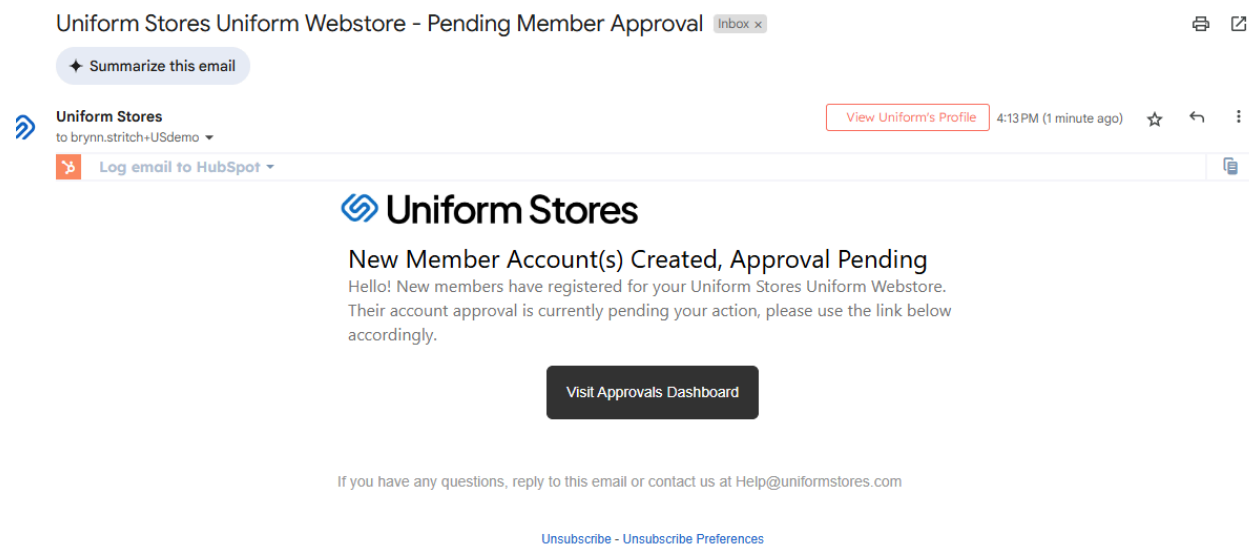




## How to Add One-Time Employee Funds

If you need to give employee one-time funds, separate from their automatically assigned allocations, you will be able to utilize the “Create Allocation” or “One Time Reward Features to accomplish this.

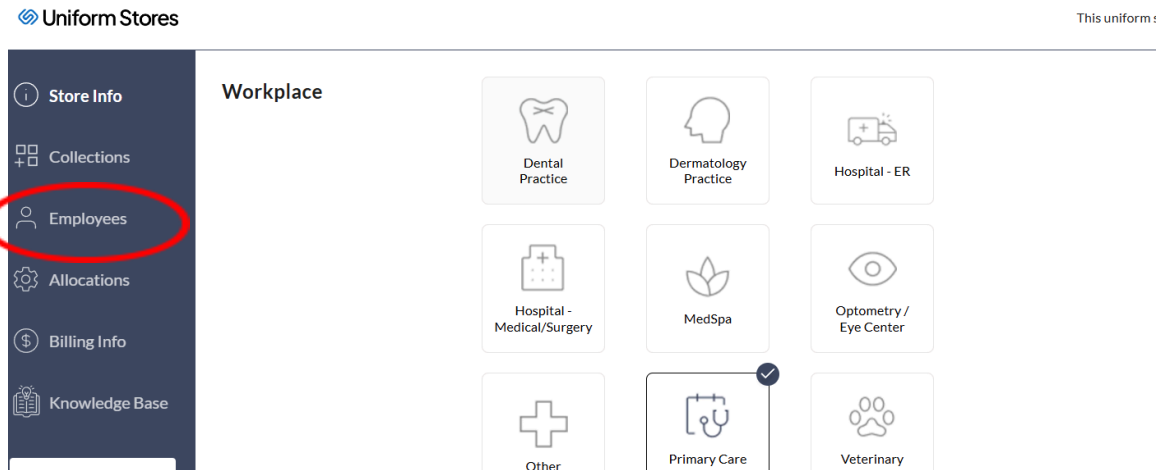
**Create Allocation** - \*\*Note that creating an allocation will overwrite an existing allocation currently assigned to the employee. If you would like to assign funds in addition to an existing allocation, see the “**One-Time Reward**” section below.



