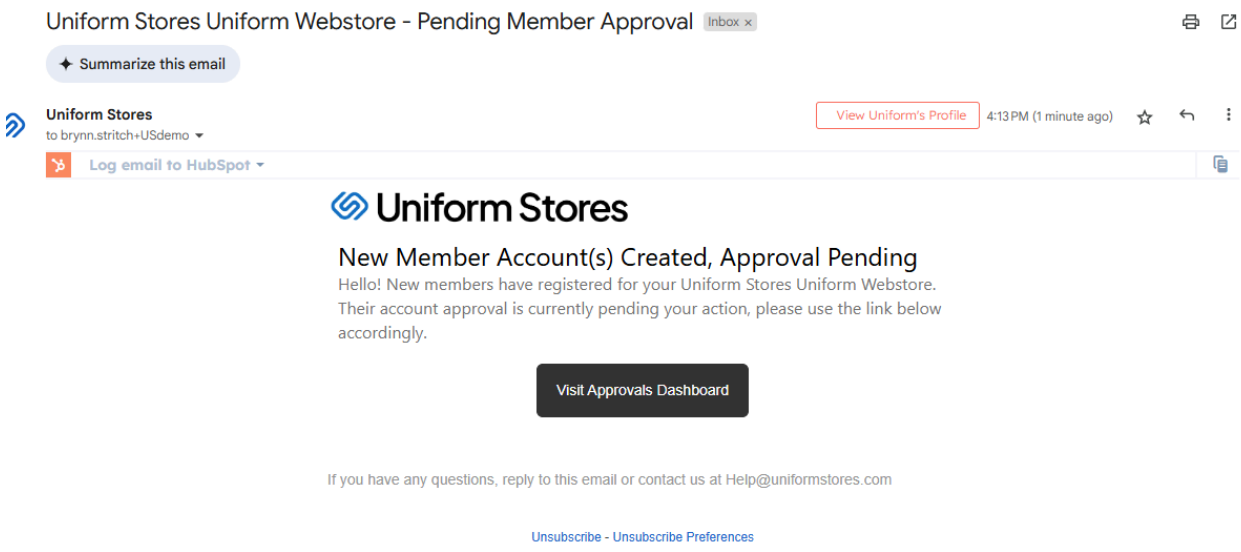
How to Add One-Time Employee Funds

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 and select the **Microsite Admin** button at the bottom right.

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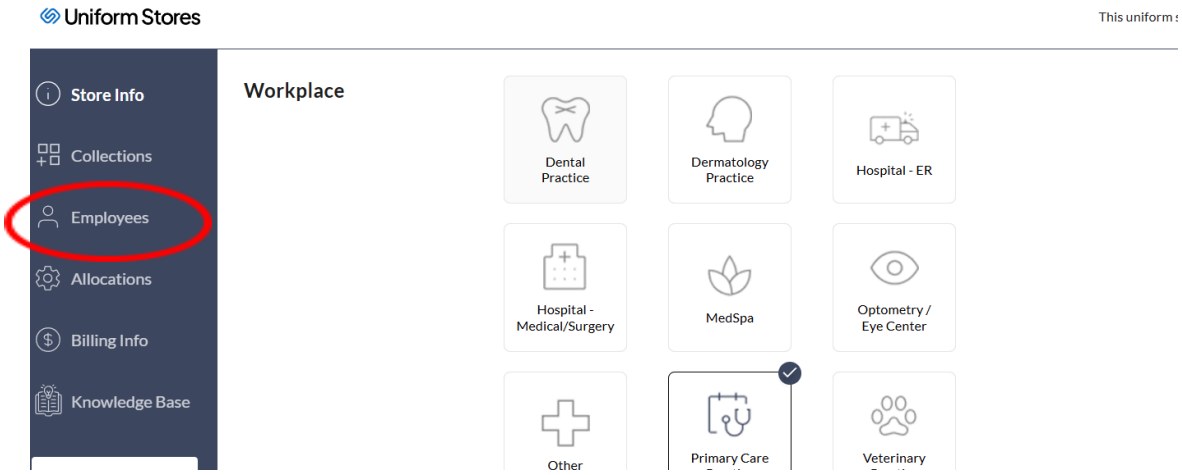
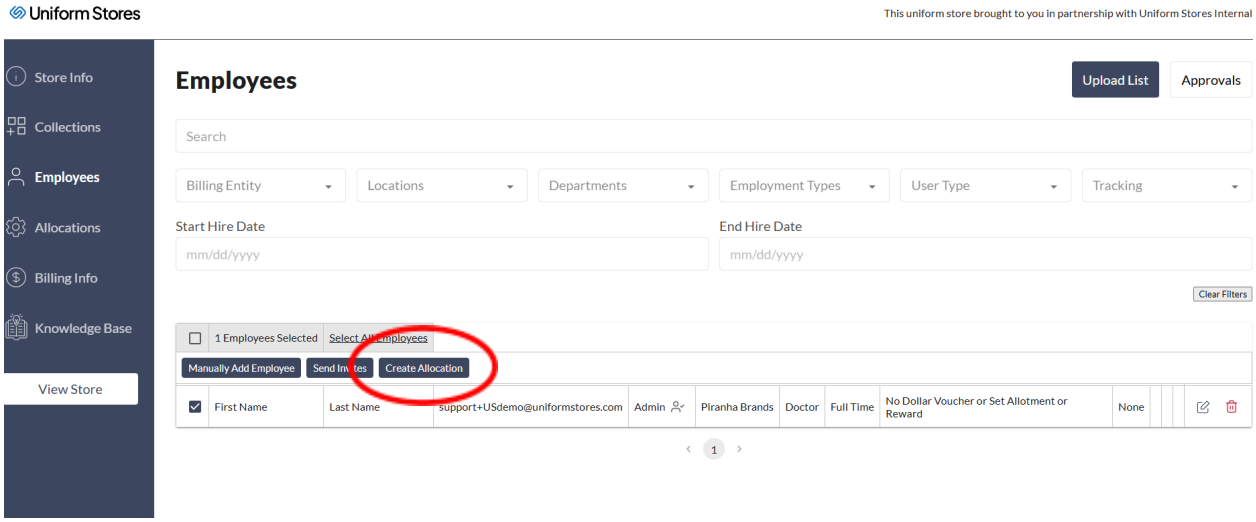
Step 2: Navigate to the menu located at the left of your screen and select **Employees.**



