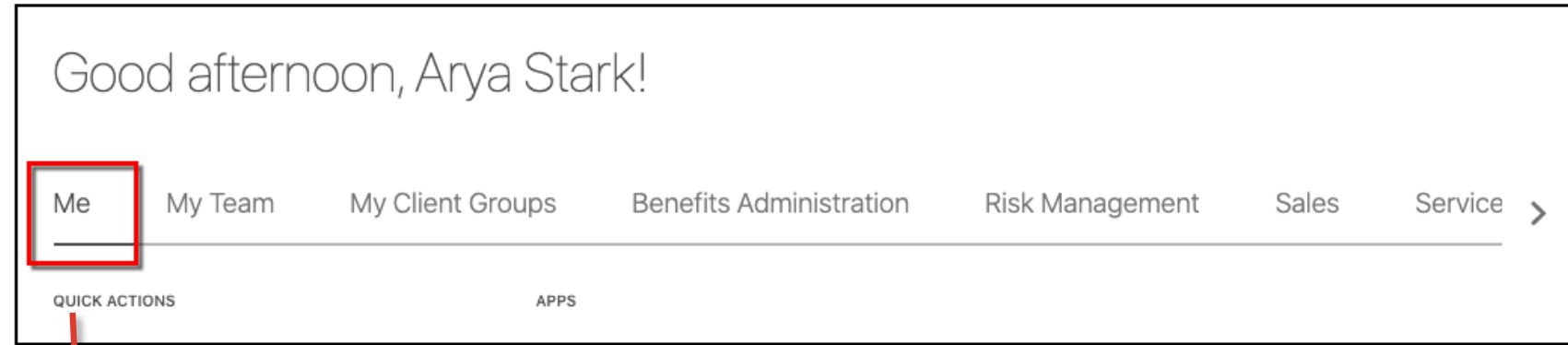
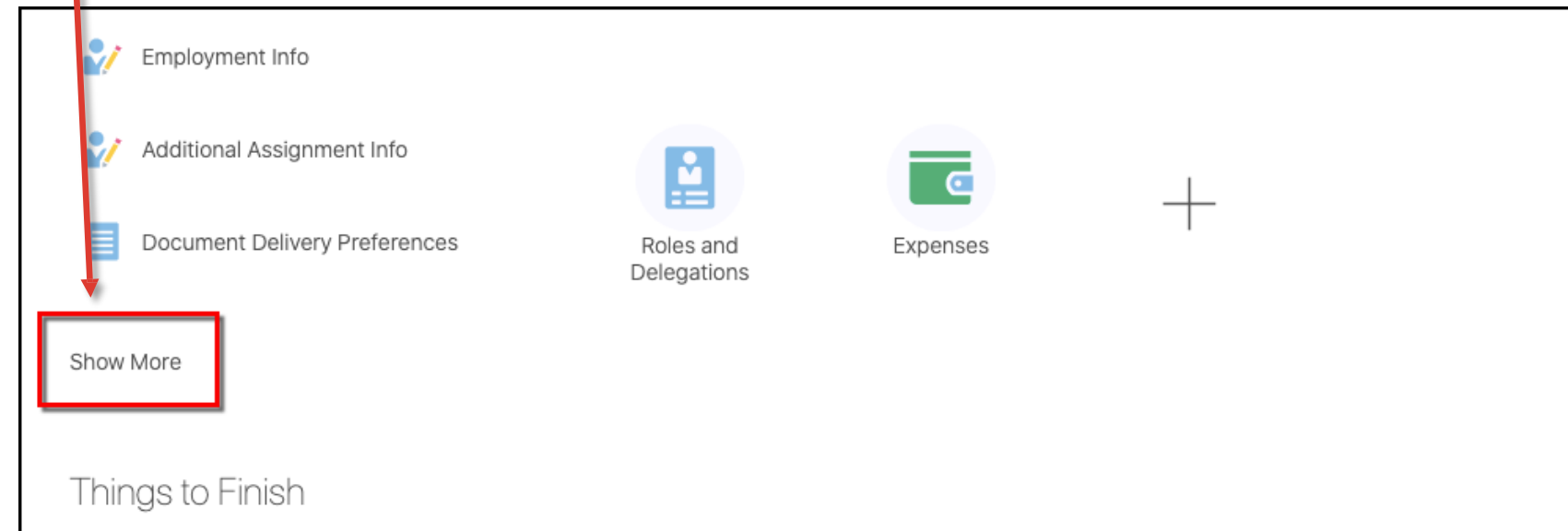


