

1. STEP 1 – Select Oracle from TeamLink

teamLink TeamLink

The screenshot displays the TeamLink interface. On the left is the 'News Feed' section, and on the right is the 'Quick Links' section.

**News Feed:**

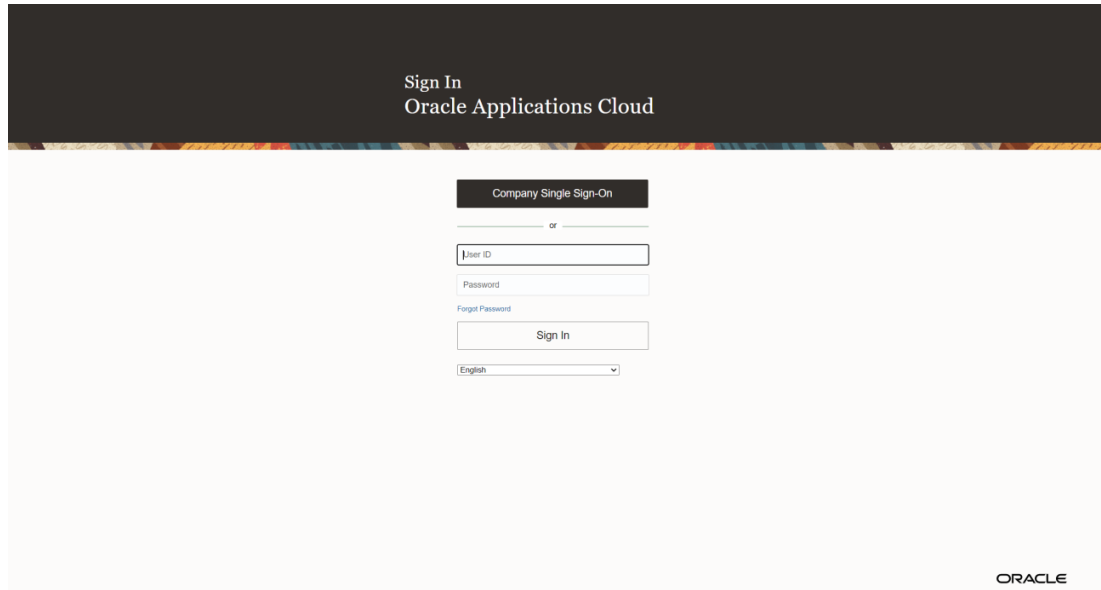
- Page 1 of 6
- Post 1: **St. Dom 2nd Floor Cardiac Inpatient is Proud to Welcome our 2026 Student Nurse Externs...** by Jennifer Stephen · 40 minutes ago. 4 likes, 0 comments.
- Post 2: **St. Francis ICU team enjoyed Spirit Week 2026!** by Claudia Salazar · 58 minutes ago. 7 likes, 0 comments.
- Post 3: **St. Francis leaders join the Dance Challenge!** by Claudia Salazar · 1 hour ago. 18 likes, 0 comments.

**Quick Links:**

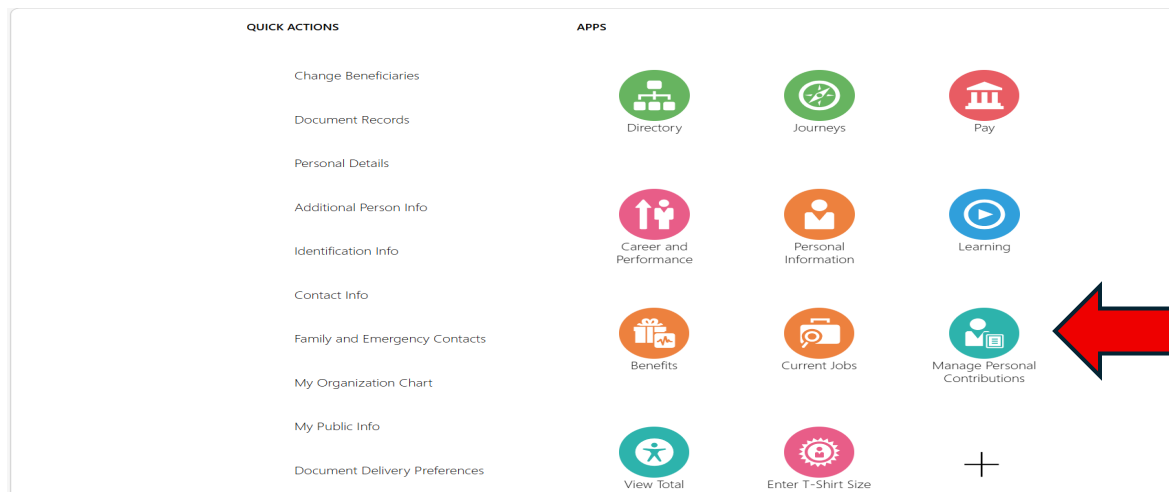
www.fmolhs.org	North LA Provider Links	Infection Outbreaks	Timekeeping - FMOLHS
Timekeeping - FranU	EPIC	Kronos (Legacy)	Team Mail
Oracle		PRAISE	Franciscan Service Award
Oracle Training and Resources	EPIC New Department...	Provider Hub	IS Support Center

