

The total rewards statements are designed to make it easy for you to communicate with employees about the value of all the benefits the organization provides, and to let the employee know their work is appreciated and valued by the company.

How it works ~

There are several pages that need to be filled out with your employee information, so that the total compensation/reward statements can quickly be updated for each employee. Everything is linked together via employee ID, so it must be listed on each page. The actual total reward statement shouldn't require much editing, you would only need to change the employee ID at the top, for everything else to populate, when it has been copied and pasted or entered into these pages:

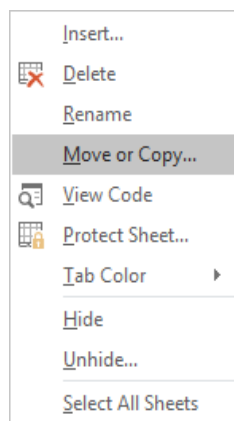
- Employee General Data Page – This page consists of the general compensation data, bonuses received and time off value estimates.
 - Salaried or Hourly – Each employee will need to have something selected here, in order to accurately calculate the paid time off.
 - Actual Regular Earnings – If employees are eligible for overtime, be sure that this column contains only regular earnings, and place the overtime earnings, as well as bonus payments in the specified columns to the right.
 - Bonus Programs – There are place holders for up to 2 different types of bonus programs. You can enter the name of the program (Variable Compensation, Incentive Comp, Holiday Bonus, etc), so that it will be described accurately in the statement, and list out the actual amounts as well.
 - Paid Time Off – There are 3 sections to enter up to 3 paid time off types. There is a drop-down list where you can select from: Vacation, Paid Time Off, Sick Pay, Jury Duty, or Other. More options can be added by adding them to the list in column AR9.
 - After selecting Paid time off type, you can either enter/copy the amount of time off in DAYS or HOURS – If you enter Days in the Days column, be sure to leave the Hours column blank, and leave the days column blank if you are entering the time off in hours.

DIRECTIONS FOR TOTAL REWARDS STATEMENTS

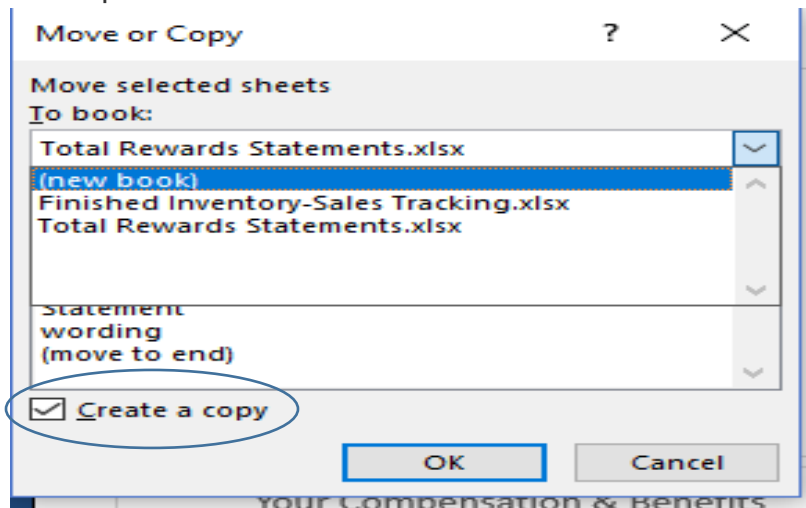
- Employee Benefits Data – Here you will enter or copy/paste the employee ID, name and benefit amounts for the different benefits they have received.
 - With the retirement benefits – you will be able to add up to 2 different plan names (401k matching, pension, etc.) and then list the amount they have received.
- Employee Stock Data page – Here you can enter up to 2 different stock plans. Simply add the employee ID's, and the name of the stock program. The allocations columns don't need to be filled out, but they are there if you need to use them to help calculate the value of the stock they have received.
- Extra Perks page – Here you can enter up to 5 different 'perk' names, and associated values. The perk names can be different for each employee, so if a small group is eligible/ has received Tuition Reimbursement, you would name that as a perk for them, but leave it blank or list another perk for those who didn't receive it.

After you get all the data combined in these pages, the hard part is over! I would recommend reviewing the compensation statement to see if you want to make changes to any of the wording. After everything is good to go, you can follow this process to save the statements as PDF's:

- Enter or copy/paste the employee ID in cell B6 of the statement page.
- All the eligible benefits should link and populate, and charts should update.
- Right click on the tab name 'statement' and select the 'Move or Copy'



- Check the 'Create a Copy' at the bottom AND select 'Create a New Book' at the top:



- In the new book, all the links should still remain.
- Go to File – Save As – and be sure to change the file type to PDF and rename it with the employee's name or ID.
- You can save a version with the formulas in it if needed.
- Repeat for each employee statement.