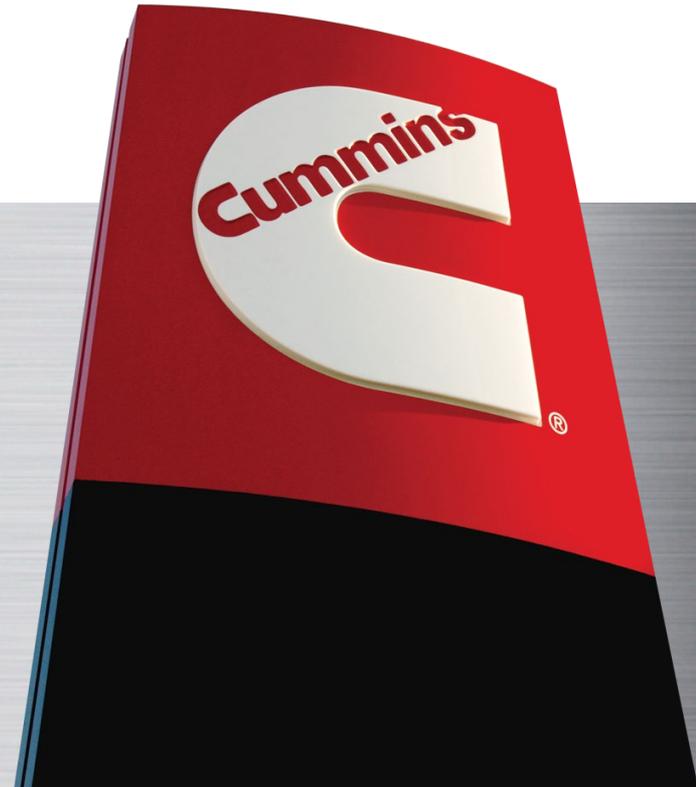


# Employee Stock Purchase Plan (ESPP) Enrollment Guide

- OneSource Self Service





# A Quick Look at Employee Stock Purchase Plan (ESPP)

- The Employee Stock Purchase Plan is one of several programs we offer to help empower our employees to achieve their full financial potential. The ESPP gives you the opportunity to purchase shares of Cummins stock using after-tax payroll deductions.
- Buy shares of Cummins stock at market value, and the company makes a matching contribution of 25%, increasing the value of your purchase. In other words, for every 10 dollars you contribute, Cummins contributes 2.5 dollars.
- Permanent active employees are eligible to participate in the ESPP and can elect to have 1-15% of base salary withheld each pay period to purchase shares. Base salary includes commissions and any earnings paid in lieu of base salary or hourly wages such as vacation or holiday pay.
- Enroll at any time using OneSource Self Service or through paper forms if applicable. You will also use OneSource to change your contribution level or discontinue participation.
- Contact CBS Global Compensation at [cbs.compensation.services@cummins.com](mailto:cbs.compensation.services@cummins.com) for enrollment questions



# Access OneSource Employee Self Service

- Open an internet browser and navigate to <http://oraclehrms.cummins.com>
- A User Name (WWID) and Password (WWIMS single sign on) are required to login
  - For convenience, any language shown at the bottom of the Web page may be selected as the language of preference
  - Note that logging in from a non-Cummins Computer will require an additional sign on screen
- Click the **Login** button

wwims.cummins.com)'. There are 'Login' and 'Cancel' buttons. At the bottom right, a red-bordered box contains a 'Select a Language:' section with a grid of language options: Cesky, Deutsch, Español Latinoamericano, Français, Magyar, Italiano, 日本語, 한국어, Nederlands, Polski, Português do Brasil, Română, Русский, Türkçe, English (highlighted), and 简体中文."/>

