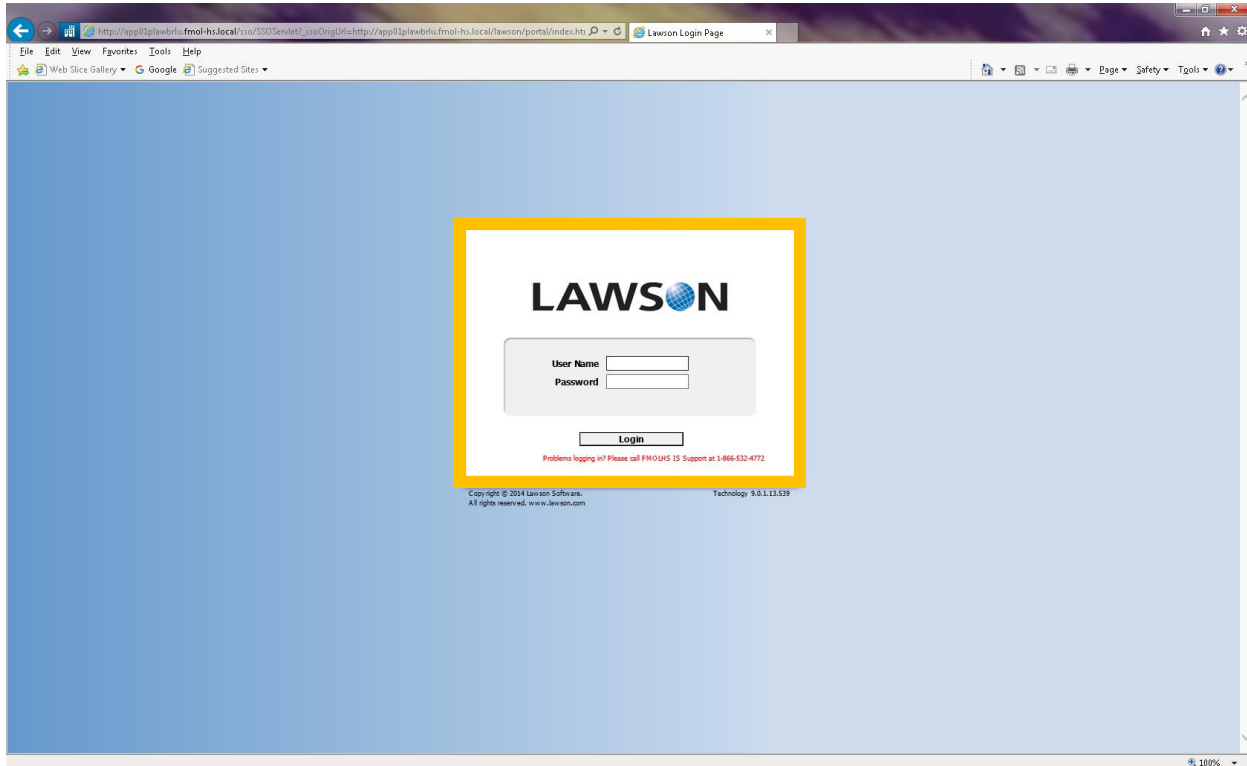
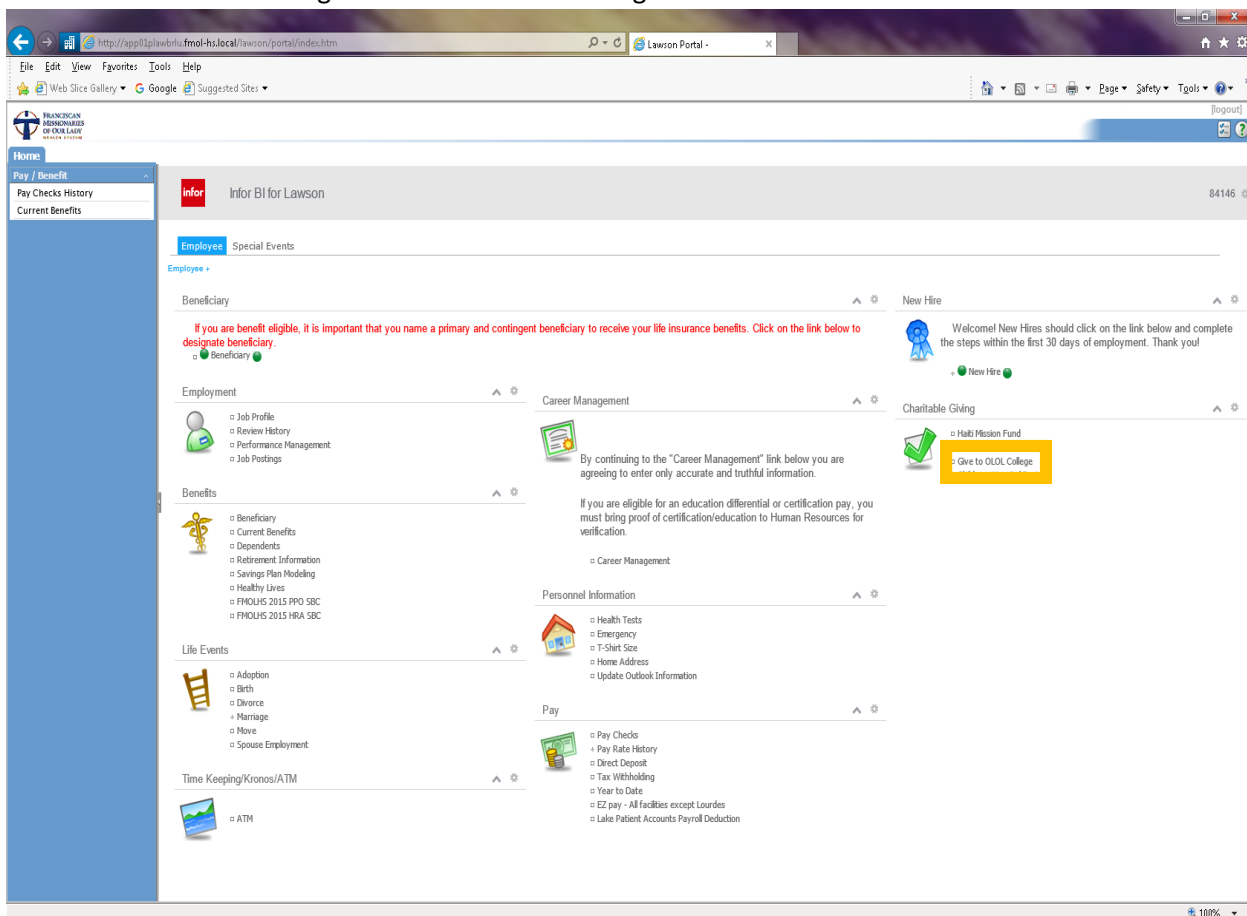


