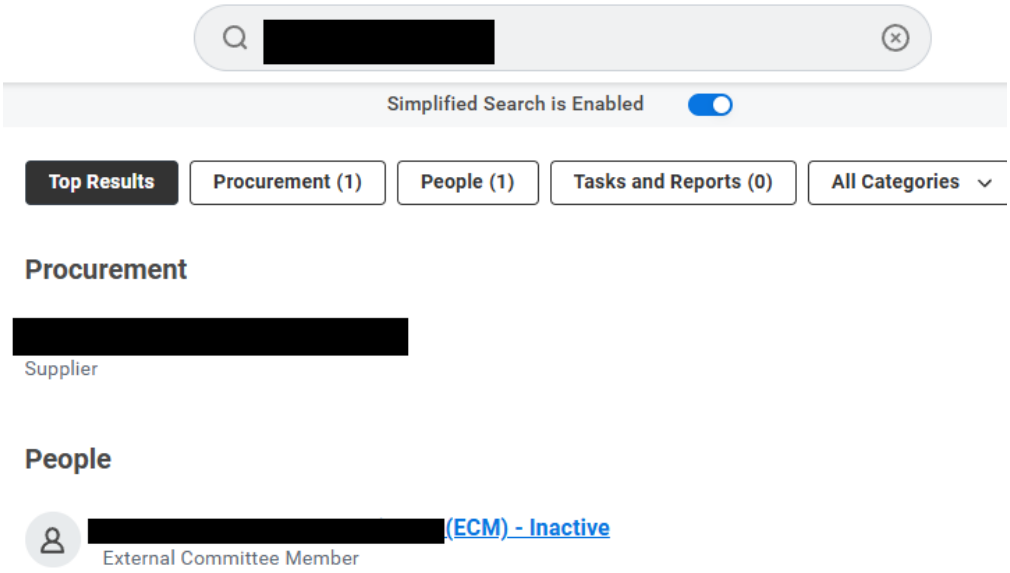
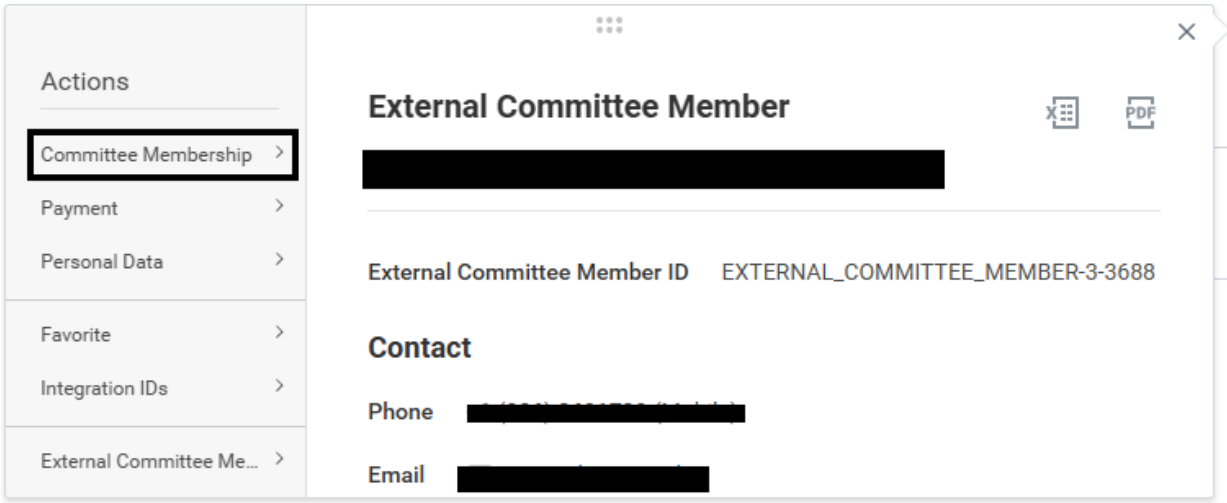
How to Activate an ECM

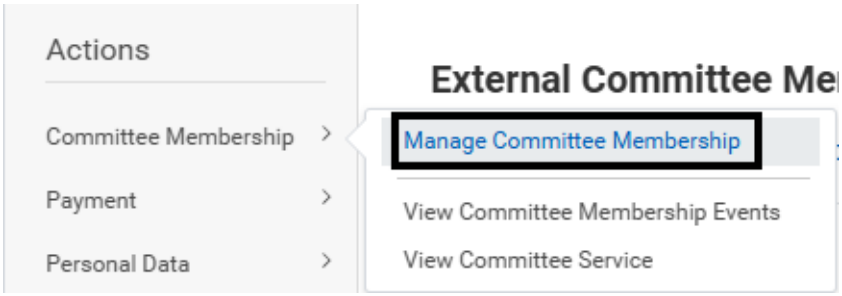
1. Search for the individuals name in Workday