**OneSource**  
Human Capital Management System

\*User Name

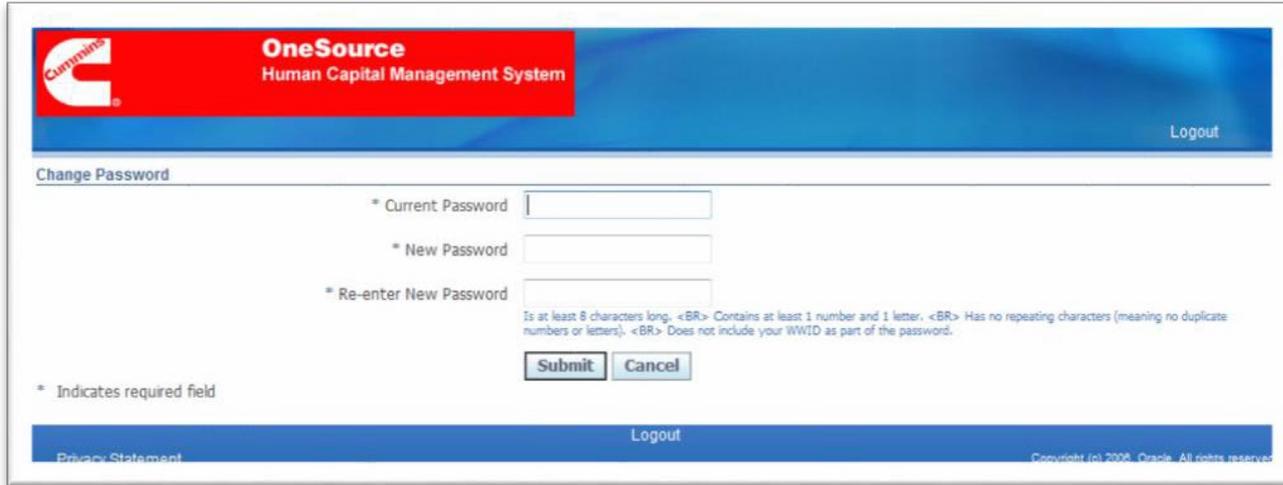
\*Password

(To reset your OneSource password, please go to [wwims.cummins.com](http://wwims.cummins.com) )

Select a Language:

|         |         |                         |          |                     |          |
|---------|---------|-------------------------|----------|---------------------|----------|
| Cesky   | Deutsch | Español Latinoamericano | Français | Magyar              | Italiano |
| 日本語     | 한국어     | Nederlands              | Polski   | Português do Brasil | Română   |
| Русский | Türkçe  | English                 | 简体中文     |                     |          |

- If there has not been a login within the last 60 days, the password is required to be reset. Enter the current password then enter the new password twice and click on the **Submit** button



The screenshot shows the 'Change Password' form in the OneSource Human Capital Management System. The form includes three required input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. Below these fields is a detailed password policy note: 'Is at least 8 characters long, <BR> Contains at least 1 number and 1 letter, <BR> Has no repeating characters (meaning no duplicate numbers or letters), <BR> Does not include your WWID as part of the password.' There are 'Submit' and 'Cancel' buttons at the bottom of the form area. The page header features the Cummins logo and 'OneSource Human Capital Management System' text, and a 'Logout' link is visible in the top right corner.

**Password Policy:**

- Must contain at least 8 characters
- Must contain at least 1 number and 1 letter
- Cannot include repeating characters
- Cannot include WWID as part of the password
- Cannot be reused for 365 days

- Once logged into OneSource, click on the **Employee Self Service – XX, XX Business Group**. This will list the functions available to your specific Business Group. For example, click on **Employee Self Service – US, US Business Group**

**Worklist**

[Full List](#)

| From   | Subject | Sent |
|--|---------|------|
| There are no notifications in this view.   |         |      |
| <ul style="list-style-type: none"> <li> <b>TIP</b> <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.</li> <li> <b>TIP</b> <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.</li> </ul> |         |      |

**Navigator**

[Personalize](#)

**Employee Self Service - US, US Business Group**

- [Internal Job Postings, Standard](#)
- [PERC AFRC Compensation - Update, AFRC Business Group](#)
- [PERC AFRC HR Manager - View, AFRC Business Group](#)
- [PERC ASIA Compensation - Update, ASIA Business Group](#)
- [PERC ASIA HR Manager - View, ASIA Business Group](#)
- [PERC AU Compensation - Update, AU Business Group](#)
- [PERC AU HR Manager - View, AU Business Group](#)
- [PERC BE CBS Benefits - Update, BE Business Group](#)
- [PERC BE Compensation - Update, BE Business Group](#)
- [PERC BE HR Manager - View, BE Business Group](#)
- [PERC Benefit BI Analyst, Cummins Global Business Group](#)
- [PERC BI Analyst, Cummins Global Business Group](#)
- [PERC BR Compensation - Update, BR Business Group](#)
- [PERC BR HR Manager - View, BR Business Group](#)
- [PERC CA Compensation - Update, CA Business Group](#)
- [PERC CA HR Manager - View, CA Business Group](#)
- [PERC CN Compensation - Update, CN Business Group](#)
- [PERC CN HR Manager - View, CN Business Group](#)