Steps to Enroll in Payroll Deduction or to Reallocate a Current Deduction

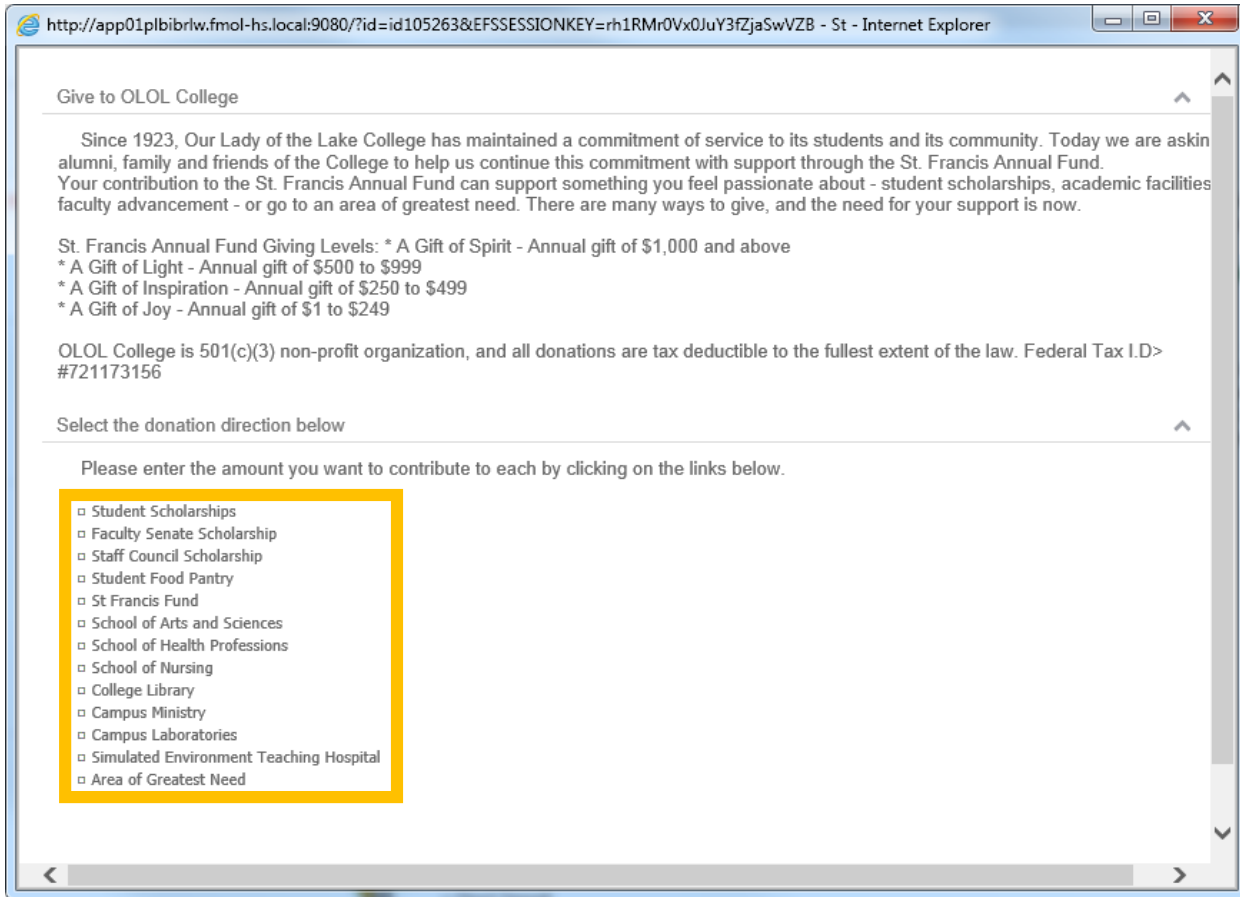
1. Log into Employee Self Service



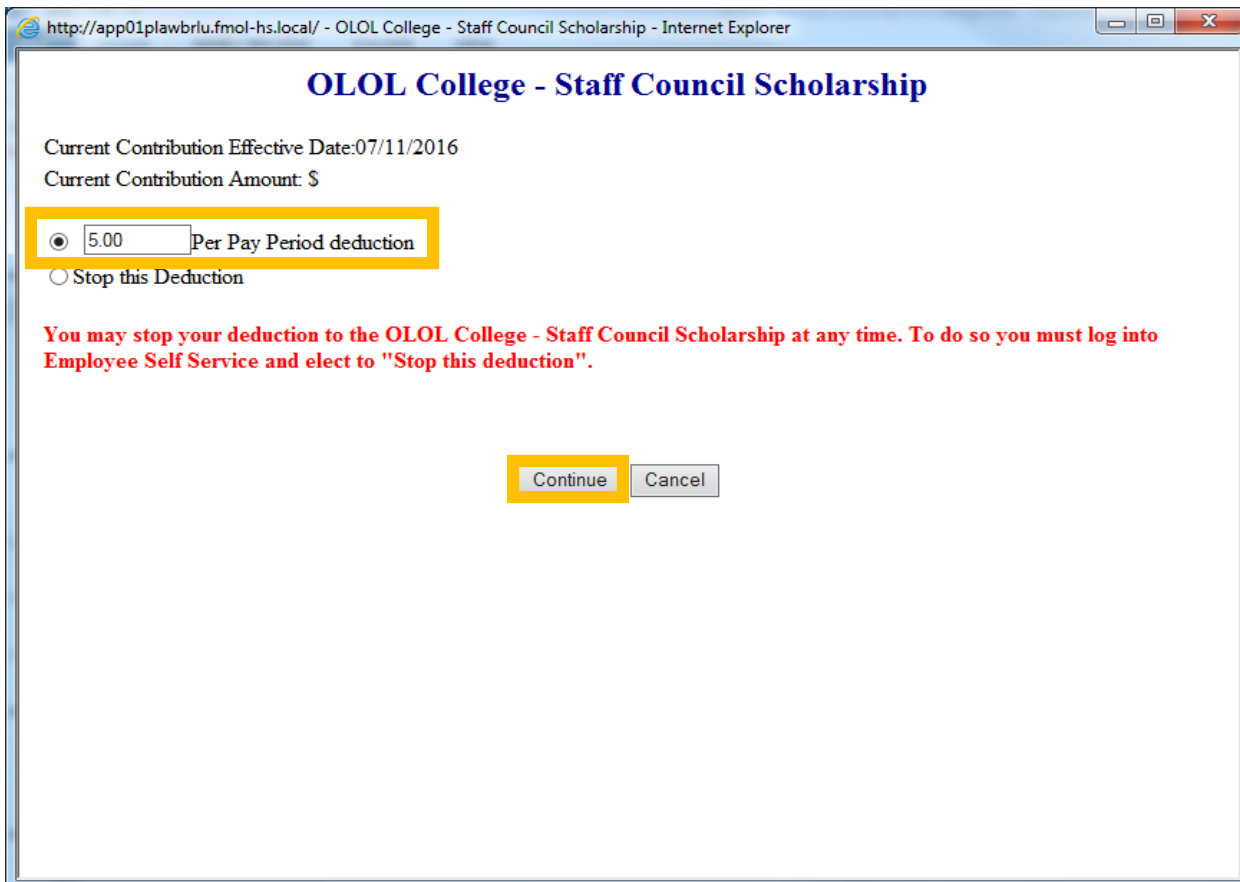
2. Select "Give to OLOL College" under Charitable Giving