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).

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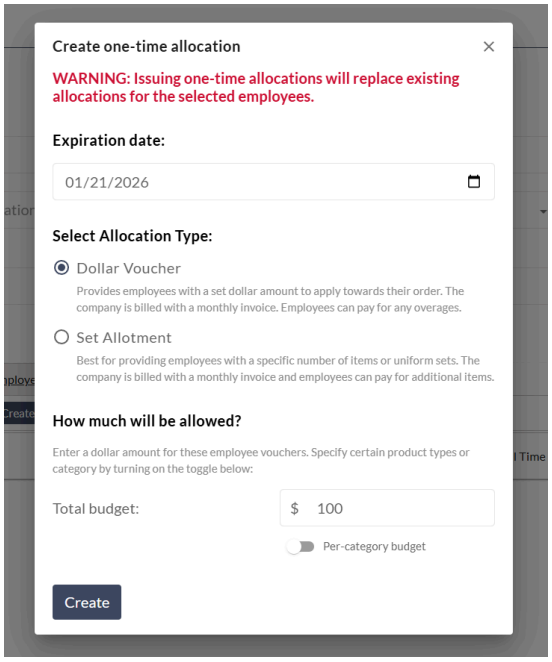
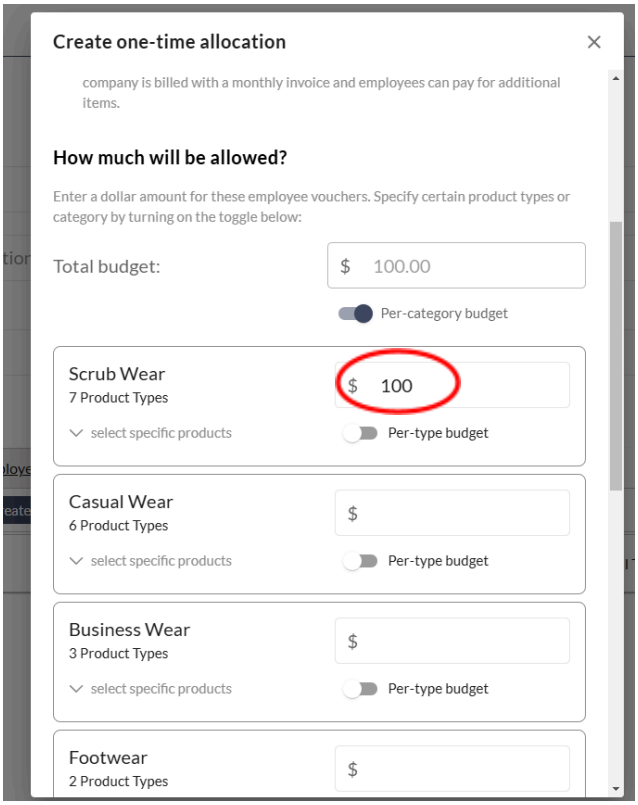


You will also be able to limit this allocation to a particular category by clicking the “Per Category Budget” toggle. This can be used in cases where you want the employee to only use their funds on a specific item or type of items like scrub wear for example.



