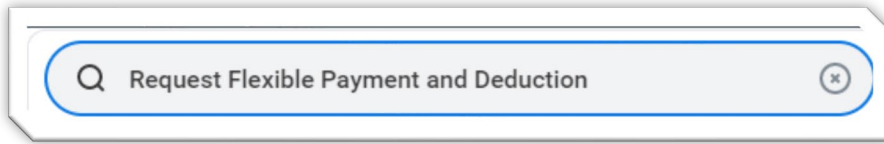


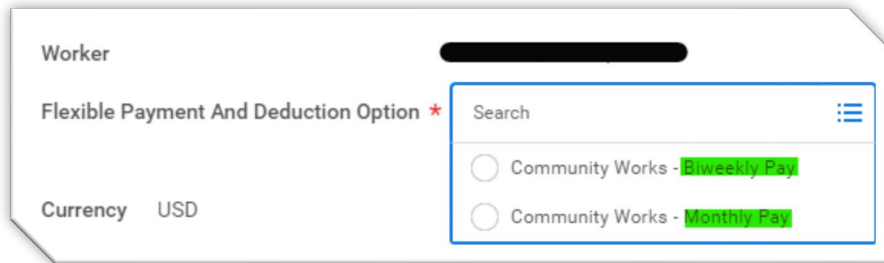
### Request a Flexible Payment and Deduction

1. In the search bar type **Request Flexible Payment and Deduction**.



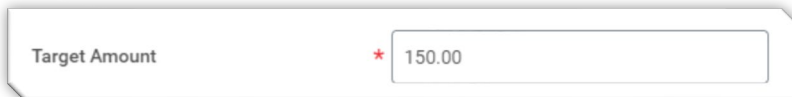
A search bar with a magnifying glass icon on the left and a close button (X) on the right. The text inside the search bar is "Request Flexible Payment and Deduction".

2. In the drop-down box **Flexible Payment And Deduction Option**, select *Community Works – Bi-Weekly* if you get paid *bi-weekly* or *Community Works – Monthly* Pay if you are paid *monthly*.



A form section with a "Worker" field (blacked out), a "Flexible Payment And Deduction Option" dropdown menu with a search bar and two options: "Community Works - Biweekly Pay" (selected) and "Community Works - Monthly Pay". Below it is a "Currency" field set to "USD".

3. The **Target Amount** is the entire amount you would like to donate.



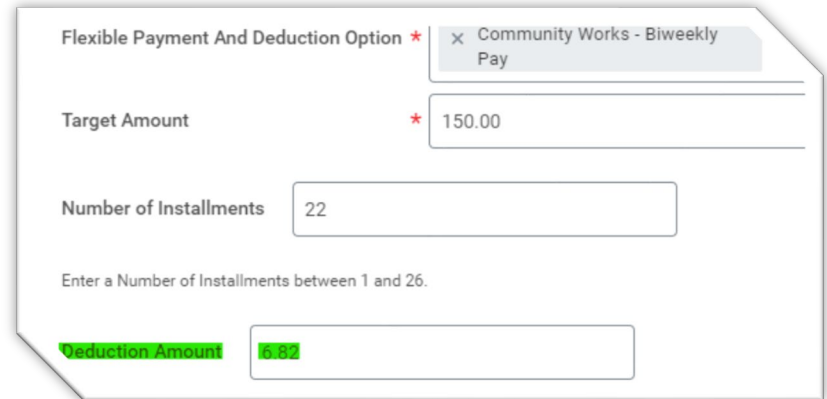
A form field labeled "Target Amount" with a red asterisk and the value "150.00".

4. **Number of Installments** is how many pay periods you want your donation spread over. Bi-weekly pay periods can be spread over 26 pay periods and monthly can spread over 12 pay periods. Click the tab key after entering the number



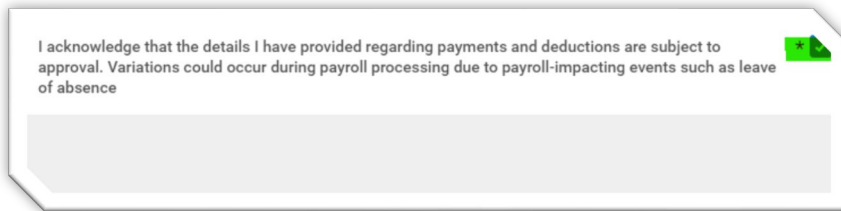
A form field labeled "Number of Installments" with the value "22".

5. The **Deduction Amount** is automatically calculated based on your **Target Amount** and **Number of Installments**. These amounts can be changed several times before you hit submit if you want to see different deduction scenarios.



A form section showing "Flexible Payment And Deduction Option" set to "Community Works - Biweekly Pay", "Target Amount" set to "150.00", "Number of Installments" set to "22", and "Deduction Amount" set to "6.82". A note below the installments field says "Enter a Number of Installments between 1 and 26."

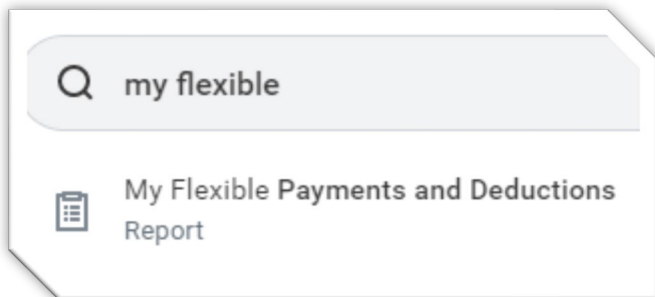
6. You must click the **Acknowledgement** box for your deduction to go through.



**Please Note: Community Work Deductions will start on the first pay period in January.**

### View Flexible Payment and Deductions

7. In the Search box type in My Flexible Payments and Deductions.



8. Once you click on the report you will see a graph of your deduction(s) on top and a summary on the bottom.

Request Details	Payment/Deduction Type	Amount Due	Amount Paid	Total Requested Amount
	Community Works - Biweekly Pay	143.18	6.82	150

### Changes to Your Deduction Amount

1. Some changes to deduction amounts can be made.
  - a) You can increase the deduction amount to lesson the number of payments
  - b) You can elect to have the balance of your deduction deducted from your next paycheck
  - c) Once deductions have started, you cannot change the Target Amount of your deduction.