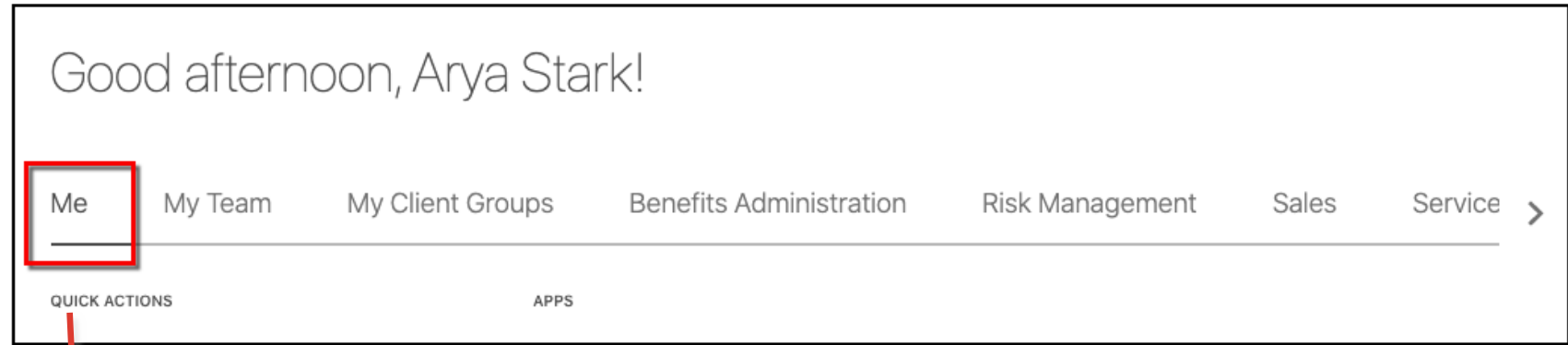


1. Select **Me** to display your employee functions

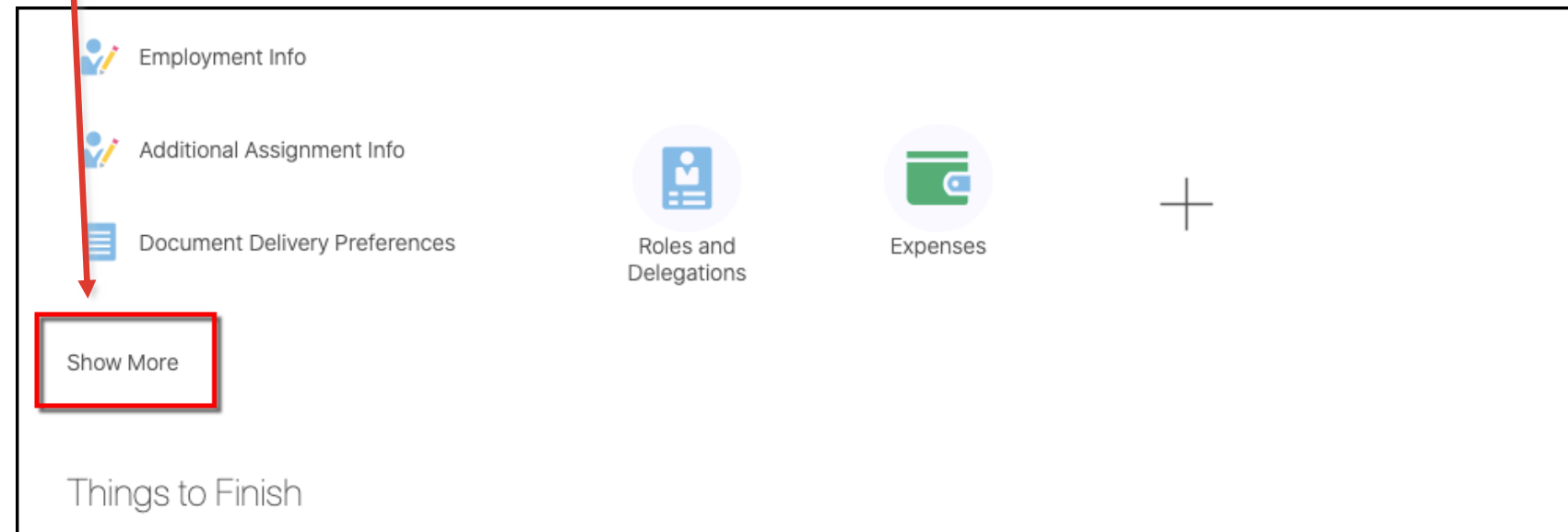


Good afternoon, Arya Stark!

