

Footnotes

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Footnotes are conditional text on the Cash Compensation page that is only visible to employees who have given compensation and benefits for both online and print statements.

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Go to **Content**, then choose **Footnotes** from the drop-down menu.

The **Footnotes** will only appear on a statement if an employee has the given compensation or benefits.

You can **add** a new footnote or **remove** an existing footnote

To add a new footnote, select 

To remove a footnote, select , select Remove and 

While editing this section, select  to store your progress.

Once you click **New Footnote**, choose a **program** from the drop-down menu, add the **text**, then hit **SAVE**

New Footnote

1 Merit Bonus

Merit bonus earned in 2014, paid in Q1 2015.

Save