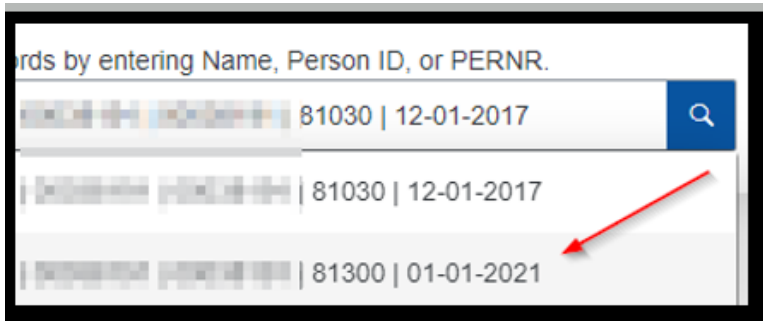
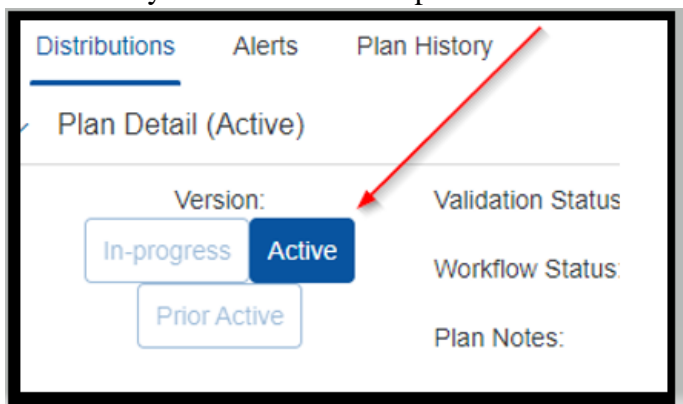


Creating a consolidated plan creates a block of time instead of having individual entries each month for identical distributions. For Ex: January – December 2022.

1. Log in to CDEM and start typing in the Person's last name or ID, and select the correct employee from the list that populates (If you see the same person listed more than once, choose the one that has the most current date (Ex: 1/1/21).



2. Make sure you are in an Active plan:



3. Click on <**Create new plan**> button
4. Click on <**Consolidate Plan**> button



5. A pop-up box opens. Click on **Confirm**
6. This will automatically consolidate the effective periods that have identical cost distributions.