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

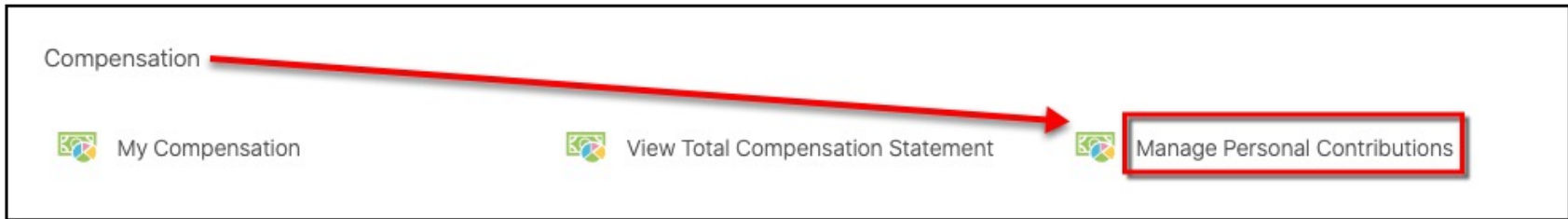
Roles and Delegations

Expenses

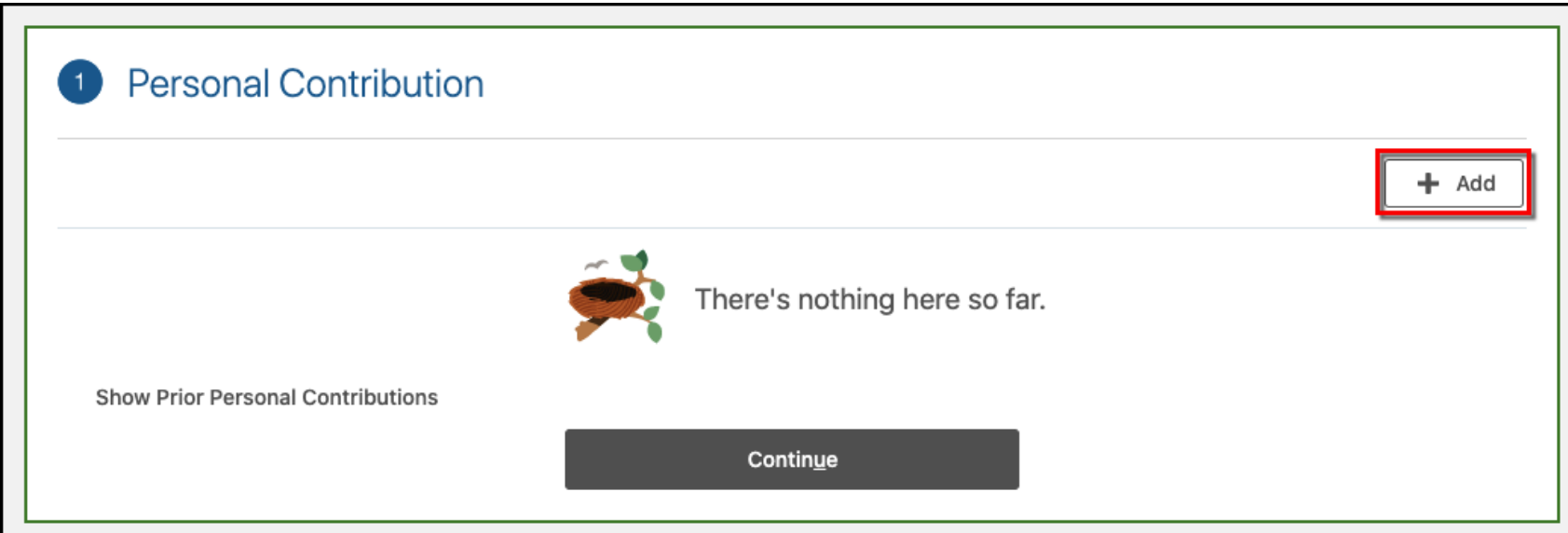
Show More

Things to Finish

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



4. Click **Add**



5. Select your union for the **plan**
6. Select **Union Dues** for the **Option**
7. Enter 1st day **AFTER** your probation end date or the request date as the **Start Date**
Note: Do not use any other dates - Do not enter an **Amount**. Connect will automatically calculate the required deduction.
8. Review the **Plan Info**
9. Click **OK**

1 Personal Contribution

Plan
OPEIU Local 512

Option
Local 512 Union Dues

***Start Date**
11/4/2020

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

10. Click **Continue**

11. Drag or click to upload the Union Dues 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

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.