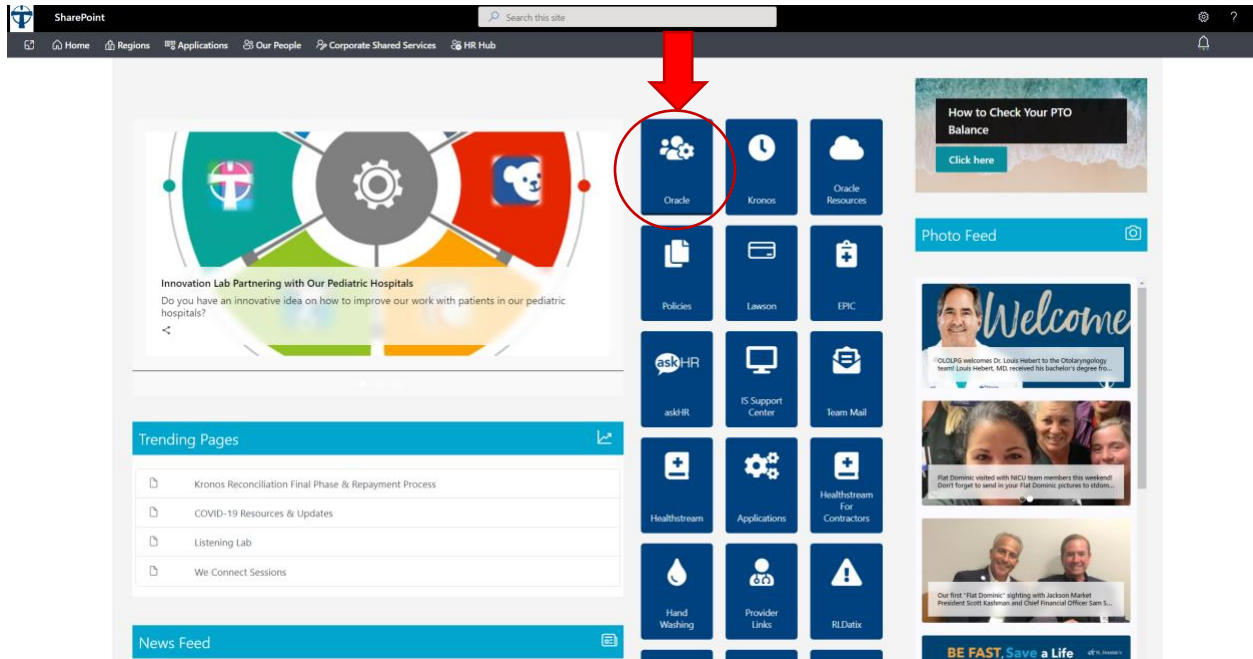
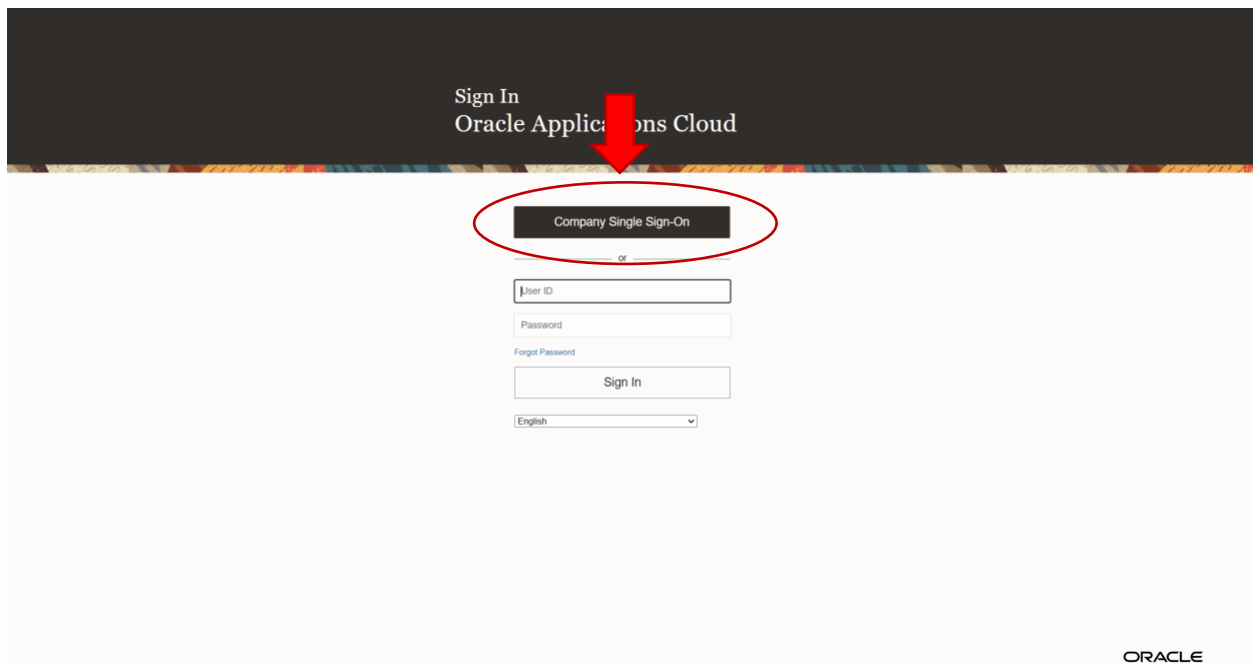