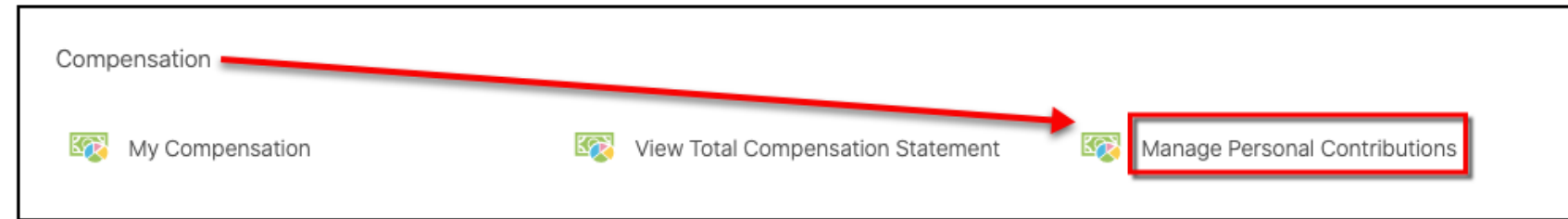
1. Select **Me** to display your employee functions



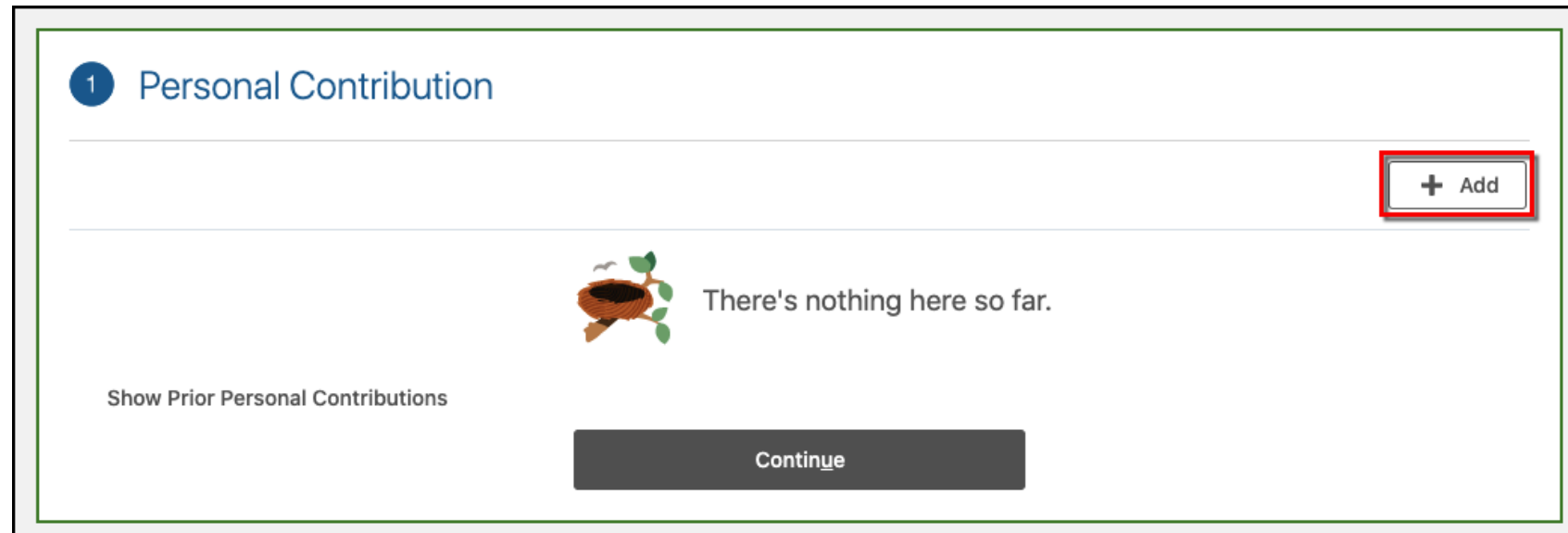
2. Scroll down and click **Show More** under the **Quick Actions** list



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



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 **UNITED WAY PLEDGE FORM** to complete form for attachment
10. Save the form to your desktop for uploading.
11. Click **OK**

2

Personal Contribution

*Plan

United Way

*Option

Recurring Deduction

*Start Date

12/10/22

End Date

12/8/23

☐ Ongoing

Hide Plan Info

Amount

5.00

Maximum Amount

[UNITED WAY PLEDGE FORM](#)

