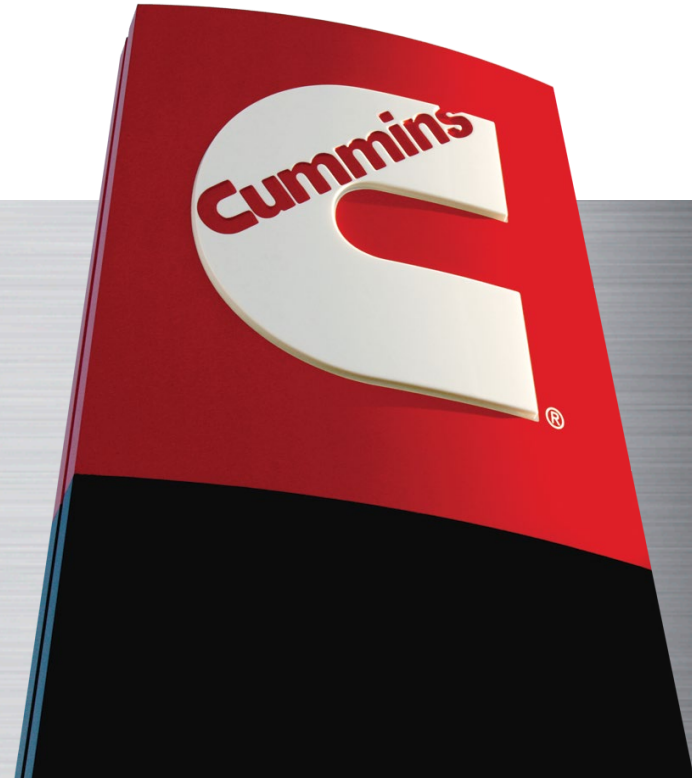


Employee Stock Purchase Plan (ESPP) Enrollment Guide

- 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 contributes 15%, increasing the value of your purchase. In other words, for every 8.5 dollars you contribute, Cummins contributes 1.5 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 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)'. At the bottom right, there is a 'Select a Language:' section with a red border, containing 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." data-bbox="189 414 875 927"/>

OneSource
Human Capital Management System

*User Name

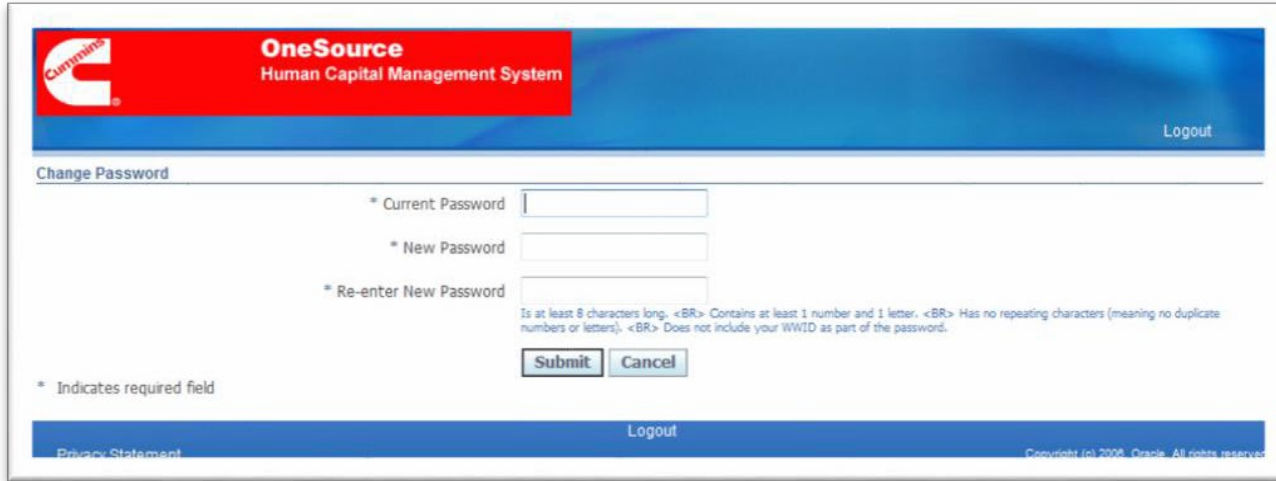
*Password

(To reset your OneSource password, please go to 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 'OneSource Human Capital Management System' interface. At the top, there is a red header with the Cummins logo and the text 'OneSource Human Capital Management System'. To the right of the header is a 'Logout' link. Below the header, the main content area is titled 'Change Password'. It contains three required fields: '* Current Password', '* New Password', and '* Re-enter New Password'. Each field is represented by a text input box. Below these fields, there is a small text block explaining the password requirements: 'Is at least 8 characters long,
 Contains at least 1 number and 1 letter,
 Has no repeating characters (meaning no duplicate numbers or letters),
 Does not include your WWID as part of the password.' Below this text are two buttons: 'Submit' and 'Cancel'. At the bottom left, there is a note: '* Indicates required field'. At the bottom right, there is another 'Logout' link. The footer of the page contains the text 'Privacy Statement' and 'Copyright (c) 2004, Cummins. All rights reserved.'

