**Purpose:** Setting up **UWUA Member In Need Fund** payroll deductions via the Payroll Deductions PowerApp for OM&C employees.

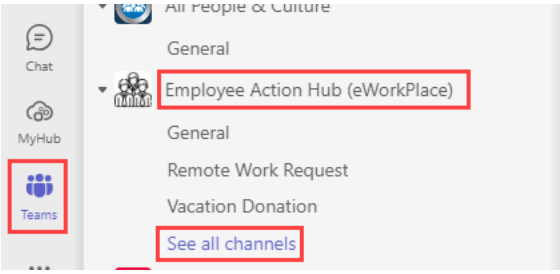
**Quick link to the Payroll Deduction PowerApp:** Payroll Deduction Form - Power Apps

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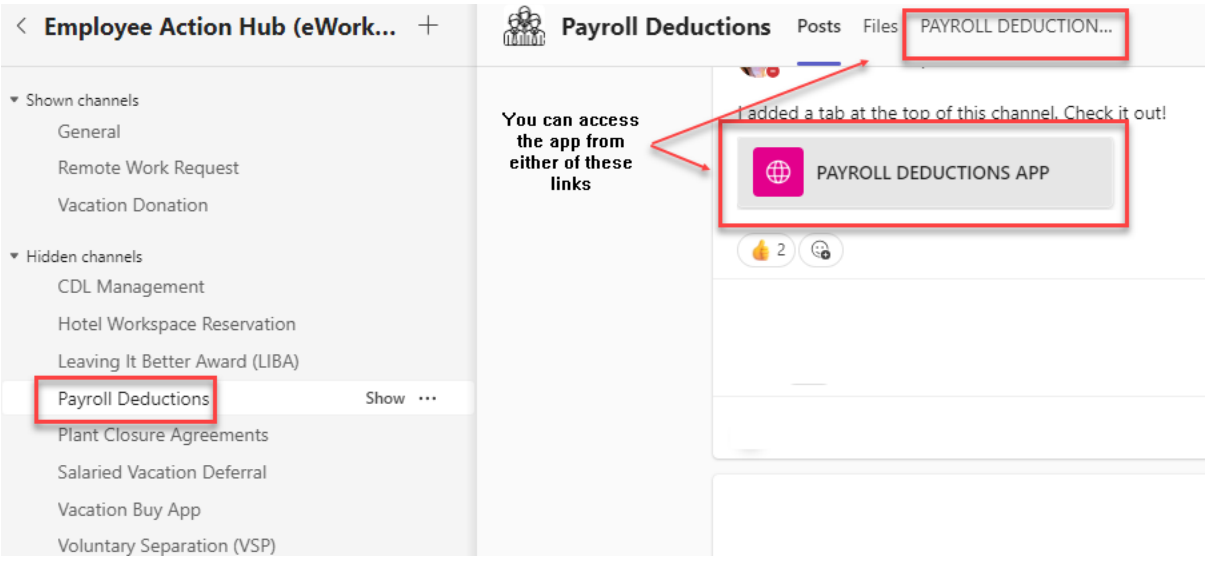
**Process Steps:**

## Accessing the PowerApps via Teams

1. Open **Teams**
2. Select the **Teams** icon on the left
3. Find the channel titled **Employee Action Hub**
4. Select **See all channels**

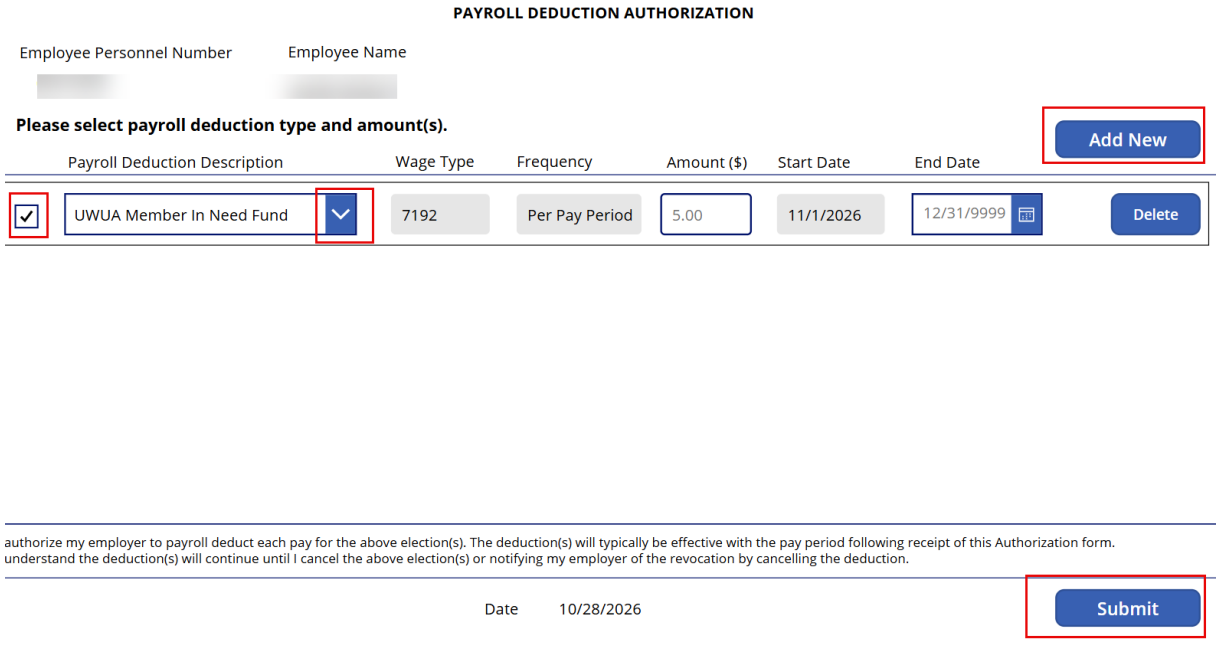



5. Under **Hidden channels** select **Payroll Deductions**
6. Select **Payroll Deductions App**



## Adding UWUA Member In Need Fund

1. Once the Payroll Deduction PowerApp is open (you may need to Refresh)
2. Select **Add New**
3. Under **Payroll Deduction Description** select the arrow dropdown and select **UWUA Member In Need Fund**
4. Enter the **Amount** you would like payroll deducted each weekly payroll
5. Select the check box to the left of the line entry
6. Review your entry for accuracy
7. Select **Submit**
8. Your payroll deduction has been submitted, and an email confirmation will be sent to your Outlook email




## You can go back into the PowerApps to update and cancel your deduction

Questions: Submit a ticket through Ask Human Resources - Employee Portal - ServiceNow