

Sample Statements

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Review and Create Sample Statements

A sample statement will help you visualize your end product. Below you will be able to download some sample statements as well as create a sample employee so that you can reference the statement changes in real-time.

Download a sample statement:

[Sample 2-Page Statement \(pdf\)](#)

[Sample 4-Page Statement \(pdf\)*](#)



Create a Sample Employee

Go to **Administration**

Select **Employees** from dropdown

Click the **New Employee** button

Employee Identifier

Name

Email

Address

| | | |
|-----------------------------------|------------------------------------|---------------------------------------|
| <input type="text" value="City"/> | <input type="text" value="State"/> | <input type="text" value="Zip Code"/> |
|-----------------------------------|------------------------------------|---------------------------------------|

Cash Compensation

| 1 Annual Earnings | <input type="text" value="2015 Salary"/> | <input type="text" value="Unnamed"/> | <input type="text" value="Value"/> |
|--------------------------|--|--------------------------------------|------------------------------------|
| 2 Commission | <input type="text" value="2015 Salary"/> | <input type="text" value="Unnamed"/> | <input type="text" value="Value"/> |
| 3 Overtime / Double Time | <input type="text" value="2015 Salary"/> | <input type="text" value="Unnamed"/> | <input type="text" value="Value"/> |

*Available for Professional & Ultimate Only, AND samples include custom variable data