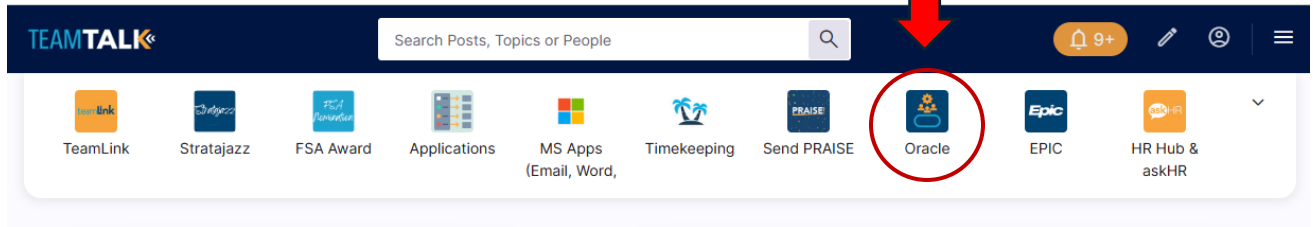
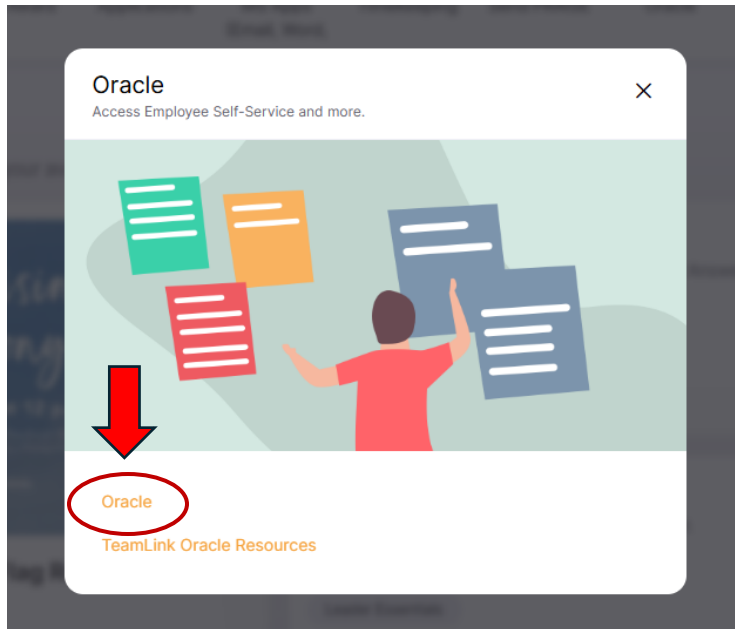