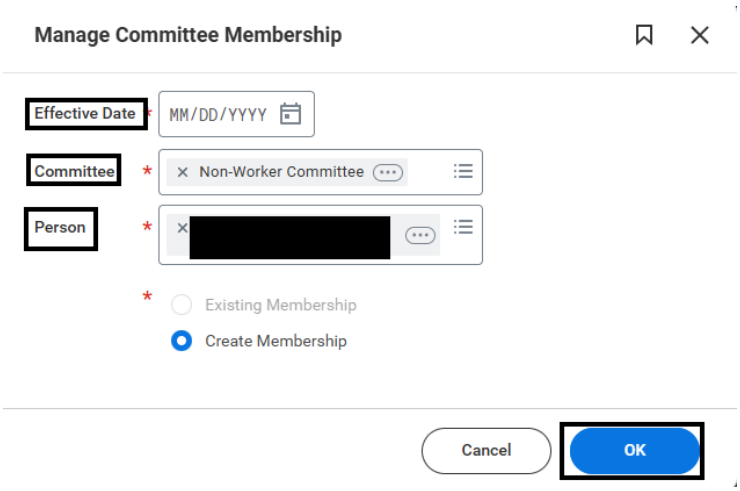
2. Hover the cursor to the three dots next to the individuals name and go to **"Committee Membership".**



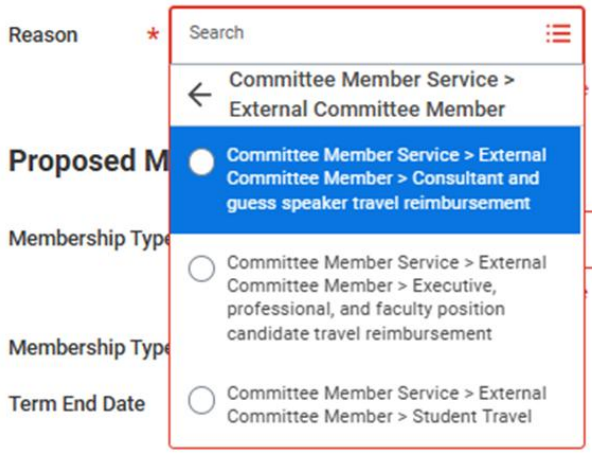
3. Select "**Manage Committee Membership**"



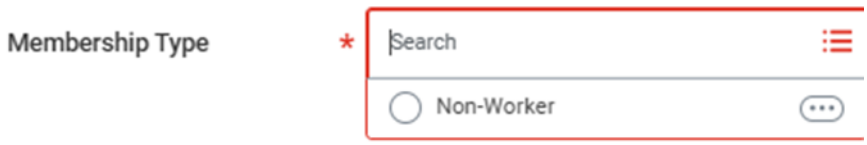
4. Enter the current date in **Effective Date** and **Non-Worker Committee** in **Committee** and select **Ok.**

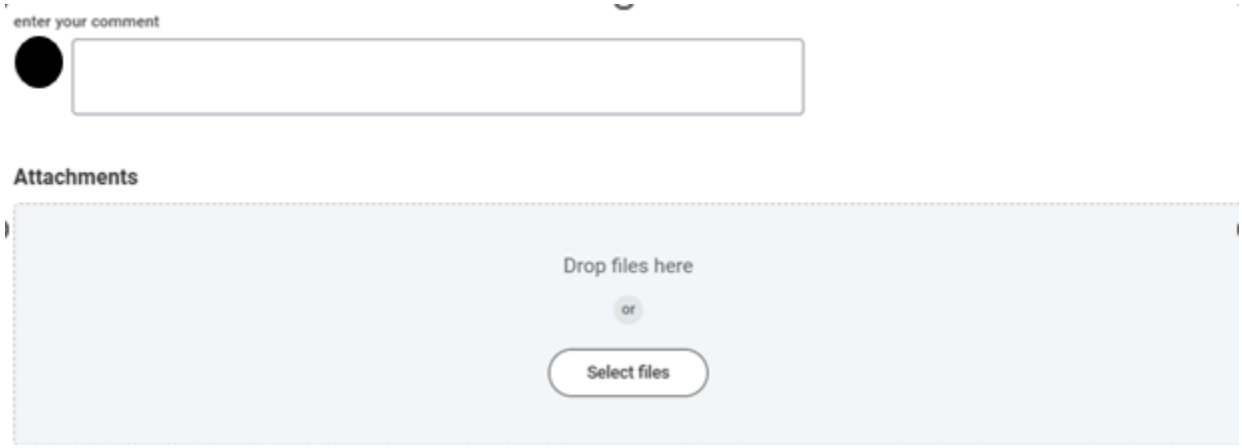


5. Select the appropriate **Reason**



6. Select the **Membership Type**



7. Select an estimated **Term End Date**

8. Add comments and attachments, if necessary, then **Submit**.