**Employee Self Service - US**

- [Personal Information](#)
- [Benefits Review & Enrollment](#)
- [Assignment Information](#)
- [Work Preferences \(Mobility\)](#)
- [International Work Experience](#)
- [Language](#)
- [Six Sigma](#)
- [Education](#)
- [ESPP Contributions](#)
- [Saved Actions](#)
- [Online Pay Stub](#)
- [W2 Reprint Request](#)
- [W4 Tax Elections](#)
- [Direct Deposit Information](#)

# Enrollment



- Click the **Employee Contributions** function

The screenshot shows the 'Employee Self Service - US, US Business Group' interface. The 'Navigator' pane on the left lists various options, with 'ESPP Contributions' highlighted in a red box. The right pane shows a list of menu items, including 'Personal Information', 'Benefits Review & Enrollment', 'Assignment Information', 'Work Preferences (Mobility)', 'International Work Experience', 'Language', 'Six Sigma', 'Education', 'ESPP Contributions' (highlighted in a red box), 'Saved Actions', 'Online Pay Stub', 'W2 Reprint Request', 'W4 Tax Elections', and 'Direct Deposit Information'. A 'Personalize' button is visible in the top right of the Navigator pane.

- Click **New Contribution**

The screenshot shows the 'New Contribution' form. The 'New Contribution' button is highlighted in a red box. Below it is a table titled 'Future and Ongoing Transactions' with columns: Effective, End Date, Type, Occurrences, Status, and Update/View Discontinue. The table contains one row: 17-JUN-2019, 16-JUL-2019, ESPP EE Stock Purchase Plan, Recurring, Processed. Below the table is a tip: 'Your transaction is not completed until the status changes to 'Processed'. If you are updating or discontinuing your contribution, the status value changes to 'Updated' or 'Discontinued' initially. You need to click on the 'next' button to submit the change and complete the transaction. If you are adding a new contribution, the status value changes to 'New' initially. You need to click on the 'next' button to submit the change and complete the transaction.' At the bottom right are buttons: Cancel, Save For Later, Back, Next. At the bottom center is a footer: Home Logout Preferences Help.



- Select **ESPP EE Stock Purchase Plan** from the **Select a Type** section. Click on the hyperlink '**Employee Stock Purchase Plan details and Forms**' to review Data Protection Authorization Form and Plan Documents.
- Select from Amount of 01 to 15 percent under the **Details** section.
- Under **Effective Date** section, you will find effective date for your first payroll deduction. Click **Apply**.

**Select a Type**

\* Type

✓ **TIP** Employee can elect to have 1-15% of their base pay withheld each pay period to use toward the purchase of Cummins stock. Please review the Data Protection Authorization Form before enrolling to the program. Click on the following link for plan details and forms.  
[Employee Stock Purchase Plan details and Forms](#)

**Details**

\* Amount

Units **Percent**

✓ **TIP** Enter the Percentage value of your base pay you would like to withhold each pay period in the 'Amount' field above.

**Effective Date**

This Transaction Occurs Every Payroll Period Until The End Date.  
Effective From 29-Jul-2019  
End Date  Ongoing

- Transaction **Status** will show '**New**'. Please note your transaction is not completed until the status changes to '**Processed**'.
- Click **Next**.