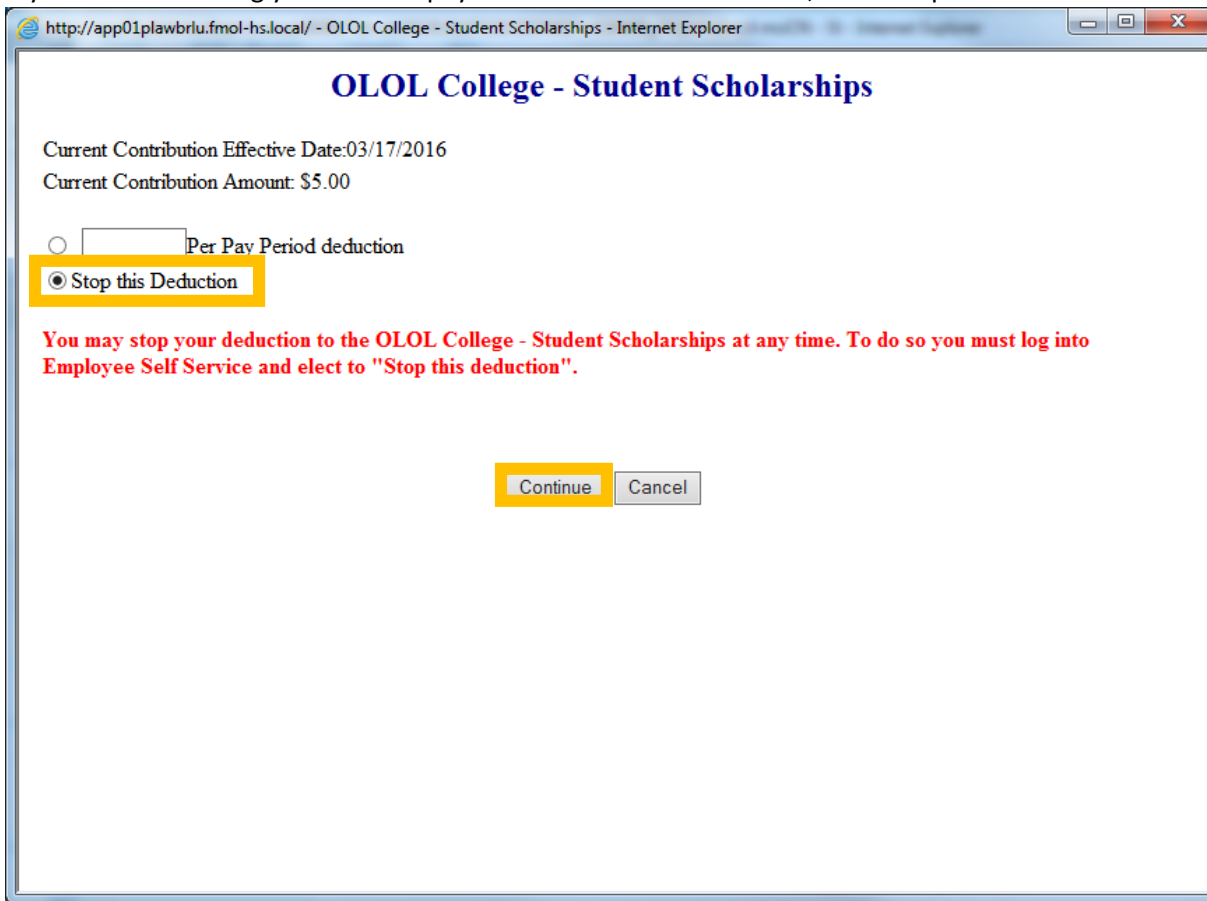
3. If you are enrolling in a new payroll deduction, click on the name of the fund to which you'd like to make your gift. If you are reallocating your current payroll deduction to a new fund, click on the name of the fund to which you currently give.



4. If you are enrolling in a new payroll deduction, enter the dollar amount per pay period you would like to have deducted and click "Continue".



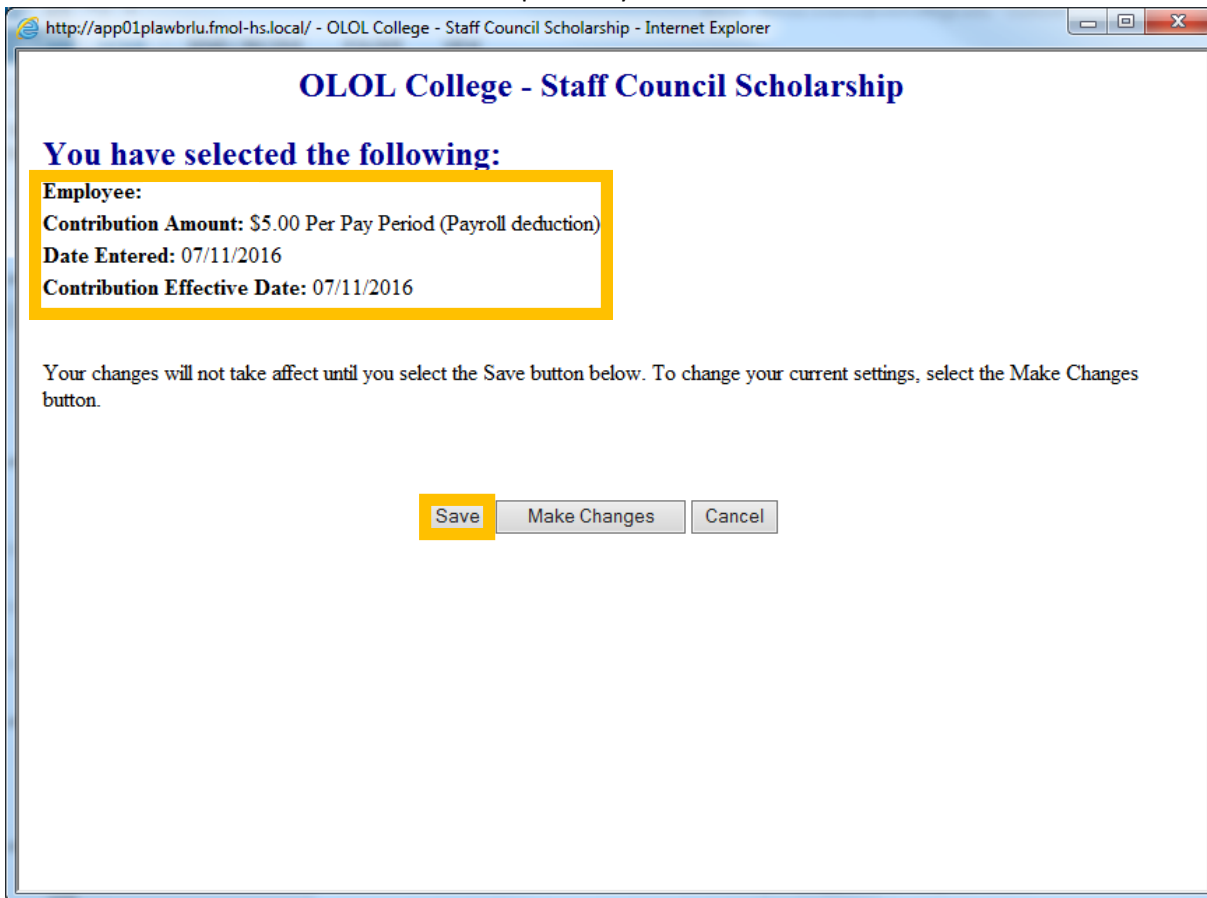
If you are reallocating your current payroll deduction to a new fund, click "Stop this deduction" and click "Continue".



