

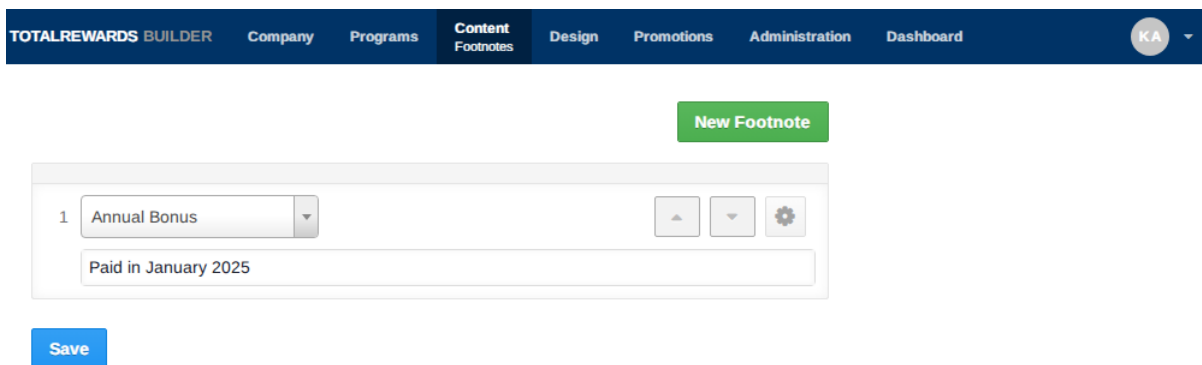
Footnotes

Last Modified on 10/24/2025 1:28 pm PDT

Footnotes are conditional text that appear on the Cash Compensation page visible only to employees who have the associated compensation or benefit.

□ Adding Footnotes:

1. Go to **Content**.
2. Select **Footnotes** from the dropdown.
3. Click **New Footnote**.
4. Select the relevant **program** from the dropdown.
5. Enter your **footnote text**.
6. Click **Save**.



The screenshot shows the 'TOTALREWARDS BUILDER' interface. The top navigation bar includes 'Company', 'Programs', 'Content', 'Design', 'Promotions', 'Administration', and 'Dashboard'. The 'Content' tab is active, and 'Footnotes' is selected from its dropdown. A green 'New Footnote' button is located above the form. The form contains a dropdown menu with 'Annual Bonus' selected, and a text field with 'Paid in January 2025'. A blue 'Save' button is at the bottom left of the form.

□ **Note:** It's best to **finalize all programs** before **creating footnotes**. Footnotes will **only appear** if the employee has the applicable compensation or benefit.

□ **Quick Steps:** Content → Footnotes → New Footnote → Select Program → Enter Text → Save