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

Continue

OK

Cancel

10. Click **Continue**

1

Personal Contribution

+ Add

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

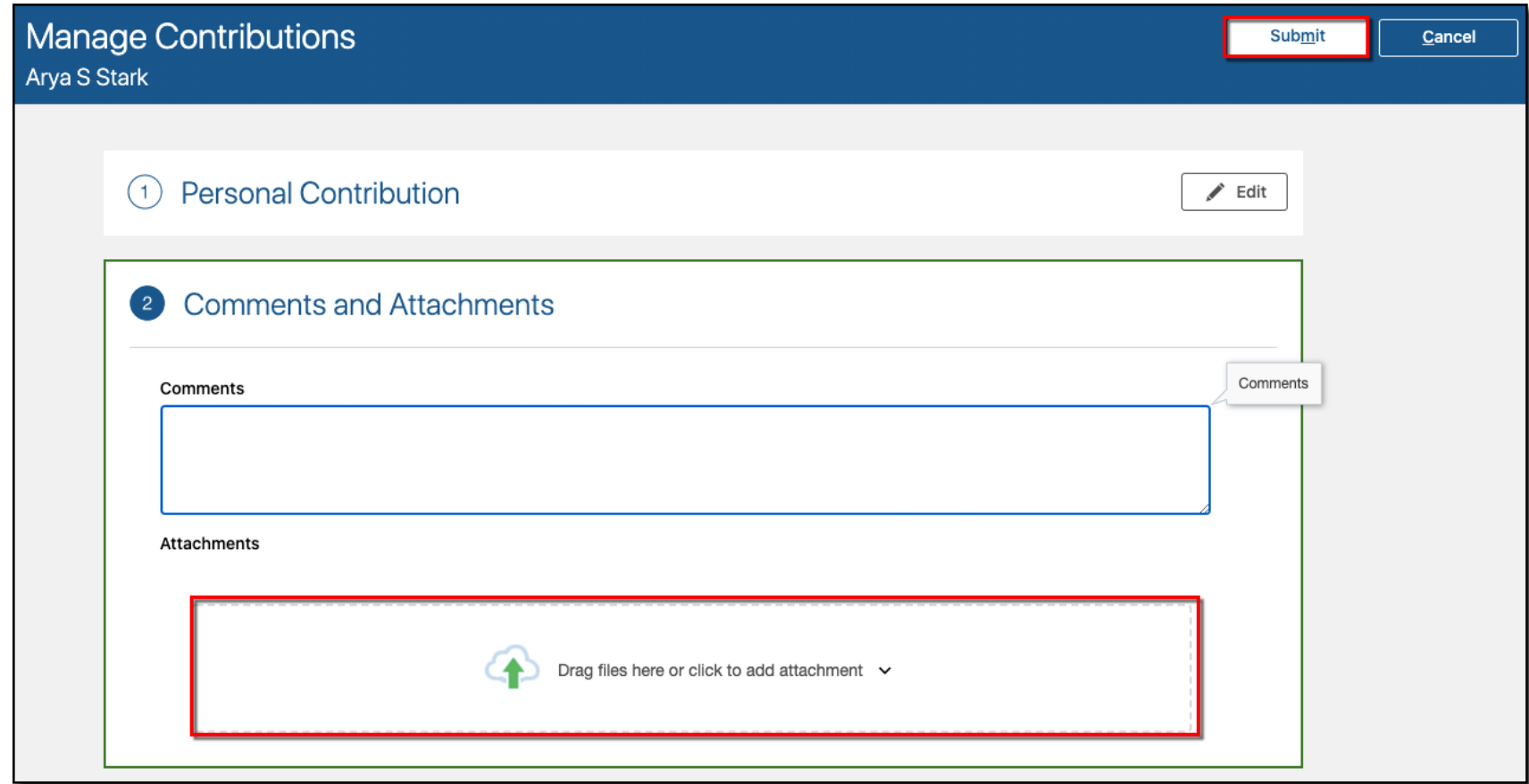
10.00 USD | Recurring

Show Prior Personal Contributions

Continue

11. Drag or click to upload the United Way form

12. Click **Submit**

The screenshot shows a web form titled 'Manage Contributions' with the user name 'Arya S Stark' in the top left. In the top right, there are 'Submit' and 'Cancel' buttons, with 'Submit' highlighted by a red rectangle. The form has two main sections: '1 Personal Contribution' and '2 Comments and Attachments'. The 'Personal Contribution' section has an 'Edit' button. The 'Comments and Attachments' section contains a 'Comments' text area and an 'Attachments' section. The 'Attachments' section is highlighted with a red rectangle and contains a cloud icon with an upward arrow and the text 'Drag files here or click to add attachment'. A 'Comments' tooltip is visible next to the text area.