The screenshot shows a web browser window with the URL <http://app01plawbrlu.fmol-hs.local/> and the page title "OLOL College - Student Scholarships". The page content includes:

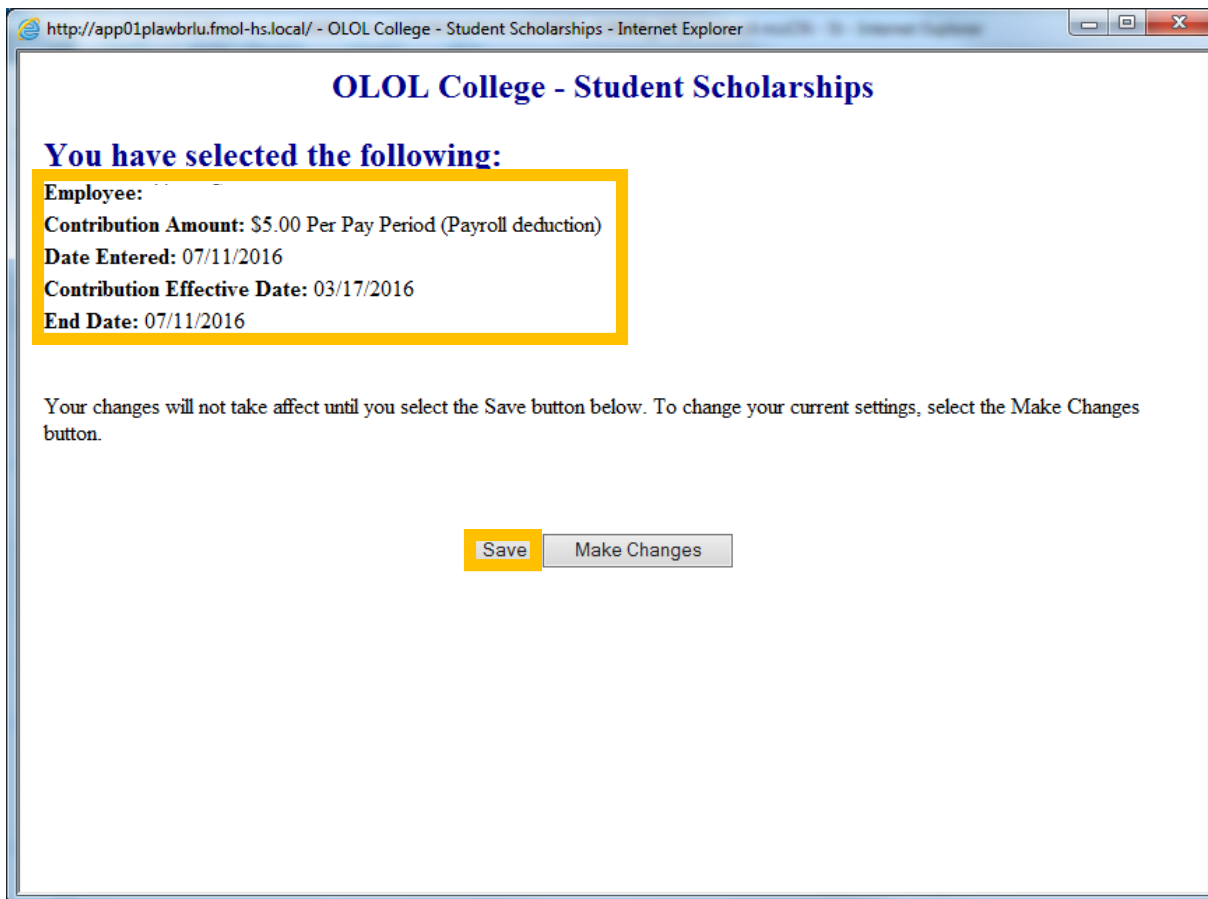
- Current Contribution Effective Date: 03/17/2016
- Current Contribution Amount: \$5.00
- Two radio button options: Per Pay Period deduction and Stop this Deduction. The "Stop this Deduction" option is highlighted with a yellow box.
- A red warning message: "You may stop your deduction to the OLOL College - Student Scholarships at any time. To do so you must log into Employee Self Service and elect to 'Stop this deduction'".
- Two buttons at the bottom: "Continue" (highlighted with a yellow box) and "Cancel".