**Future and Ongoing Transactions**

| Effective   | End Date    | Type                        | Occurrences | Status      | Update/View | Discontinue |
|-------------|-------------|-----------------------------|-------------|-------------|-------------|-------------|
| 17-JUN-2019 | 16-JUL-2019 | ESPP EE Stock Purchase Plan | Recurring   | ✓ Processed |             |             |
| 29-JUL-2019 | Ongoing     | ESPP EE Stock Purchase Plan | Recurring   | ✘ New       |             |             |

**TIP** Your transaction is not completed until the status changes to 'Processed'. If you are updating or discontinuing your contribution, the status value changes to 'Updated' or 'Discontinued' initially. You need to click on the 'next' button to submit the change and complete the transaction. If you are adding a new contribution, the status value changes to 'New' initially. You need to click on the 'next' button to submit the change and complete the transaction.

[Cancel](#) [Save For Later](#) [Back](#) [Next](#)



- Enrollment record will show up in the **Proposed** column
  - Click **Submit** if the additions/updates are correct
  - Click **Back** if something needs to be reentered

 Indicates Changed Items.

Please review your transaction before submitting

New ESPP EE Stock Purchase Plan

|   |
|---|
| <b>Proposed</b>                         |
| <b>Effective</b> 29-Jul-2019            |
| <b>Type</b> ESPP EE Stock Purchase Plan |
| <b>Amount</b> 05                        |
| <b>Units</b> Percent                    |
| <b>Occurrences</b> Recurring            |
| <b>End Date</b> Ongoing                 |

Reviewers

Details Reviewer

No Approvers

Cancel

Printable Page

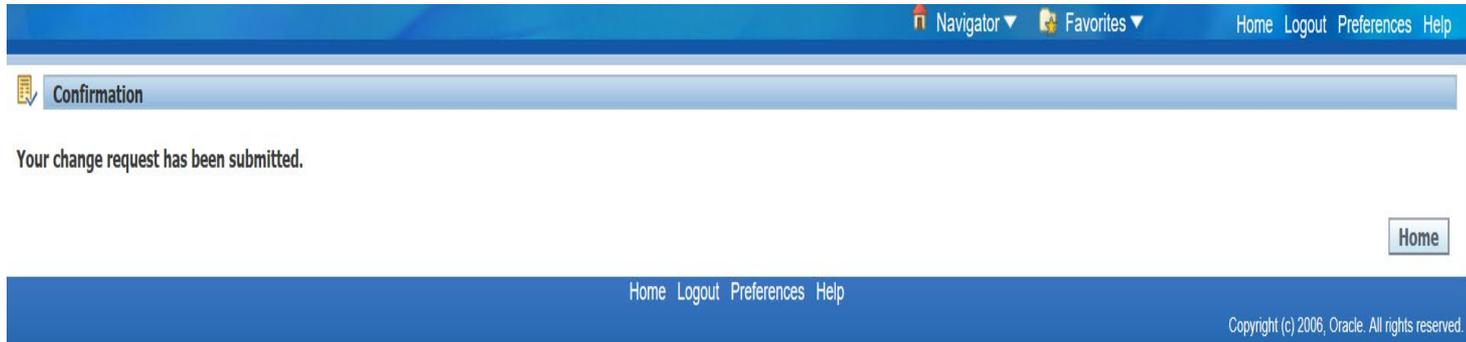
Save For Later

Back

Submit

Home Logout Preferences Help

- After submitting the enrollment, a **Confirmation** screen will display.



# Change

- Click the **Employee Contributions** function



The screenshot displays the 'Employee Self Service - US' interface. At the top, there is a 'From' section with a message: 'There are no notifications in this view.' Below this, two tips are listed: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

The main area is titled 'Navigator' and contains two columns of links. The left column lists various business groups and their HR managers, such as 'PERC AFRC Compensation - Update, AFRC Business Group' and 'PERC ASIA HR Manager - View, ASIA Business Group'. The right column lists personal and administrative functions, including 'Personal Information', 'Benefits Review & Enrollment', and 'Assignment Information'. The 'ESPP Contributions' link in the right column is highlighted with a red rectangle.

Buttons for 'Personalize' and 'Employee Self Service - US' are also visible.

- Click **Update/View** to change your participation percentage withheld each pay period.
- Click **Next**.