Manage Contributions

Arya S Stark

Submit Cancel

1 Personal Contribution Edit

2 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

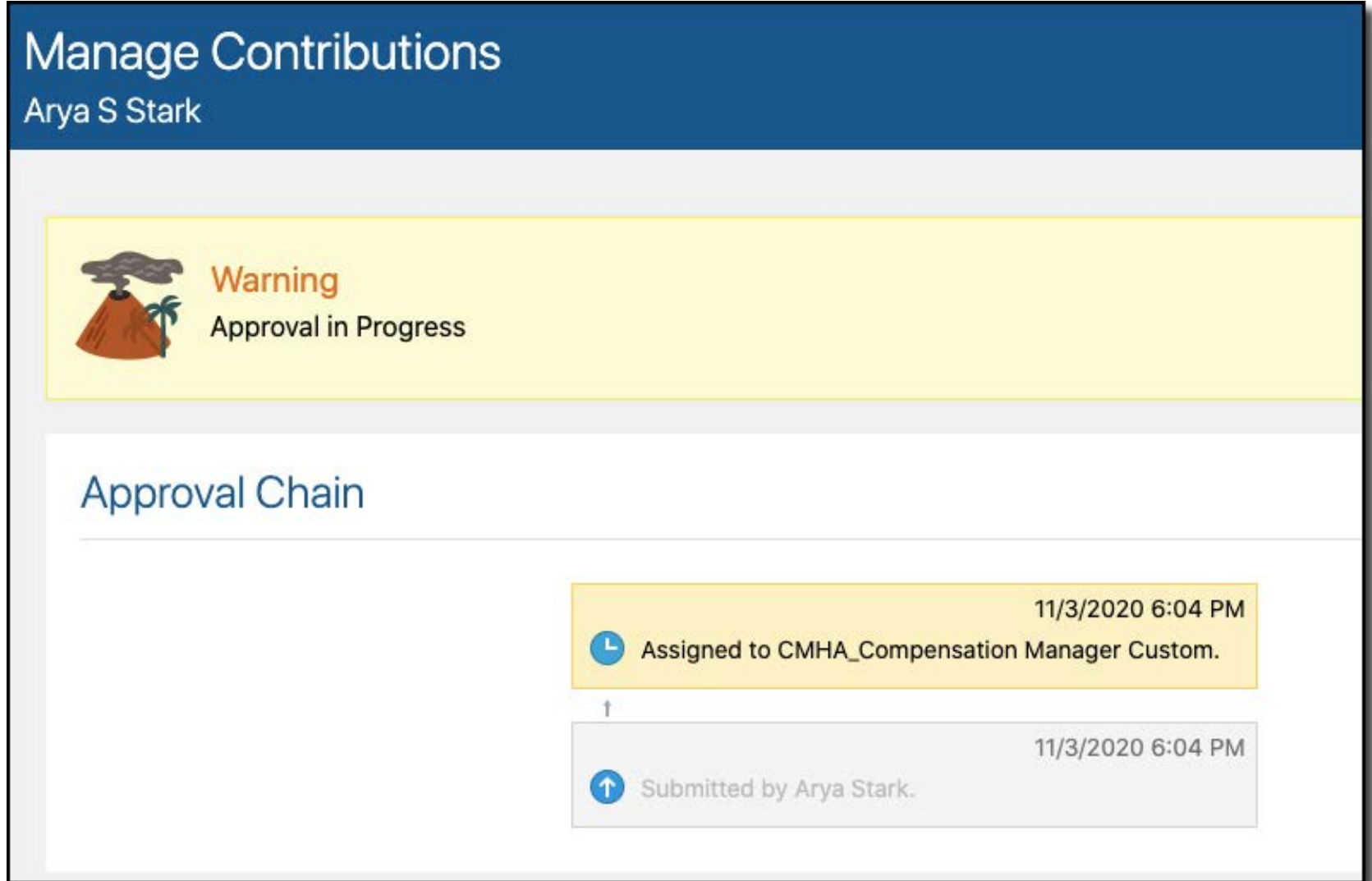
13. Navigate back to the **Manage Contributions** page

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 shows a web interface for 'Manage Contributions' by 'Arya S Stark'. At the top, there's a blue header with the title and name. Below this is a yellow warning banner with a volcano icon, stating 'Warning: Approval in Progress'. Underneath is a section titled 'Approval Chain'. It contains two entries: the top one is yellow and says 'Assigned to CMHA_Compensation Manager Custom.' with a clock icon and the timestamp '11/3/2020 6:04 PM'; the bottom one is grey and says 'Submitted by Arya Stark.' with an upward arrow icon and the same timestamp. An upward arrow is also visible between the two entries.

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.