Payroll Deductions Through Oracle

Step 1 – Click the “Oracle” button on TeamLink.



Step 2 – Click the “Company Single Sign-On” button.



Step 3 – Click the “Manage Personal Contributions” button.

Good morning,

Me Sales Service Help Desk Tools Others

QUICK ACTIONS

Personal Details
Document Records
Additional Person Info
Identification Info
Contact Info
Family and Emergency Contacts
My Organization Chart
My Public Info

APPS



Directory



Onboarding



Checklist Tasks



Pay



Career and Performance



Personal Information



Learning



Benefits



Current Jobs



Expenses



Show More

Things to Finish

Step 4 – If you have any ongoing deductions, you will see those listed on this page. You can manage ongoing deductions by clicking on the pencil under “Add”. If you do not have an ongoing deduction, you will need to click the “Add” button.

1 Personal Contribution

+ Add

Foundation BR
Amount
12/19/21 - Ongoing

5.00 USD | Recurring

Show Prior Personal Contributions

Continue

2 Comments and Attachments

1 Personal Contribution

+ Add

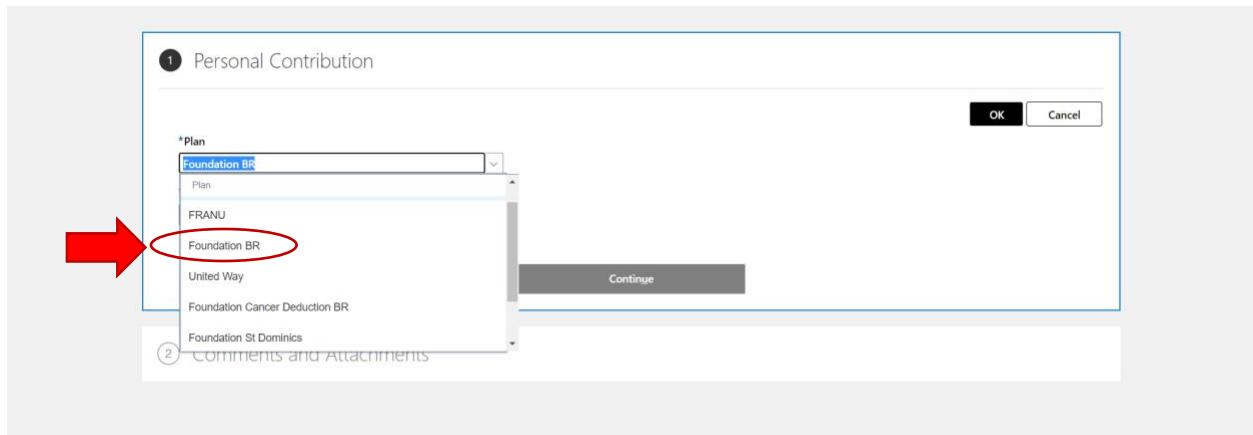
There's nothing here so far.