5. Review the information and click "Save" to process your selection.

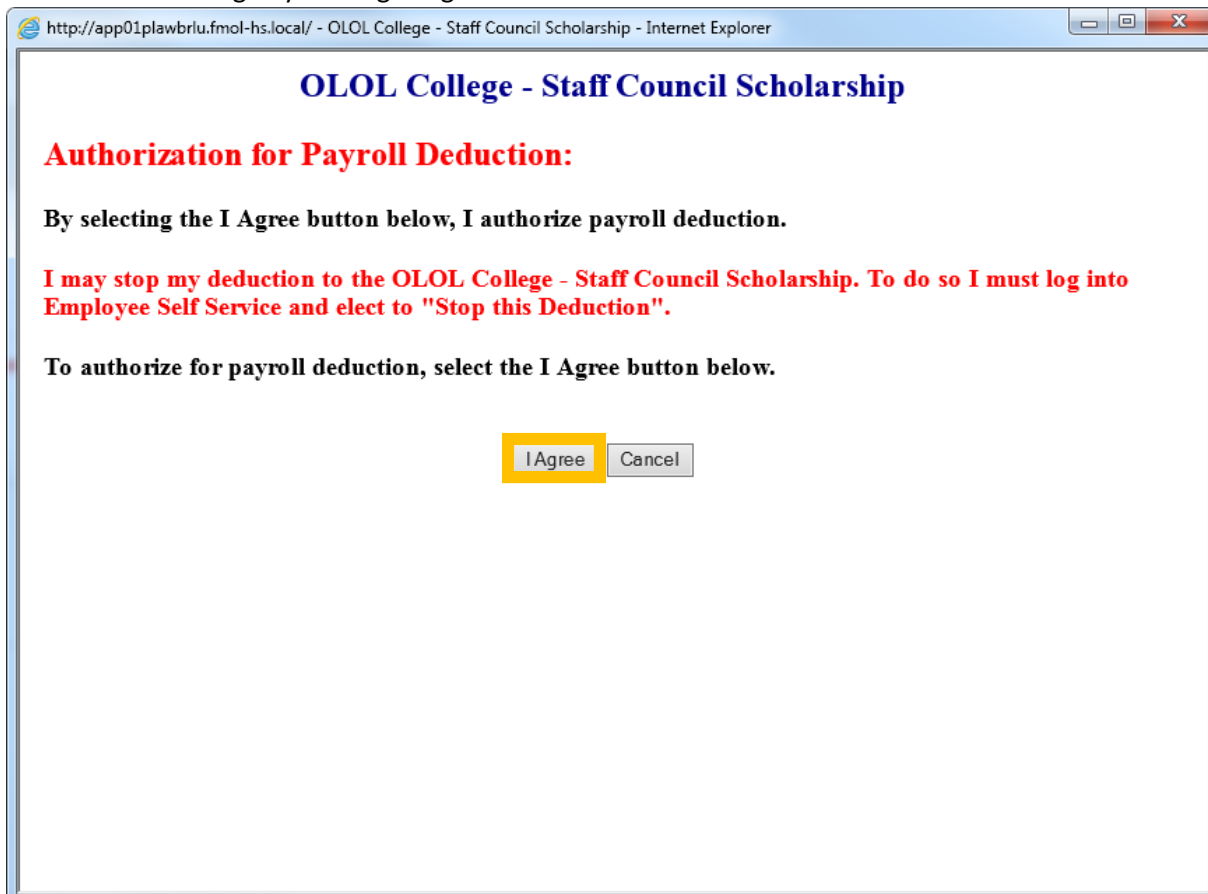


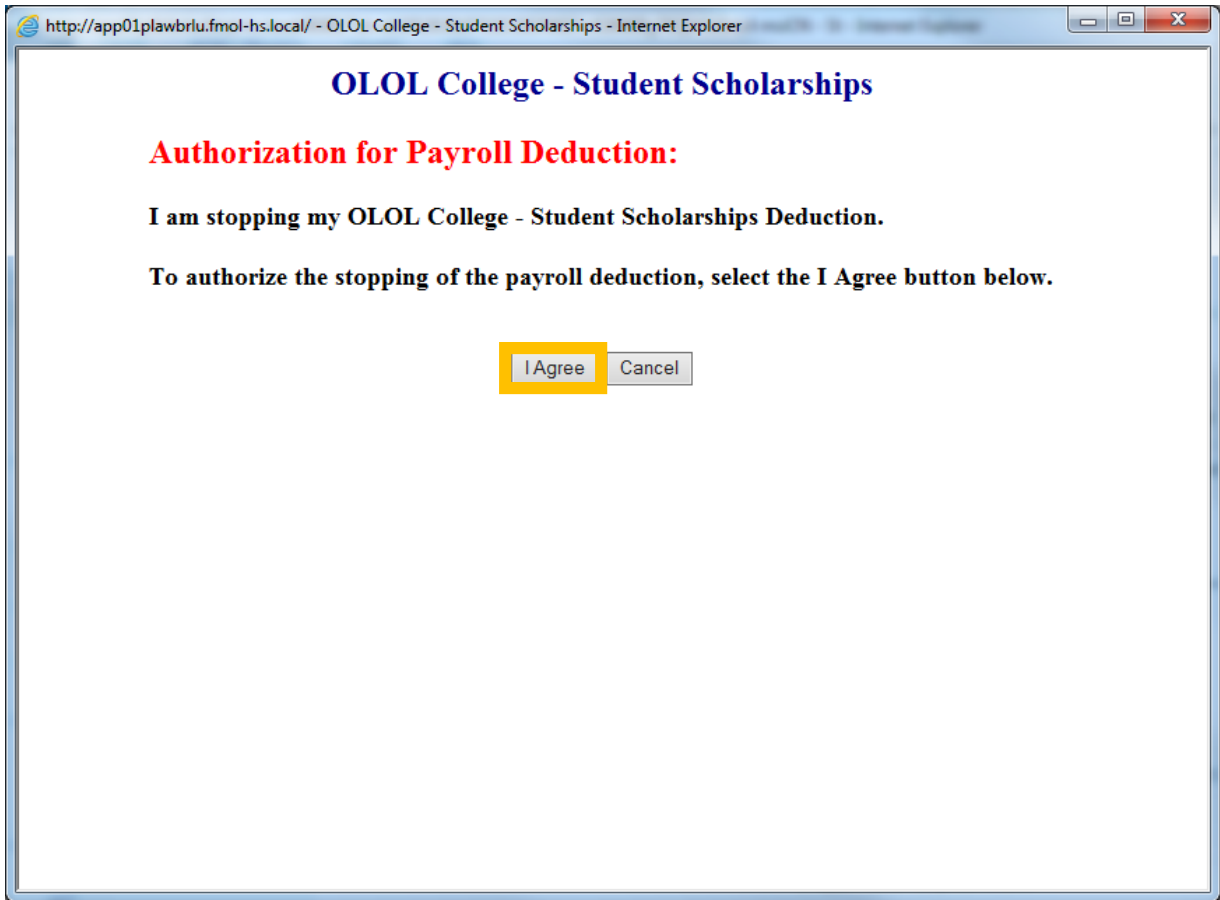
The screenshot shows a web browser window with the URL <http://app01plawbrlu.fmol-hs.local/> and the page title "OLOL College - Staff Council Scholarship". The page content includes:

- A heading: "You have selected the following:"
- A summary box (highlighted with a yellow border) containing:
 - Employee:
 - Contribution Amount: \$5.00 Per Pay Period (Payroll deduction)
 - Date Entered: 07/11/2016
 - Contribution Effective Date: 07/11/2016
- A message: "Your changes will not take affect until you select the Save button below. To change your current settings, select the Make Changes button."
- Three buttons at the bottom: "Save" (highlighted with a yellow box), "Make Changes", and "Cancel".

