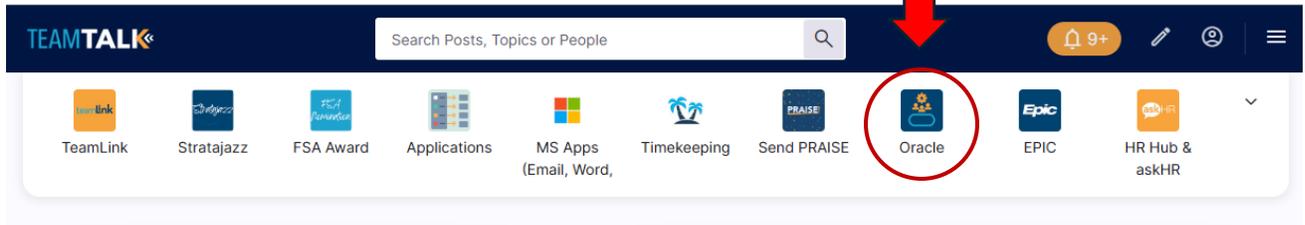
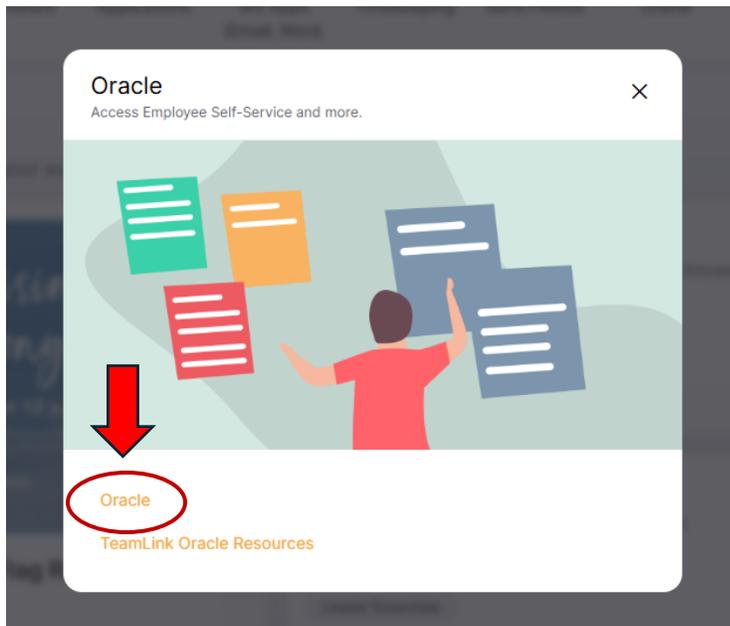


Team Member Giving How-To Guide | Payroll Deductions through Oracle

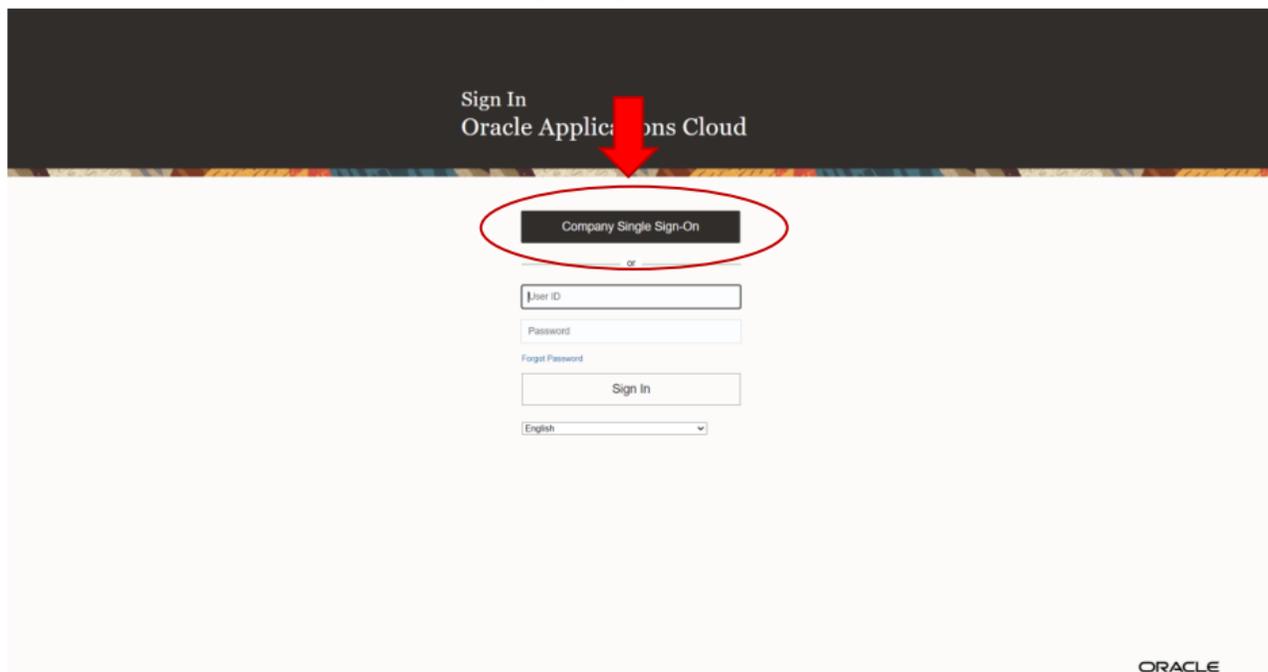
1. Click the Oracle quick link from the TeamTalk homepage