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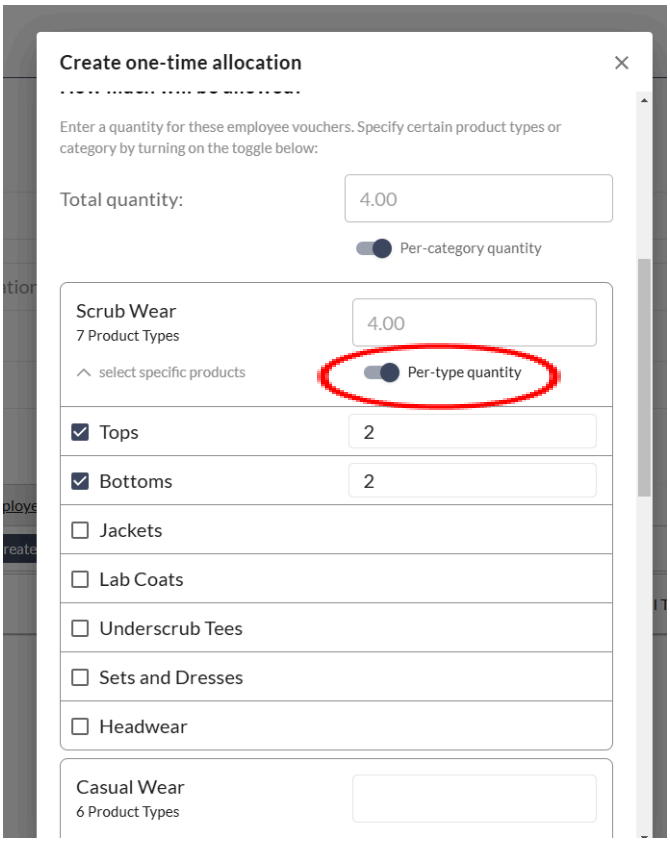
You can further specify how the allocation can be spent by clicking the “Per-Type Quantity” toggle underneath and assigning the set or dollar amount to a specific item type. This is useful particularly for set allotments if you want to give the employee a specific number of items, like 2 scrub tops and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



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.

