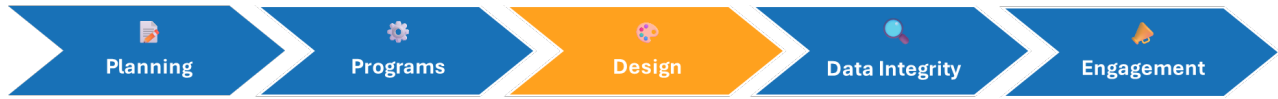


Content

Last Modified on 10/16/2025 10:09 am PDT



This section refers to the various elements used to communicate the full value of what your organization offers employees beyond just cash compensation. It forms the core of the Total Rewards statement and helps employees understand and appreciate the complete package of rewards and benefits you provide.

Key Elements:

Welcome Letter

Appears on the first tab of the online statement and as a cover letter on the PDF/print version. A sample letter is available by default, which you can customize to reflect your organization's voice. You can:

- Update the default Welcome Letter
- Write your own message
- Embed images and hyperlinks

Welcome

Prepared Especially For: AAA Sample

Dear AAA:

The management of TotalRewards CSM is pleased to present your personalized total compensation statement highlighting your total compensation package. Because your well-being is important to us, the benefit program is designed to furnish you with protection against financial devastation due to illness, disability, loss of work, retirement or death. Some of the benefits are mandated by Federal or State legislation; others are provided by the Company to attract and retain quality individuals. Often our day-to-day responsibilities distract us from knowing what protection we have and the value of record.user.name that protection to us.

Enclosed is an outline and cost analysis of your company-sponsored benefits. Share this information with your family, too, so that they are aware of the benefits provided to them. If you have any questions, please email totalrewardscsm@totalrewardssoftware.com.

Thank you for your contributions to the company's success throughout the year.

Sincerely,

Leslie Liu

Leslie Liu
Director, Customer Success and Operations

Introduction and Footers

These appear on the Cash Compensation and Benefits Summary sections and are universal for all employees. They help guide employees through the statement.

Compensation and Benefits Summary

The amount of your total compensation from TotalRewards CSM is much more than what is indicated in your yearly earnings statement. In addition to direct pay, it includes the value of your health care insurance, disability and life insurance, retirement benefits and government mandated benefits. Below, we break out your total compensation.

CASH COMPENSATION	Amount
Salary	\$100,000.00
Total:	\$100,000.00

Data as of 12/31/2024.

Footnotes

These are conditional messages that appear only to employees who have specific compensation or benefits. Footnotes are shown on both online and printed statements and help clarify or add context to displayed figures.

OTHER COMPENSATION	Amount
Annual Bonus ¹	\$1,200.00
Auto Allowance	\$200.00
Total:	\$1,400.00

¹ Paid in January 2025

Facts/Disclaimer

This section reminds employees that the statement is for informational purposes only. It is not a W-2 and not a legally binding contract. It appears:

- At the end of the Compensation page in the online statement
- On the last page of the PDF/print version

This statement is intended to summarize the value of the company's benefit program as it relates to your total compensation. Reasonable measures have been taken to report this information accurately. Payment of any benefit, however, is subject to the actual conditions and terms of the applicable plans rather than to any information contained in this report. The amount of any benefits will be determined in accordance with the legal documents establishing the various plans. This report does not constitute such a legal document.

Additional Resource Links

These links provide employees with easy access to more information about your company's benefit programs and show in the online statement on the right side of the screen. They can be added to:

- The Welcome Letter
- Any content section

Other Benefits

Other Benefits

TotalRewards CSM provides these additional programs and benefits:

- EAP
- Summer Hours
- Health Fair/Flu Shots

[Additional Resources](#)

[EAP](#)

Content Sections

These are the heart of the Total Rewards statement, where you present your non-monetary programs such as career development, well-being programs, or paid time off. You can:

- Use suggested pre-built sections
- Add, remove, or edit sections to suit your organization's needs

Income Protection

Basic Life and AD&D

This program provides Life and AD&D (accidental death and dismemberment) insurance for all benefit eligible employees. Group term life insurance provides income benefits to your dependents or your estate in the event of your death. AD&D provides additional coverage in the event of death or dismemberment from an accident.

Short-Term Disability

If you are unable to work due to a non-occupational illness or injury Your Company provides STD coverage. STD benefits replace 66 2/3% of weekly earnings up to a weekly maximum of \$1500.00. The program is administered by The Hartford.

Long-Term Disability

If you are unable to work due to a non-occupational illness or injury Your Company provides LTD coverage. LTD benefits replace 66 2/3% of weekly earnings up to a weekly maximum of \$1500.00. The program is administered by The Hartford.