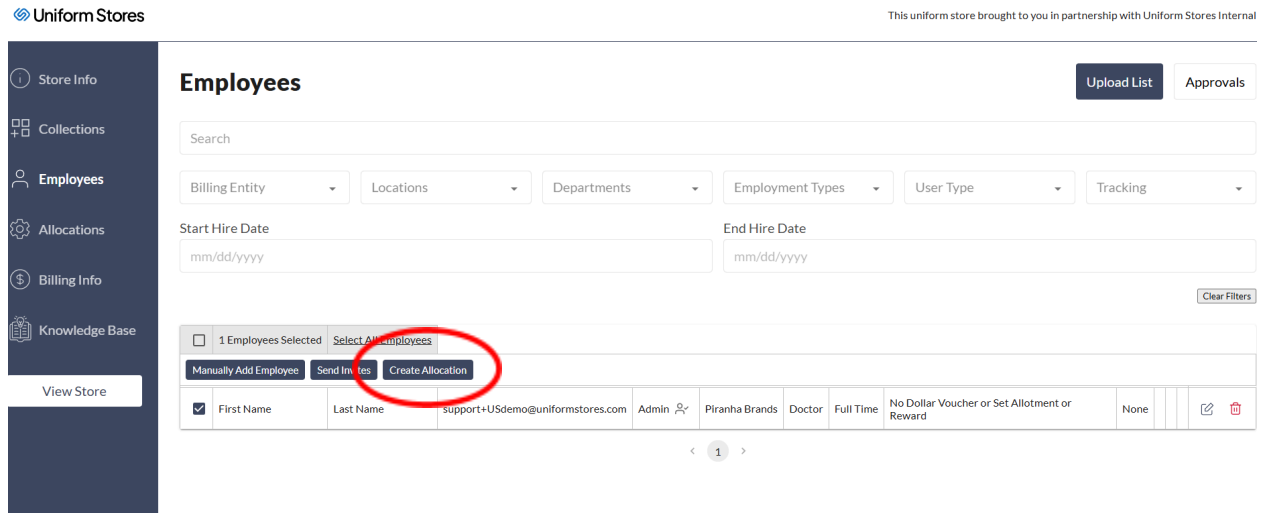
**Step 1:** To create a new allocation for one or multiple employees, you will login to your admin portal, log into your microsite admin portal at <https://admin.uniformstores.com>. You can also go to your custom microsite URL (for example, [companyname.uniformstores.com](https://companyname.uniformstores.com) and select the **Microsite Admin** button at the bottom right.

# Uniform Stores

**Step 2:** Navigate to the menu located at the left of your screen and select **Employees**.



**Step 3:** Click the checkbox to the left of the employee(s) that you want to assign an allocation to. You can search for specific employees with the search box by first name, last name, or email address. You can also use the filter drop downs below the search box to show lists of employees based on billing entity, location, department, or employment type to find specific groups of employees.



**Step 4:** After selecting “Create Allocation” a window will pop up where you can select an expiration date for this allocation. You will also be able to assign either a dollar voucher (i.e \$100) or a set allotment (i.e 1 Scrub Top and 1 Lab Coat).



# Uniform Stores

Create one-time allocation

×

WARNING: Issuing one-time allocations will replace existing allocations for the selected employees.

Expiration date:

01/21/2026

📅

Select Allocation Type:

☒ Dollar Voucher

Provides employees with a set dollar amount to apply towards their order. The company is billed with a monthly invoice. Employees can pay for any overages.