## Team Member Giving How-To Guide | Payroll Deductions through Oracle

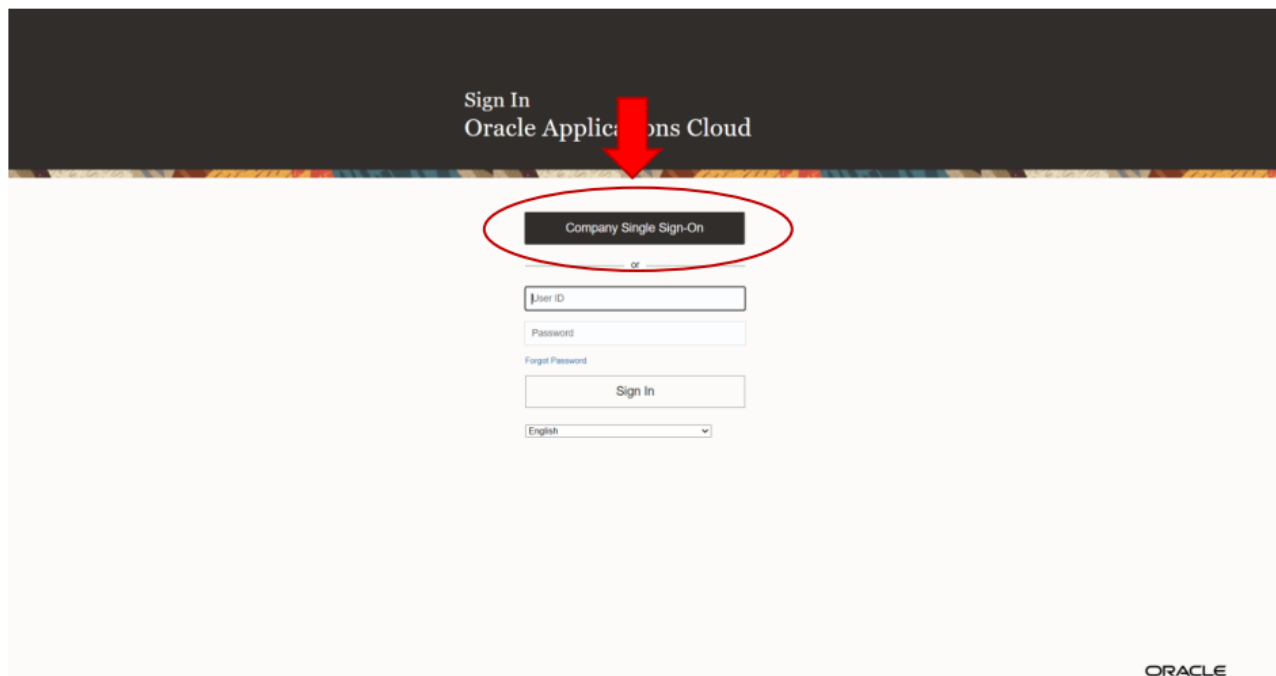
1. Click the Oracle quick link from the TeamTalk homepage



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

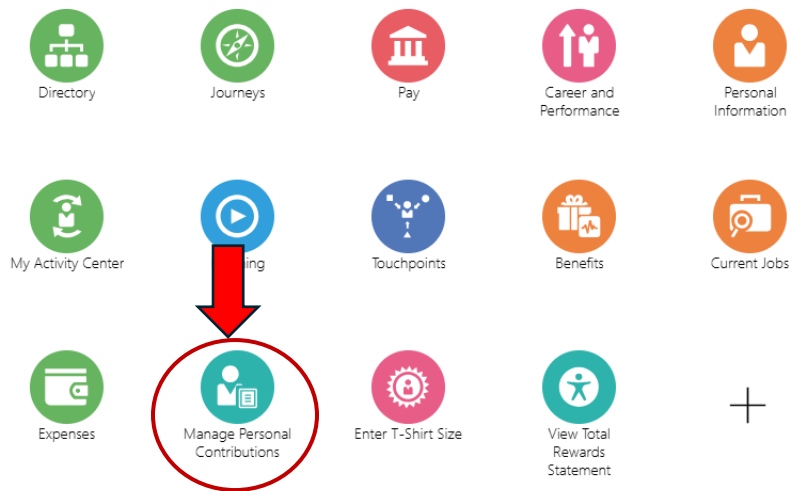


3. If prompted, click the "Company Single Sign-On" button.



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.

1

Personal Contribution

Foundation St Dominics

Amount

12/19/21 - Ongoing

25.00 USD | Recurring

Show Prior Personal Contributions

Continue

+ Add

2

Comments and Attachments

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 first dropdown menu, labeled '\*Plan', is open, showing a list of options: 'Plan', 'Foundation Cancer Deduction BR', 'Foundation St Dominics', 'FranU Giving', 'Haiti Mission', and 'Lourdes Foundation'. A red arrow points to 'Foundation St Dominics', which is circled in red. The 'Continue' button is visible to the right of the dropdown. The 'OK' and 'Cancel' buttons are in the top right corner.

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 second dropdown menu, labeled '\*Option', open. The 'Amount' option is selected and circled in red. A red arrow points to the 'Amount' input field. The 'Start Date' field is set to '4/10/25' and is circled in red. The 'End Date' field is set to 'Ongoing' and is circled in red. The 'Continue' button is visible at the bottom. The 'OK' and 'Cancel' buttons are in the top right corner.

### 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.