New Contribution

Future and Ongoing Transactions

| Effective   | End Date    | Type                        | Occurrences | Status      | Update/View | Discontinue |
|-------------|-------------|-----------------------------|-------------|-------------|-------------|-------------|
| 17-JUN-2019 | 16-JUL-2019 | ESPP EE Stock Purchase Plan | Recurring   | ✓ Processed |             |             |
| 29-JUL-2019 | Ongoing     | ESPP EE Stock Purchase Plan | Recurring   | ✓ Processed |             |             |

**TIP** Your transaction is not completed until the status changes to 'Processed'. If you are updating or discontinuing your contribution, the status value changes to 'Updated' or 'Discontinued' initially. You need to click on the 'next' button to submit the change and complete the transaction. If you are adding a new contribution, the status value changes to 'New' initially. You need to click on the 'next' button to submit the change and complete the transaction.

[Cancel](#) [Save For Later](#) [Back](#) [Next](#)

Home Logout Preferences Help

Copyright (c) 2006 Oracle. All rights reserved.



- Select from 01 to 15 percent under the **Details** section.
- Under **Effective Date** section, you will find effective date for your change.
- Click **Apply**.

**Select a Type**

Type **ESPP EE Stock Purchase Plan**

✔ **TIP** Employee can elect to have 1-15% of their base pay withheld each pay period to use toward the purchase of Cummins stock. Please review the Data Protection Authorization Form before enrolling to the program. Click on the following link for plan details and forms.  
[Employee Stock Purchase Plan details and Forms](#)

**Details**

\* Amount    
Units **Percent**

✔ **TIP** Enter the Percentage value of your base pay you would like to withhold each pay period in the 'Amount' field above.

**Effective Date**

This Transaction Occurs Every Payroll Period Until The End Date.  
Effective From 29-Jul-2019  
End Date

- Transaction **Status** will show '**Updated**'.
- Please note your transaction is not completed until the status changes to '**Processed**'.
- Click **Next**.

#### New Contribution

#### Future and Ongoing Transactions

| Effective   | End Date    | Type                        | Occurrences | Status      | Update/View   | Discontinue   |
|-------------|-------------|-----------------------------|-------------|-------------|---|---|
| 17-JUN-2019 | 16-JUL-2019 | ESPP EE Stock Purchase Plan | Recurring   | ✓ Processed |  |  |
| 29-JUL-2019 | Ongoing     | ESPP EE Stock Purchase Plan | Recurring   | ⚙ Updated   |  |  |

 **TIP** Your transaction is not completed until the status changes to 'Processed'. If you are updating or discontinuing your contribution, the status value changes to 'Updated' or 'Discontinued' initially. You need to click on the 'next' button to submit the change and complete the transaction. If you are adding a new contribution, the status value changes to 'New' initially. You need to click on the 'next' button to submit the change and complete the transaction.

[Cancel](#)[Save For Later](#)[Back](#)[Next](#)



- Fields that have been changed will show up in the **Proposed** column with a “**Blue Globe**” beside them
- Click **Submit** if the additions/updates are correct
- Click **Back** if something needs to be reentered

 Indicates Changed Items.

Please review your transaction before submitting

#### Update ESPP EE Stock Purchase Plan

|             | Current                     | Proposed  |
|-------------|-----------------------------|---|
| Effective   |                             | 29-Jul-2019  |
| Type        | ESPP EE Stock Purchase Plan | ESPP EE Stock Purchase Plan   |
| Amount      | 05                          | 10           |
| Units       | Percent                     | Percent   |
| Occurrences | Recurring                   | Recurring   |
| End Date    | Ongoing                     | Ongoing   |

#### Reviewers

##### Details Reviewer

No Approvers

[Home](#) [Logout](#) [Preferences](#) [Help](#)

- After submitting the changes, a **Confirmation** screen will display



## Confirmation

Your change request has been submitted.

