'The Cellphone Per Diem Amount for 2023 is \$40.00 per month. Please do not attempt to change the dollar amount in your submission.' followed by a redacted 'Employee Acknowledgement' section. Another red arrow points from this box to the 'OK' button.

2 Personal Contribution

* Plan
Cellphone

* Option
Cellphone Per Diem

Start Date
2/14/23

End Date
☒ Ongoing

Pay Value
40.00

Hide Plan Info

Amount
40.00

* Periodicity
Calendar Month

OK Cancel

The Cellphone Per Diem Amount for 2023 is \$40.00 per month. Please do not attempt to change the dollar amount in your submission.

Employee Acknowledgement

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

Continue

11. Click the **Continue** button.

2 Personal Contribution

Cellphone
Cellphone Per Diem
9/9/21 - Ongoing

26.30 USD | Recurring

+ Add

Continue

12. In the **Attachments** section, click the **link to add an attachment**.

13. Click **Add File**.

3 Comments and Attachments

Comments

Attachments

A blue cloud icon with a green upward-pointing arrow.

Drag files here or click to add attachment

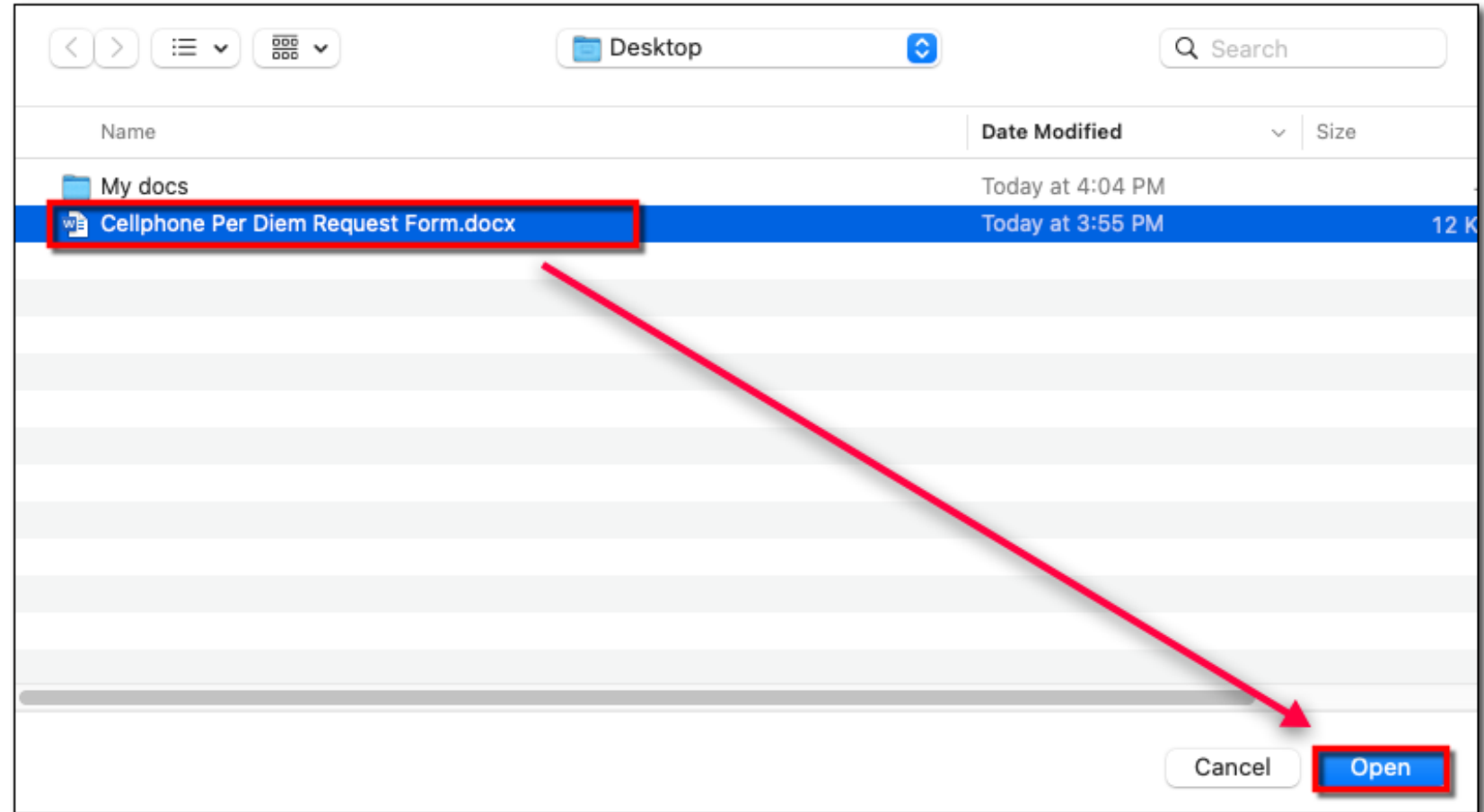
Add File

Add Link

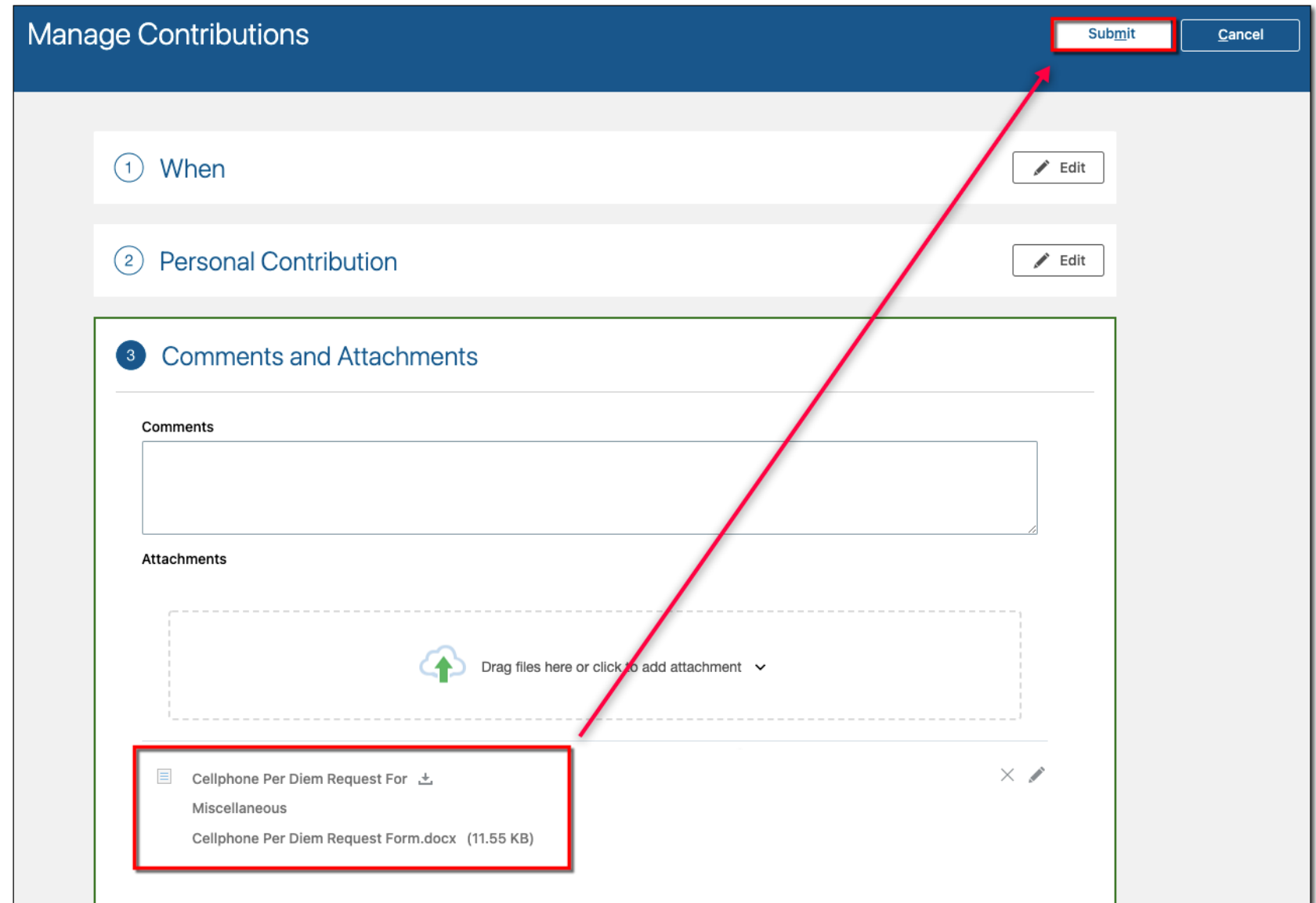
14. Select the completed Cellphone Per Diem Request Form from the saved location on your computer.

Note: Your file layout structure will look different than what you see in this image.

Note: The blank Cellphone Per Diem Request Form can be found on the intranet in the following folder: intranet-reference\Payroll and Benefits\Payroll Forms and Information\Cell Phone Per Diem Forms.



15. Verify the uploaded form is displayed as an attachment, then click the **Submit** button.

The screenshot shows a web form titled 'Manage Contributions' with a dark blue header. In the top right corner of the header are 'Submit' and 'Cancel' buttons. The form is divided into three sections: '1 When' with an 'Edit' button, '2 Personal Contribution' with an 'Edit' button, and '3 Comments and Attachments'. The 'Comments' section has a text area. The 'Attachments' section features a dashed box with a green upload icon and the text 'Drag files here or click to add attachment'. Below this, a list of attachments is shown, with one item highlighted by a red box: 'Cellphone Per Diem Request For Miscellaneous Cellphone Per Diem Request Form.docx (11.55 KB)'. A red arrow points from this attachment list up to the 'Submit' button.

16. Navigate back to the **Manage Contributions** page. A message appears indicating your **submittal is in progress**.

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



Your submission is in progress.