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**



The screenshot shows the 'Navigator' section of the OneSource application. A red box highlights the 'Employee Self Service - US, US Business Group' menu item. Below this, a list of services is displayed, including '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 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 CBS Benefits - View, CA 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', and 'PERC Compensation BI Analyst, Cummins Global Business Group'. On the right side, there is a 'Personalize' button and a list of services available for the 'Employee Self Service - US' group, including 'Personal Information', 'Benefits Review & Enrollment', 'Assignment Information', 'Work Preferences (Mobility)', 'International Work Experience', 'Language', 'Six Sigma', 'Education', 'Employee Contributions', 'Saved Actions', 'Online Pay Stub', 'W2 Reprint Request', 'W4 Tax Elections', 'Direct Deposit Information', and 'Employment Verification'.

Enrollment



- Click the **Employee Contributions** function

Navigator

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 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 CBS Benefits - View, CA 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
- PERC Compensation BI Analyst, Cummins Global Business Group
- PERC DE Compensation - Update, DE Business Group

Employee Self Service - US

- Personal Information
- Benefits Review & Enrollment
- Assignment Information
- Work Preferences (Mobility)
- International Work Experience
- Language
- Six Sigma
- Education
- Employee Contributions**
- Saved Actions
- Online Pay Stub
- W2 Reprint Request
- W4 Tax Elections
- Direct Deposit Information
- Employment Verification

Personalize

- Click **New Contribution**

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	

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



- 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 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 05 ▾

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

Apply Cancel

- 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

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

- 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

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

Reviewers

Details Reviewer

No Approvers

Cancel

Printable Page

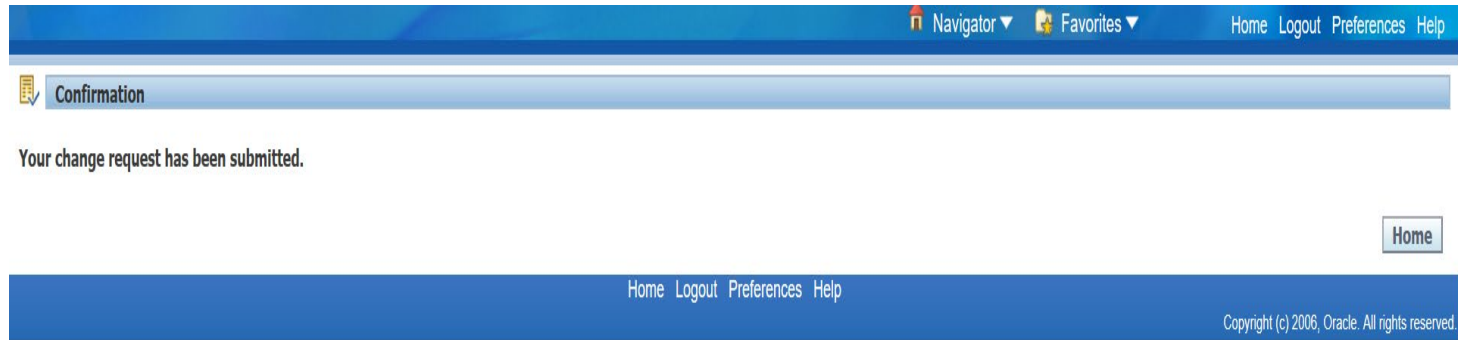
Save For Later

Back

Submit

Home Logout Preferences Help

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



Change

- Click the **Employee Contributions** function

Oracle Applications Home Page

✓**TIP** You have 2 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Worklist

From	Subject	Sent
SYSADMIN	Individual Compensation Distribution for Kuang, Sean has been approved.	16-Jul-2019
SYSADMIN	Individual Compensation Distribution for Kuang, Sean has been approved.	16-Jul-2019

✓**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
 ✓**TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

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 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 CBS Benefits - View, CA Business Group
 - PERC CA Compensation - Update, CA Business Group
 - PERC CA HR Manager - View, CA Business Group





Employee Self Service - US


- Personal Information
- Benefits Review & Enrollment
- Assignment Information
- Work Preferences (Mobility)
- International Work Experience
- Language
- Six Sigma
- Education
- Employee Contributions**
- Saved Actions
- Online Pay Stub
- W2 Reprint Request
- W4 Tax Elections

- 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](#)

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- 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

10

▼

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

Apply





Cancel


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

- 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

[Cancel](#)
[Printable Page](#)
[Save For Later](#)
[Back](#)
[Submit](#)

- 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

Oracle Applications Home Page

Worklist

[Full List](#)

From	Subject	Sent
There are no notifications in this view.		
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.		
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.		

Navigator

[Personalize](#)

- Employee Self Service - UK, UK Business Group
- Internal Job Postings, Standard

Employee Self Service - UK

- Personal Information
- Assignment Information
- Work Preferences (Mobility)
- International Work Experience
- Language
- Six Sigma
- Education
- Employee Contributions**
- Saved Actions

- 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.

Cancel

Save For Later

Back

Next

- 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 **25-Apr-2018**

No

Yes

- 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	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

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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.