2. Select Oracle from the two links on the pop-up window

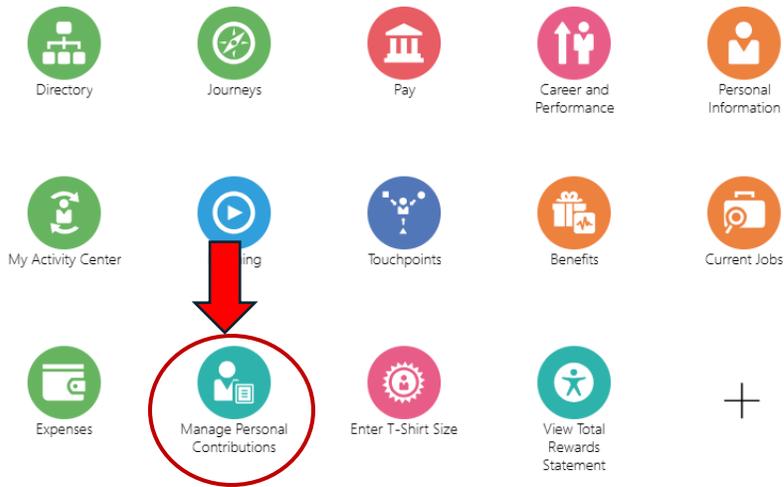


3. If prompted, click the "Company Single Sign-On" button.

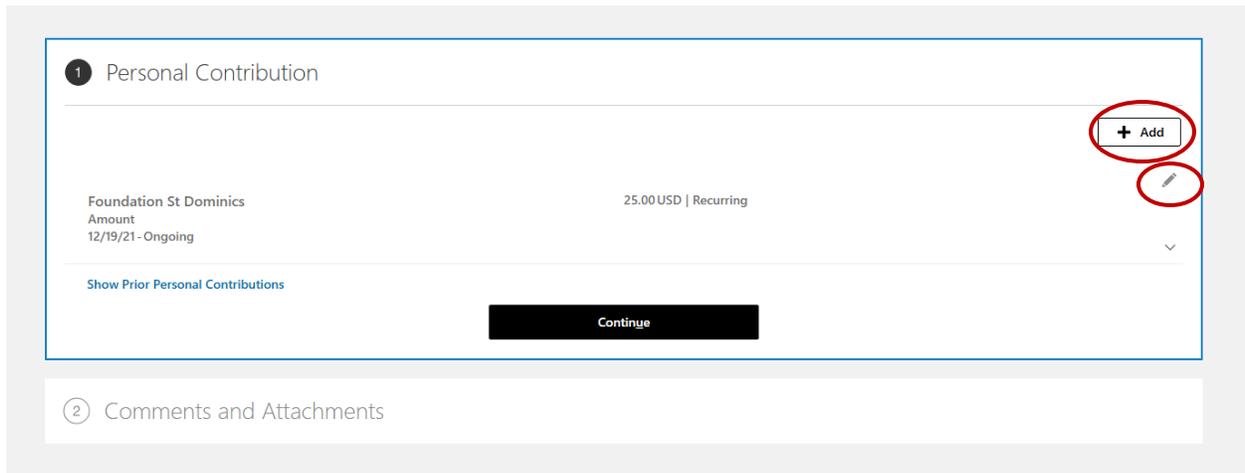


4. Click the “Mange Personal Contributions” button.

APPS



5. 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.



6. To add a new deduction for Team Member Giving, click "Foundation St. Dominics" in the first drop down menu.

The screenshot shows the 'Personal Contribution' form. The 'Plan' dropdown menu is open, displaying several options: 'Plan', 'Foundation Cancer Deduction BR', 'Foundation St Dominics', 'FranU Giving', 'Haiti Mission', and 'Lourdes Foundation'. A red arrow points to the 'Foundation St Dominics' option, which is also circled in red. The 'Continue' button is visible below the dropdown. At the top right, there are 'OK' and 'Cancel' buttons. Below the form, there is a section for 'Comments and Attachments'.

7. Select "Amount" from the second drop down menu. 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 setup.

The screenshot shows the 'Personal Contribution' form with the 'Plan' dropdown set to 'Foundation St Dominics'. The 'Option' dropdown menu is open, showing 'Amount' selected, which is circled in red. A red arrow points to the 'Option' dropdown. The 'Start Date' field is set to '4/10/25', also circled in red. The 'End Date' section has the 'Ongoing' checkbox checked. To the right, there are input fields for 'Amount' and 'Maximum Amount', with the 'Amount' field circled in red. A red arrow points from the 'Amount' dropdown to this field. The 'Continue' button is at the bottom. At the top right, there are 'OK' and 'Cancel' buttons. Below the form, there is a section for 'Comments and Attachments'.

Special Notes:

- All deductions must be managed by the team member through Oracle. St. Dominic Foundation is not able to begin or cancel deductions on behalf of a team member. Deductions will be deducted from the next paycheck after you sign up.
- In order to receive your Team Member Giving t-shirt, team members must sign up for a \$5 ongoing payroll deduction.