Show Prior Personal Contributions

Continue

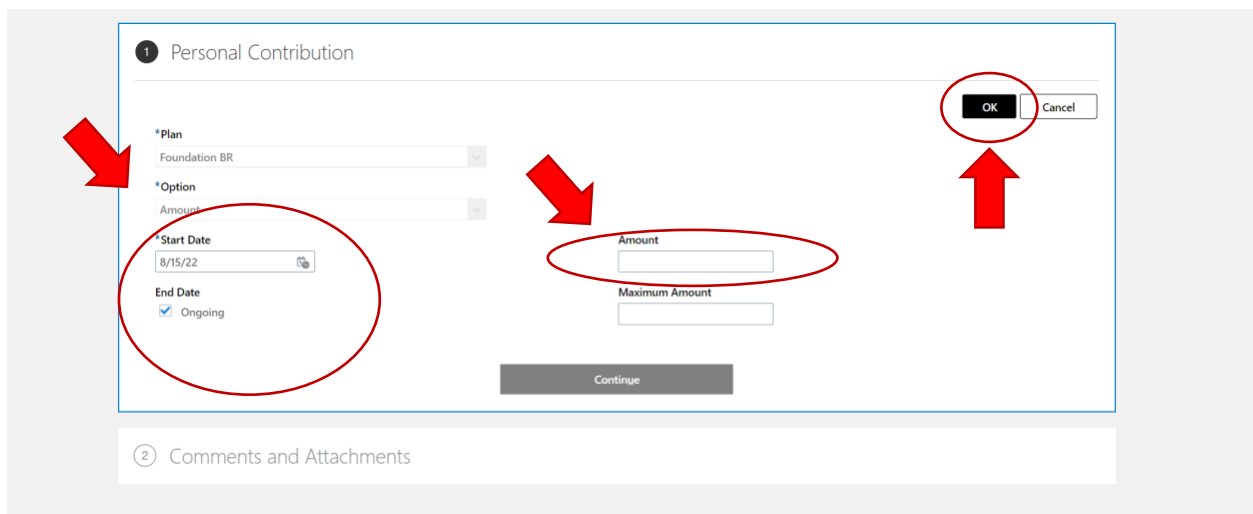
2 Comments and Attachments

Step 5 – To add a new deduction for Team Member Giving, click “Foundation BR” in the first drop down menu.



The screenshot shows the 'Personal Contribution' form. The first step is highlighted with a red circle and a red arrow pointing to the dropdown menu for the 'Plan' field. The dropdown menu is open, showing a list of options: 'Plan', 'FRANU', 'Foundation BR', 'United Way', 'Foundation Cancer Deduction BR', and 'Foundation St Dominics'. 'Foundation BR' is circled in red. The 'Continue' button is visible below the dropdown menu. The 'OK' and 'Cancel' buttons are in the top right corner.

Step 6 – Today’s date should be selected under “Start Date”. Then type in the amount you would like to have deducted from each paycheck. Finally, click “OK” to complete the deduction.



The screenshot shows the 'Personal Contribution' form. The 'Start Date' field is circled in red, with a red arrow pointing to it. The 'Amount' field is also circled in red, with a red arrow pointing to it. The 'OK' button is circled in red, with a red arrow pointing to it. The 'Continue' button is visible below the form. The 'OK' and 'Cancel' buttons are in the top right corner.

*All deductions must be managed by the team member through Oracle. OLOL Foundation is no longer able to begin or cancel your deduction for you. Deductions will be deducted from the next paycheck after you sign up.

*In order to receive your 2022 Team Member Giving t-shirt, team members must sign up for a \$5 ongoing payroll deduction.