☐ Set Allotment

Best for providing employees with a specific number of items or uniform sets. The company is billed with a monthly invoice and employees can pay for additional items.

How much will be allowed?

Enter a dollar amount for these employee vouchers. Specify certain product types or category by turning on the toggle below:

Total budget:

\$100

☐ Per-category budget

Create

You will also be able to limit this allocation to a particular category by clicking the “Per Category Budget” toggle. This can be used in cases where you want the employee to only use their funds on a specific item or type of items like scrub wear for example.

Create one-time allocation

company is billed with a monthly invoice and employees can pay for additional items.

How much will be allowed?

Enter a dollar amount for these employee vouchers. Specify certain product types or category by turning on the toggle below:

Total budget:

\$ 100.00

☒ Per-category budget

Scrub Wear  
7 Product Types

\$ 100

☒ select specific products

☒ Per-type budget

Casual Wear  
6 Product Types

\$

☒ select specific products

☐ Per-type budget

Business Wear  
3 Product Types

\$

☒ select specific products

☐ Per-type budget

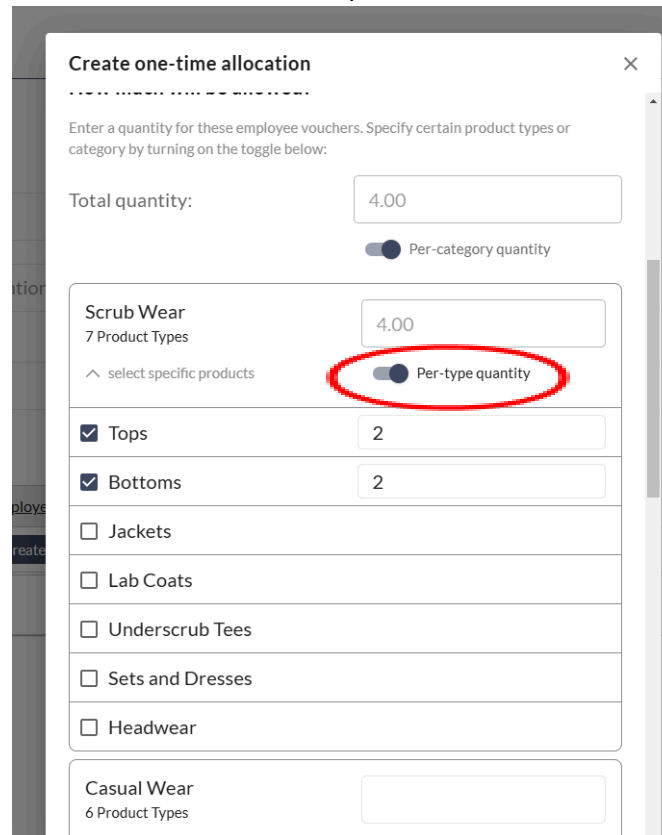
Footwear  
2 Product Types

\$

☒ select specific products

☐ Per-type budget

You can further specify how the allocation can be spent by clicking the “Per-Type Quantity” toggle underneath and assigning the set or dollar amount to a specific item type. This is useful particularly for set allotments if you want to give the employee a specific number of items, like 2 scrub tops and 2 scrub bottoms for example.



**Create one-time allocation** ×

Enter a quantity for these employee vouchers. Specify certain product types or category by turning on the toggle below:

Total quantity:

☒ Per-category quantity

**Scrub Wear**  
7 Product Types  
  
☒ select specific products ☒ **Per-type quantity**

<input checked="" type="checkbox"/> Tops	<input type="text" value="2"/>
<input checked="" type="checkbox"/> Bottoms	<input type="text" value="2"/>
<input type="checkbox"/> Jackets	
<input type="checkbox"/> Lab Coats	
<input type="checkbox"/> Underscrub Tees	
<input type="checkbox"/> Sets and Dresses	
<input type="checkbox"/> Headwear	

**Casual Wear**  
6 Product Types

When you’ve selected the amount you want to add to the employee(s) account(s) scroll down to the bottom of the box and click the “Create” button. This will create the allocation and those funds will become available to the specific employee at this time as long as their account has been invited and registered.