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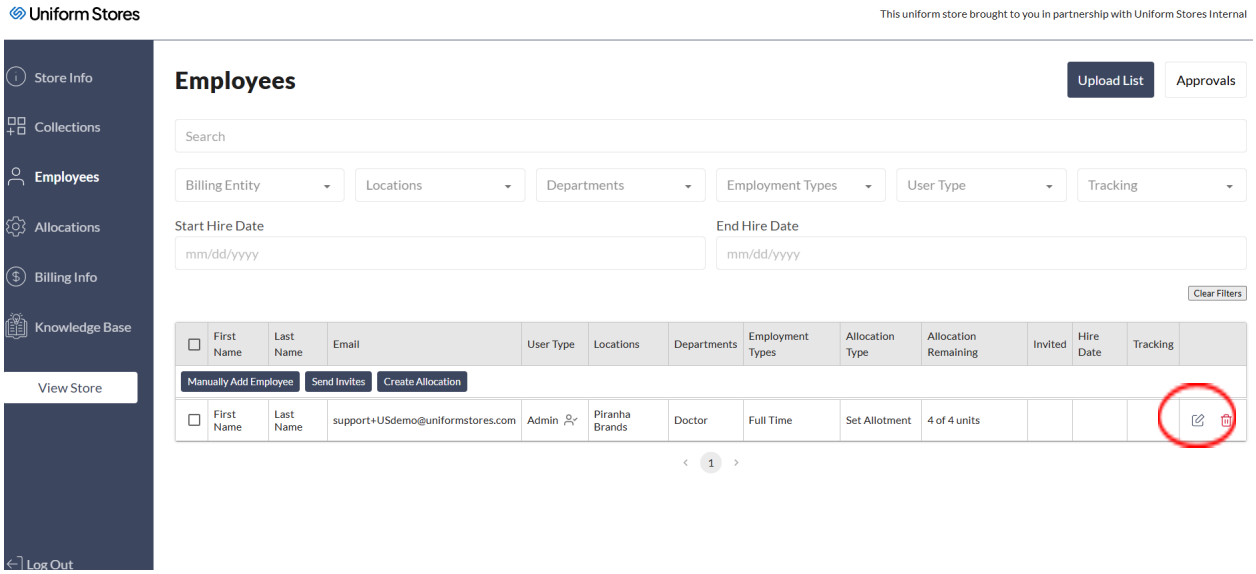
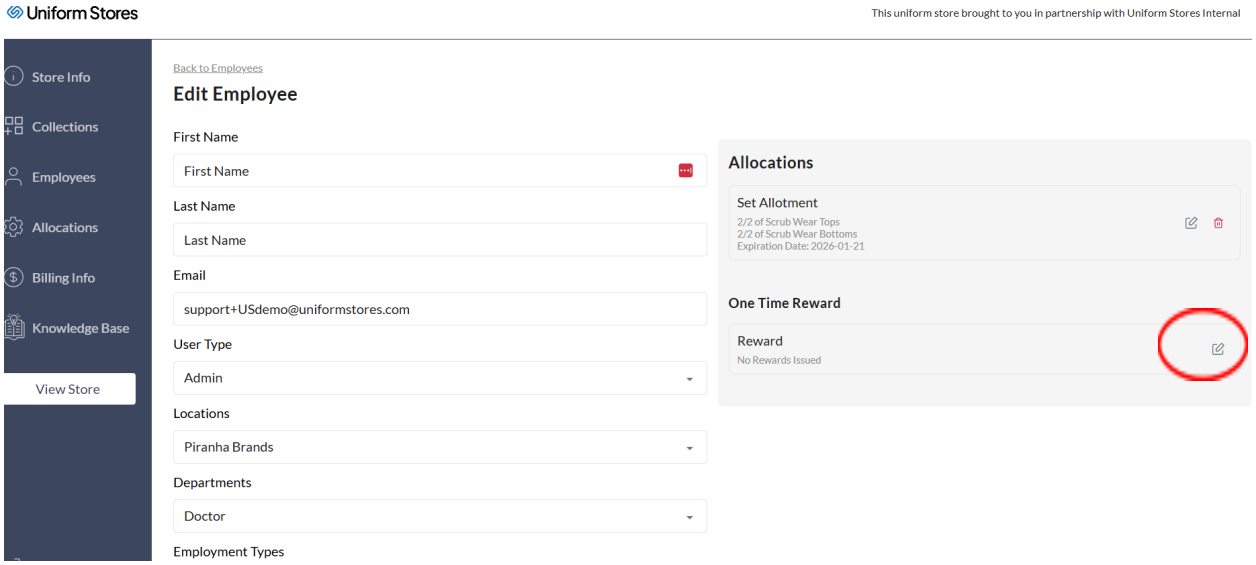
One-Time Reward - To Assign funds on top or in addition to an existing employee allocation, you will want to utilize the “one-time reward” feature. Please note that this payment type can only be issued a dollar amount.

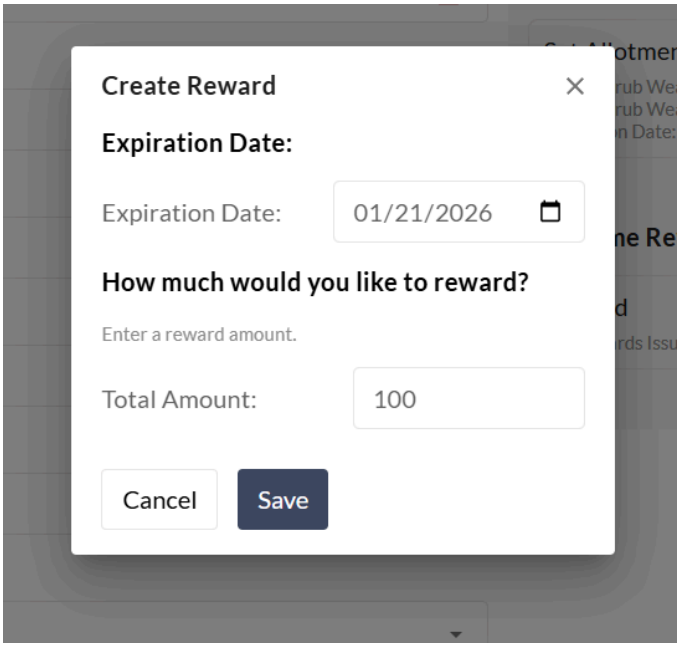
Step 1: Find the employee you want to give funds to an employee with an existing allocation, find that employee in the “employees” tab of your Uniform Stores admin portal and click the edit (pencil) icon to the right of the page.



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



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