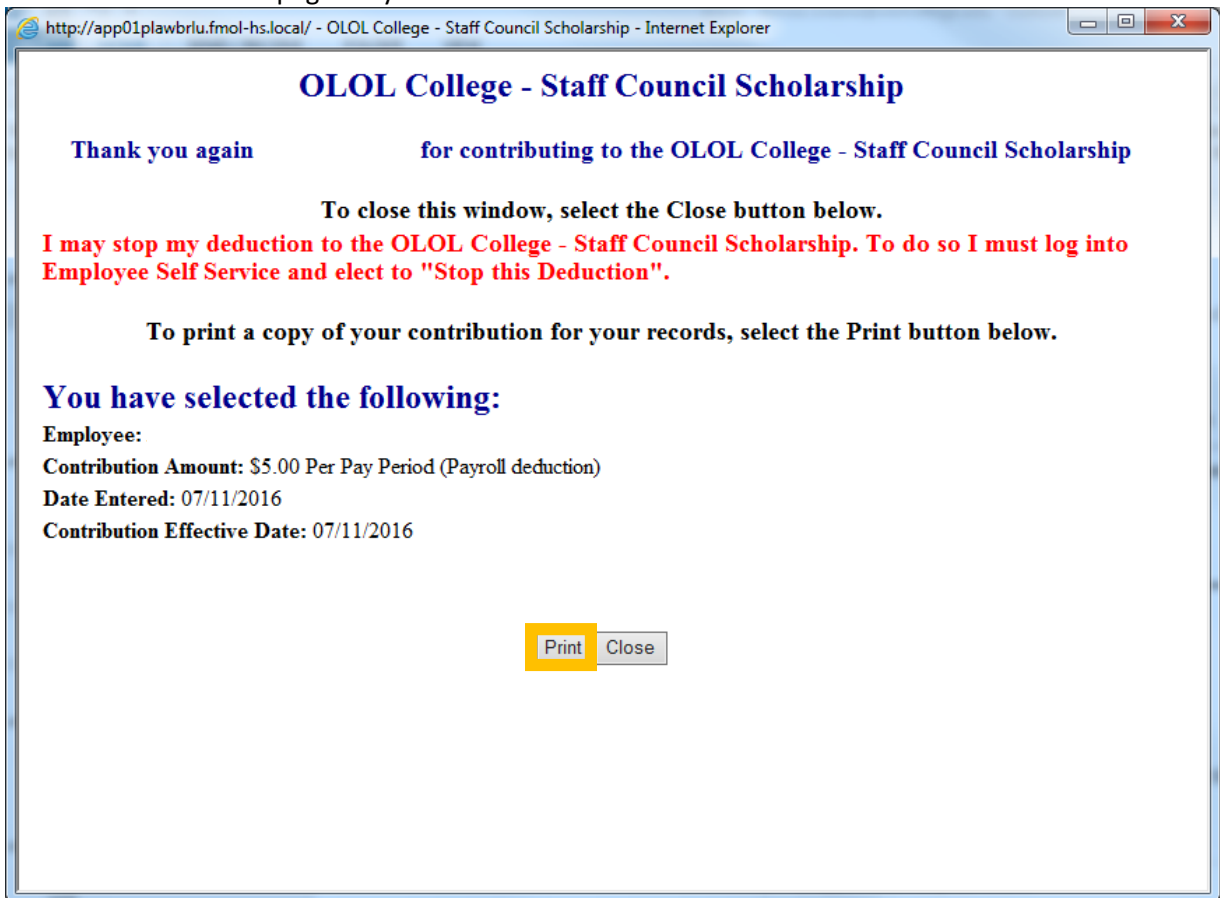


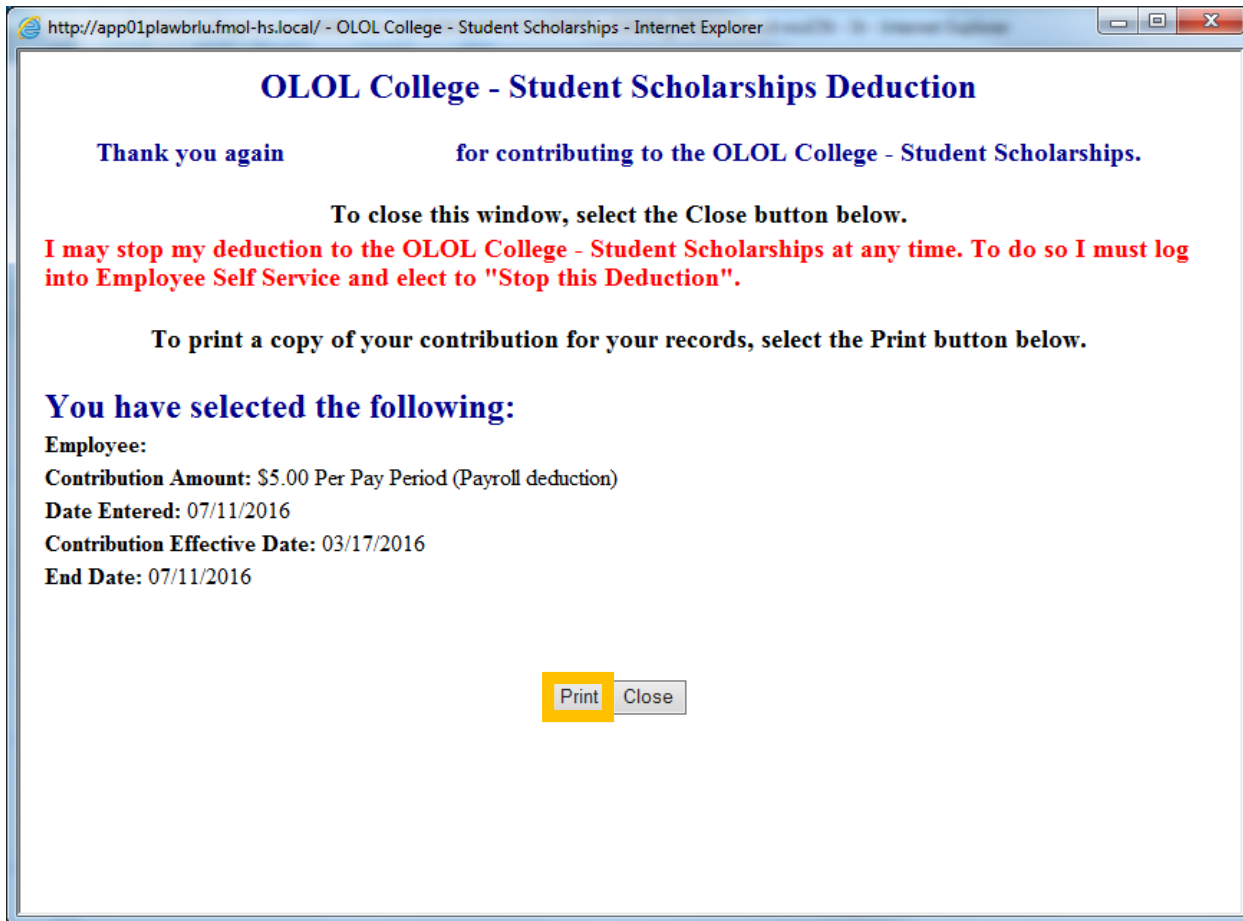
6. Authorize the change by clicking "I Agree".





7. Print the confirmation page for your records.





8. If you are reallocating your current payroll deduction to a new fund, repeat steps 3 – 7 for enrolling in a new payroll deduction.
9. For questions, please contact Aimee Greene in the Office of Institutional Advancement at aimee.greene@lolcollege.edu or (225) 490-1652.

**** Please note: If Payroll is processing, you will be unable to enroll in payroll deduction. All functions in Employee Self Service related to your paycheck are locked during this time. Please enroll the week following a pay day. ****