**One-Time Reward** - To Assign funds on top or in addition to an existing employee allocation, you will want to utilize the “one-time reward” feature. Please note that this payment type can only be issued a dollar amount.

**Step 1:** Find the employee you want to give funds to an employee with an existing allocation, find that employee in the “employees” tab of your Uniform Stores admin portal and click the edit (pencil) icon to the right of the page.

Uniform Stores This uniform store brought to you in partnership with Uniform Stores Internal

Store Info  
Collections  
**Employees**  
Allocations  
Billing Info  
Knowledge Base  
View Store  
Log Out

## Employees



Upload List Approvals

Search

Billing Entity Locations Departments Employment Types User Type Tracking

Start Hire Date mm/dd/yyyy End Hire Date mm/dd/yyyy

Clear Filters

<input type="checkbox"/>	First Name	Last Name	Email	User Type	Locations	Departments	Employment Types	Allocation Type	Allocation Remaining	Invited	Hire Date	Tracking	
<input type="checkbox"/>	First Name	Last Name	support+USDemo@uniformstores.com	Admin	Piranha Brands	Doctor	Full Time	Set Allotment	4 of 4 units				 

1

**Step 2:** In the “Allocations” box to the right, you will see any existing allocations that the employee has. To assign a one-time dollar amount to this employee’s account, click the edit (pencil) icon under one-time reward

Uniform Stores This uniform store brought to you in partnership with Uniform Stores Internal

Store Info  
Collections  
Employees  
**Allocations**  
Billing Info  
Knowledge Base  
View Store

[Back to Employees](#)

## Edit Employee

First Name  
First Name

Last Name  
Last Name

Email  
support+USDemo@uniformstores.com

User Type  
Admin

Locations  
Piranha Brands

Departments  
Doctor

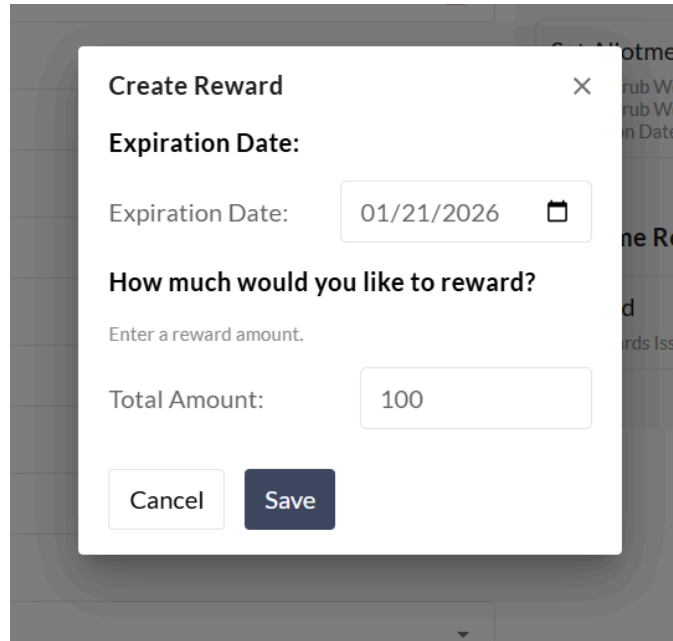
Employment Types

### Allocations

Set Allotment  
2/2 of Scrub Wear Tops  
2/2 of Scrub Wear Bottoms  
Expiration Date: 2026-01-21

One Time Reward  
Reward  
No Rewards Issued

**Step 3:** A pop up window will appear. You can select an expiration date for this reward and enter the dollar amount desired in the “Total Amount” box. Then click “save” to assign that amount to the selected employee.



After saving, the dollar amount will be available on the employee’s account.

Employment Types	Allocation Type	Allocation Remaining
Full Time	Set Allotment & Reward	4 of 4 units & \$100/100

>