

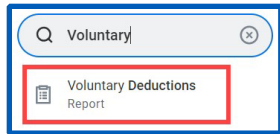
At Transocean, we protect each other and value safety above all else. Our team and their families are at the core of our success, which is why we created the Transocean Employee Assistance Management (T.E.A.M.) Fund. Fueled by contributions mostly from Transocean employees, the T.E.A.M. Fund exists to help Transocean families throughout the world deal with short-term economic hardships. This guide will detail how to contribute to the fund as a Transocean employee. For more information visit: <https://www.deepwaterteam.org/>.

Employees can begin an ongoing contribution to the T.E.A.M. Fund at any time by setting up a Voluntary Deduction through Workday on a PC or the Workday app on a mobile device.

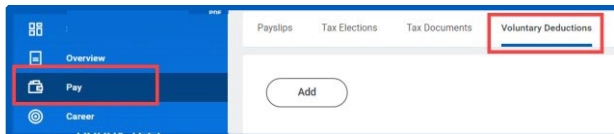
SET UP AN ONGOING CONTRIBUTION - PC

From your Workday home page
(<https://www.myworkday.com/deepwater>):

1. Search for and select **Voluntary Deductions**:

A screenshot of the Workday search bar. The search term 'Voluntary' is entered. Below the search bar, a dropdown menu shows 'Voluntary Deductions Report' as a result, which is highlighted with a red box.

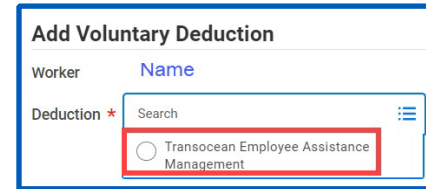
OR from the **Pay** section of your profile, click the **Voluntary Deductions** tab:

A screenshot of the Workday profile page. The 'Pay' section is selected in the left sidebar. The 'Voluntary Deductions' tab is highlighted in the top navigation bar. An 'Add' button is visible in the center of the page.

2. Click the **Add** button.

A screenshot of the 'Add' button, which is a rounded rectangle with the word 'Add' in the center. It is highlighted with a red box.

3. Select the **Transocean Employee Assistance Management** deduction.

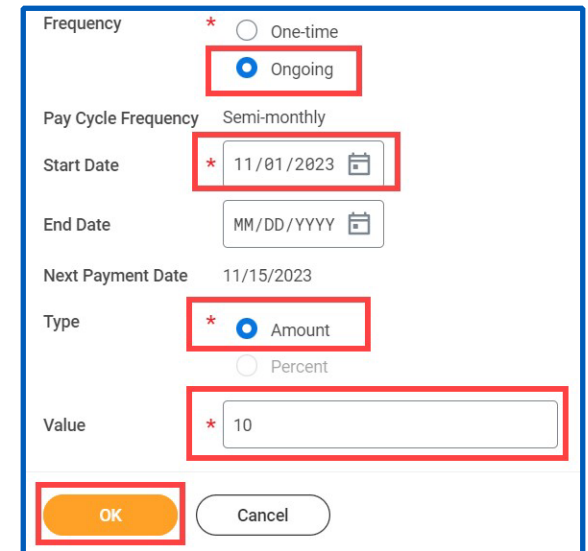
A screenshot of the 'Add Voluntary Deduction' form. The 'Worker' field is labeled 'Name'. The 'Deduction' field has a search bar and a dropdown menu. The 'Transocean Employee Assistance Management' option is selected and highlighted with a red box.

4. Select **Ongoing** and enter the necessary information as shown on the right:

- a. **Start Date:** Defaults to the start of next pay period.
- b. **Type:** Defaults to Amount.
- c. **Value:** Amount to be deducted from each paycheck.

- d. Click **OK**.

5. Click **Done**.

A screenshot of the 'Add Voluntary Deduction' form. The 'Frequency' field is set to 'Ongoing' (radio button selected). The 'Pay Cycle Frequency' is 'Semi-monthly'. The 'Start Date' is '11/01/2023'. The 'End Date' is 'MM/DD/YYYY'. The 'Next Payment Date' is '11/15/2023'. The 'Type' is 'Amount' (radio button selected). The 'Value' is '10'. The 'OK' button is highlighted with a red box.



You will now see the contribution in your Voluntary Deductions and may edit or delete the contribution anytime.

