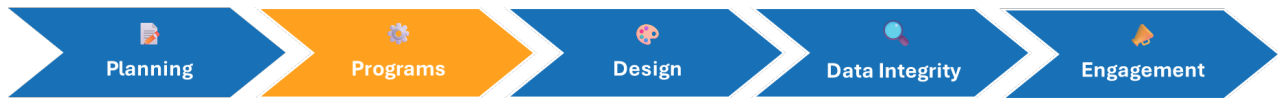


# Program Names

Last Modified on 10/24/2025 1:25 pm PDT



This refers to the various compensation and benefits offered to employees—ranging from base salary and bonuses to wellness initiatives. The TotalRewards Builder helps capture and present each offering in a way that clearly communicates its full value to employees.

□ [Download the Data Checklist \(PDF\)](#) to plan which programs to include in your statements.

Your browser does not support HTML5 video.

□ **Note:** There is no limit to the number of programs that can be included in **online statements**.

Outlined below are the different sections:

## Program Sections

**Cash Compensation:** Includes any pay programs that are directly paid to the employee (e.g., base pay, bonuses, commissions).

- If a field is not populated for an employee, it will not appear on their statement.

**TOTALREWARDS BUILDER**
Company
**Programs**
Cash Compensation
Content
Design
Promotions
Administration
Dashboard
KA

Cash Compensation
New Program

1	Annual Earnings			
2	Overtime			
3	Shift Differential			
4	Annual Bonus			
5	Corporate Bonus			
6	Sign-on Bonus			
7	*Referral Bonus+*			

Save

**Tip...**

Some common Cash Compensation Programs are Salary or Earnings, Bonus, Referral Bonus, Commissions, Profit Sharing, and Stock Option Proceeds.

**Did you know...**

Each Cash Compensation will not show if it is zero. If you have salaried and hourly employees, we suggest using one as Salary and two as Earnings.

**Live Sample**

Click the link above to view the Cash Compensation and Benefits Summary page of the print statement.

**Don't see your changes?**

Are you clicking the "Live Sample" and don't see your changes? If so, you may need to delete your Cache. To do so, go to Tools on your internet browser and delete the Cache.

**Other Compensation:** Captures non-cash items (e.g., stock options, allowances or relocation packages) that fall outside of Cash Compensation or traditional Benefits.

- To highlight these valuable incentives, include them in this section of the statement.

**TOTALREWARDS BUILDER**
Company
**Programs**
Other Compensation
Content
Design
Promotions
Administration
Dashboard
KA

Other Compensation
New Program

1	Auto Allowance	#9bbd3b		
2	Gym Subsidy	#9bbd3b		
3	Tuition Fee Reimbursement	#9bbd3b		
4	RSU	#006400		
5	Stock Award	#4682b4		

Save

**Tip...**

Use the Other Compensation section to show equity, bonuses, and other special compensations separate from salary.

**Did you know...**

The Other Compensation section has a separate piece of the total compensation value pie chart.

**Live Sample**

Click the link above to view the Cash Compensation and Benefits Summary page of the print statement.

**Don't see your changes?**

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**Benefits:** Covers employer-offered benefits that may involve employee and/or employer contributions (e.g., Health Insurance, Retirement).

- You can choose to **show or hide items with zero value**.

- **Plan, Coverage, Employee Contribution**, and **Employer Contribution** can all be displayed.

TOTALREWARDS BUILDER
Company
**Programs Benefits**
Content
Design
Promotions
Administration
Dashboard

K.A.

Benefits

New Program

Live Sample

Click the link above to view the Cash Compensation and Benefits Summary page of the print statement.

**Don't see your changes?**

Are you clicking the "Live Sample" and don't see your changes? If so, you may need to delete your Cache. To do so, go to Tools on your internet browser and delete the Cache.

1	Medical Insurance	Hide on zero	#9bbd3b			
2	Health Savings Account	Hide on zero	#9bbd3b			
3	Health Reimbursement Acco	Hide on zero	#9bbd3b			
4	Dental Insurance	Hide on zero	#9bbd3b			
5	Vision Insurance	Hide on zero	#9bbd3b			
6	Employee Assistance Progr	Hide on zero	#9bbd3b			

☒ Show the Employee Contribution column

Save

**Estimated Tax Savings:** Represents the value of pre-tax benefits employees receive as part of your organization.

- Highlights the tax advantages of benefit contributions and retirement savings made through pre-tax deductions.

**TOTALREWARDS BUILDER**
Company
**Programs**
Estimated Tax Savings
Content
Design
Promotions
Administration
Dashboard
KA

Estimated Tax Savings

New Program

1	Medical Insurance	Hide on zero			
2	Dental Insurance	Hide on zero			
3	Vision Insurance	Hide on zero			
4	401(k) Retirement Plan	Hide on zero			
5	FSA Healthcare	Hide on zero			
6	FSA Dependent Care	Hide on zero			
7	Parking Subsidy	Hide on zero			

Save

**Tip...**

Some common Tax Saving Programs are employee contribution to Health insurance, Retirement Plan Contributions, Flexible Spending Accounts, and Transportation Programs.

Live Sample

Click the link above to view the Estimated Tax Savings section of the print statement.

**Don't see your changes?**

Are you clicking the "Live Sample" and don't see your changes? If so, you may need to delete your Cache. To do so, go to Tools on your internet browser and delete the Cache.

**Other Valuable Benefits (OVB):** Highlights less-visible benefits that may be part of an employee's compensation but are often overlooked.

- By default, zero-value programs are hidden.
- You can choose to show the **value** and **subtotal value** in this section.

**TOTALREWARDS BUILDER**
Company
**Programs**
Other Valuable Benefits
Content
Design
Promotions
Administration
Dashboard
KA

Other Valuable Benefits

New Program

1	Paid Time Off	Hide on zero			
2	Sick Leave	Hide on zero			
3	Personal Leave	Hide on zero			
4	Holidays	Hide on zero			

☒ **Value (\$)**  
The Other Valuable Benefits section can have a Value (\$) column to approximate the value of its benefits.

☒ **Subtotal Value**  
The Other Valuable Benefits Section can have its Value column be subtotaled. Do you want the subtotal to show?

Save

**Tip...**

Often times, employers have benefit programs that have a distinctive dollar amount or value, however you might not want it counted towards an employee's total compensation. The Other Valuable Benefits section is ideally suited for such situations.

Live Sample

Click the link above to view the Other Valuable Benefits section of the print statement.

**Don't see your changes?**

Are you clicking the "Live Sample" and don't see your changes? If so, you may need to delete your Cache. To do so, go to Tools on your internet browser and delete the Cache.

## Manage Programs (Overview):

1. Click the **New Program** button to **add** and enter the program name.
2. Edit an **existing program** by clicking its field.
3. Click the **Gear icon**, select **Remove** to delete, and confirm with the **Delete** button in the popup.
4. Use the **Up** and **Down arrows** to rearrange the programs.

□ **Note:** Don't forget to click **Save** after making changes to ensure your progress is stored.

□ **Quick Steps:** New Program → Edit Program → Gear Icon (Remove if needed) → Reorder with Arrows → Save

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