

## **Sample Statements**

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Sample statements are a great way to visualize your final output. Use the options below to download examples or create a sample employee to preview real-time statement changes.

## ☐ Download a Sample Statement:

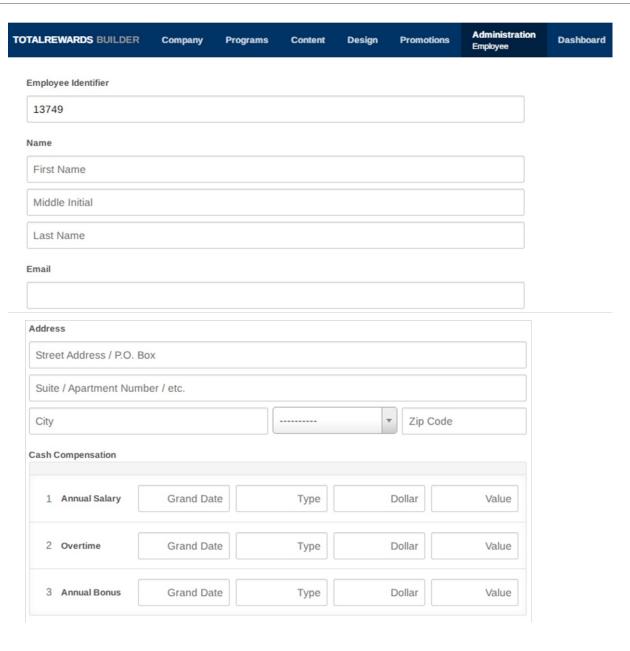
- Sample 2-Page Statement (PDF)
- Sample 4-Page Statement (PDF)\*
- Sample Online Replica Statement (PDF)\*

## **□Create a Sample Employee:**

- 1. Go to Administration.
- 2. Select **Employees** from the dropdown.
- 3. Click the **New Employee** button.
- 4. Click Save.

<sup>\*</sup> Available for Professional & Ultimate licenses only. Samples include custom variable data.





Quick Steps: Administration → Employees → New Employee → Save