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
Transocean Employee Assistance Management	11/01/2023		Ongoing	Amount	10	11/15/2023	<div>Edit</div> <div>Delete</div>

Benefits: Ongoing T.E.A.M. Fund Contribution

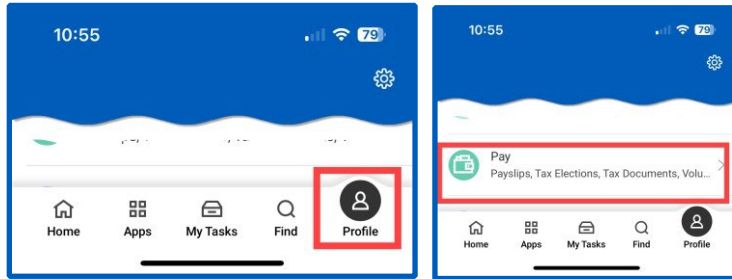
Audience: Employee

SET UP AN ONGOING CONTRIBUTION - MOBILE

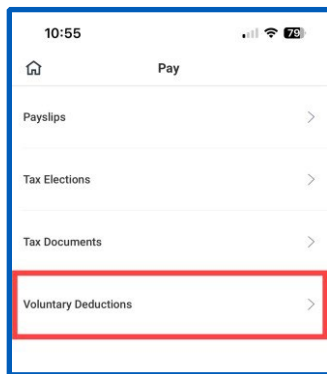
4. In the Deduction field, select the **Transocean Employee**

From the homepage of your Workday mobile app:

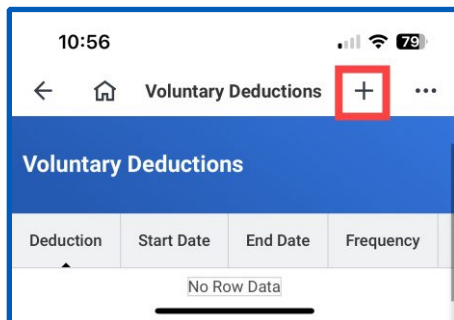
1. Select the **Profile** button in the bottom right corner and then select the **Pay** tab.



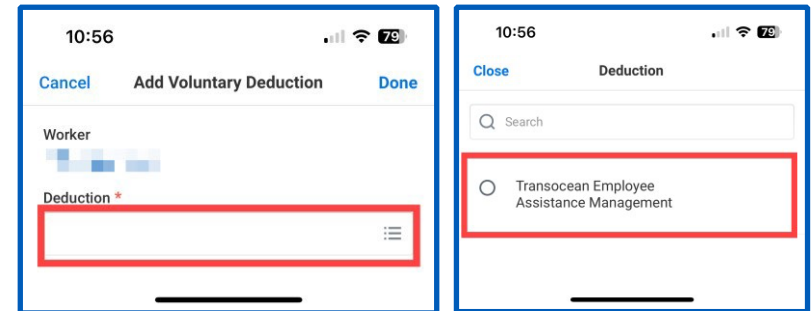
2. Select **Voluntary Deductions**.



3. Select **+** to add a deduction.

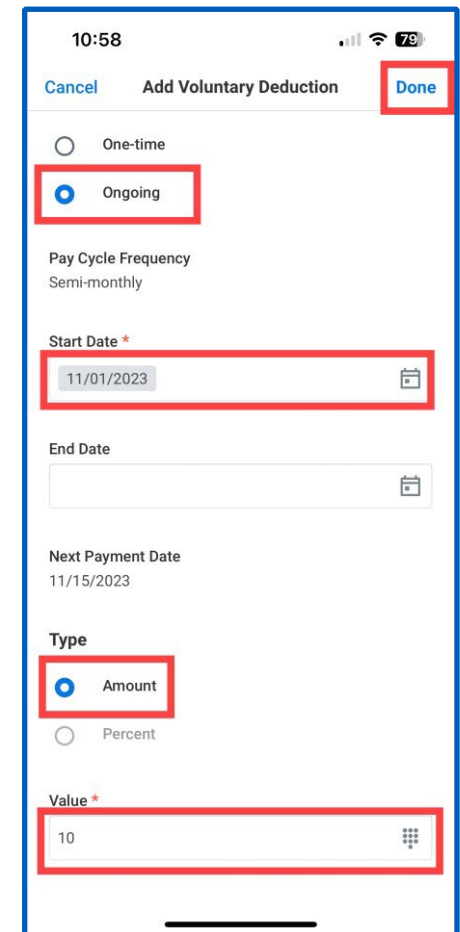


Assistance Management deduction.



5. Select **Ongoing** and enter the necessary information as shown on the right:

- a. **Start Date:** Defaults to the start of next pay period.
- b. **Type:** Defaults to Amount.
- c. **Value:** Amount to be deducted from each paycheck.
- d. Click **Done** in the top right corner.



6. Click the home button to your homepage and exit the app.