A red arrow points to the 'Oracle' link in the third row, first column of the Quick Links grid.

2. STEP 2: Click Company Single Sign On (if applicable, if not, skip to Step 3)



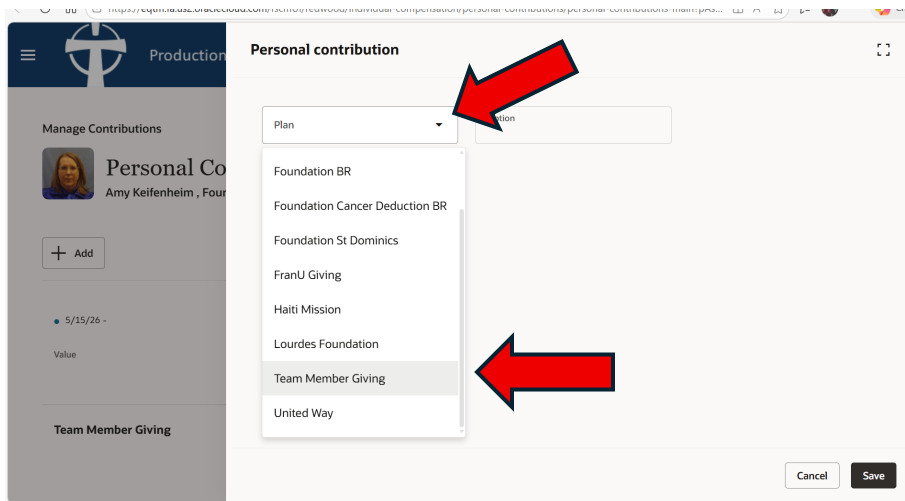
3. STEP 3: Select "Manage Personal Contributions"



#### 4. STEP 4: Select “Add”



#### 5. STEP 5: Select “Plan drop down”, followed by “Team Member Giving”



6. STEP 6: Select from “Option” drop down – “Amount”

The image shows a web application interface for managing contributions. On the left is a sidebar with a dark blue header containing a menu icon and a logo. Below the header, the sidebar has a 'Manage Contributions' section with a profile picture of Amy Keifenheim, a '+ Add' button, a date '5/15/26', and a 'Value' field. The main content area is titled 'Personal contribution' and features two dropdown menus: 'Plan' (set to 'Team Member Giving') and 'Option' (set to 'Amount'). A 'Cancel' button and a 'Save' button are at the bottom right.

7. STEP 7: Select start date when you would like the payroll deduction to begin (*this will have to be the pay period that falls the closest after the campaign close of 7/27/26, if not prior, to qualify for the t-shirt & giveaway*).
- a. Input **Amount** manually into the Amount field
  - b. Select **Market** drop down & select **Monroe**
  - c. **Don't forget to SAVE**

The screenshot shows a web application interface for managing contributions. The main panel is titled "Personal contribution" and contains the following fields and controls:

- Plan:** A dropdown menu currently set to "Team Member Giving".
- Option:** A dropdown menu currently set to "Amount".
- Start Date:** A date input field showing "5/15/26" with a calendar icon.
- Amount:** An empty text input field.
- Ongoing:** A toggle switch that is currently turned on.
- Market:** A dropdown menu that is open, displaying a list of locations: "Baton Rouge", "Jackson", "Lafayette", and "Monroe". The "Monroe" option is highlighted.

At the bottom right of the form, there are two buttons: "Cancel" and "Save". A large red arrow points directly to the "Save" button.