[Home](#)

[Home](#) [Logout](#) [Preferences](#) [Help](#)

# Discontinue

- Click the **Employee Contributions** function



The screenshot shows an email client interface. At the top, there is a header with columns for 'From', 'Subject', and 'Sent'. Below this, there is a message body with two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' Below the message body is a 'Navigator' pane. The 'Navigator' pane has a 'Personalize' button on the right. The main area of the 'Navigator' pane is divided into two columns. The left column contains a list of folders, including 'Employee Self Service - US, US Business Group' and various 'PERC' folders for different business groups (AFRC, ASIA, AU, BE, BI, BR, CA, CN). The right column contains a list of links under the heading 'Employee Self Service - US'. The links include 'Personal Information', 'Benefits Review & Enrollment', 'Assignment Information', 'Work Preferences (Mobility)', 'International Work Experience', 'Language', 'Six Sigma', 'Education', 'ESPP Contributions', 'Saved Actions', 'Online Pay Stub', 'W2 Reprint Request', 'W4 Tax Elections', and 'Direct Deposit Information'. The 'ESPP Contributions' link is highlighted with a red circle.



- Click **Discontinue** to withdraw your participation.
- Click **Next**.

**Future and Ongoing Transactions**

| Effective   | End Date | Type                        | Percentage of Salary | Occurrences | Status      | Update/View | Discontinue |
|-------------|----------|-----------------------------|----------------------|-------------|-------------|-------------|-------------|
| 01-MAY-2018 | Ongoing  | ESPP EE Stock Purchase Plan | 10                   | Recurring   | ✓ Processed |             |             |

**TIP** Your transaction is not completed until the status changes to 'Processed'. If you are updating or discontinuing your contribution, the status value changes to 'Updated' or 'Discontinued' initially. You need to click on the 'next' button to submit the change and complete the transaction. If you are adding a new contribution, the status value changes to 'New' initially. You need to click on the 'next' button to submit the change and complete the transaction.

- Confirm your transaction. The effective date of your discontinuation will be shown in this page.
- Click **Yes**.

**Confirmation**  
You have chosen to delete or discontinue this transaction. Provide the details below

Type **ESPP EE Stock Purchase Plan**  
Value **10**  
 This transaction will be discontinued as of this date

- Transaction **Status** will show '**Discontinued**'. Please note your transaction is not completed until the status changes to '**Processed**'.
- Click **Next**.

New Contribution

Future and Ongoing Transactions

| Effective   | End Date Type | Percentage of Salary Occurrences | Status                    | Update/View Discontinue |
|-------------|---------------|----------------------------------|---------------------------|-------------------------|
| 26-APR-2018 | Ongoing       | ESPP EE Stock Purchase Plan 09   | Recurring<br>Discontinued | Update/View Discontinue |

 **TIP** Your transaction is not completed until the status changes to 'Processed'. If you are updating or discontinuing your contribution, the status value changes to 'Updated' or 'Discontinued' initially. You need to click on the 'next' button to submit the change and complete the transaction. If you are adding a new contribution, the status value changes to 'New' initially. You need to click on the 'next' button to submit the change and complete the transaction.

Cancel Save For Later Back **Next**

- Confirm discontinue your ESPP enrollment.
  - Click **Submit** if the additions/updates are correct
  - Click **Back** if something needs to be reentered

Indicates Changed Items.

Please review your transaction before submitting

---

Delete ESPP EE Stock Purchase Plan

|                                  |
|----------------------------------|
| Proposed                         |
| Effective 26-Apr-2018            |
| Type ESPP EE Stock Purchase Plan |
| Amount 09                        |
| Units Percent                    |
| Occurrences Recurring            |
| End Date Ongoing                 |

---

Additional Information

---

Reviewers

---

Details Reviewer

No Approvers

Cancel Printable Page Save For Later Back **Submit**

- After submitting the discontinue request, a **Confirmation** screen will display

Navigator Favorites Home Logout Preferences Help

Confirmation

Your change request has been submitted.

Home

Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.



# Disclaimer

*Participation in the Cummins ESPP is voluntary. It is your decision to participate and there is no guarantee against loss. You should give the ESPP careful consideration, including the risks involved, before deciding whether or not to participate. If you are unsure, seek independent advice before participating. There are risks associated with investing in shares. The value of shares you purchase could go up or down. The value may also be influenced by changes in the stock market. Additional risks and uncertainties not presently known to us, or that we currently believe to be immaterial, may also adversely affect our business and, accordingly, the price of our shares. In addition, past financial performance of the Company may not be a reliable indicator of future performance. Historical trends should not be used to anticipate results or trend in future periods.*