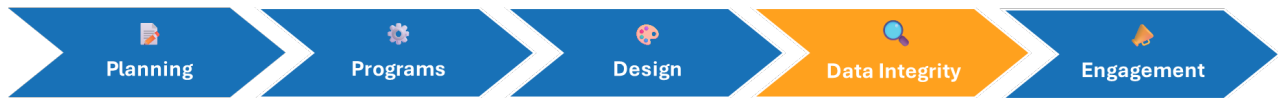


Statement Review

Last Modified on 10/28/2025 2:48 pm PDT



The audit ensures your Total Rewards statements are accurate, complete, and display correctly in both online and print formats. Taking this step helps reduce errors, improve data quality, and set your project up for success.


[TotalRewards_Audit Best Practices \(PDF\)](#)


[TotalRewards_Audit Best Practices Professional \(PDF\)](#)

[TotalRewards_Audit Approval Form \(PDF\)](#)

Audit Best Practices:

1. **Allow enough review time:** Allocate at least two weeks to check data, content, and formatting.
2. **Use multiple reviewers:** A second set of eyes reduces overlooked errors.
3. **Review the full statement:** Check welcome letter, photos, logo placement, and section alignment.
4. **Spot-check randomly:** Audit various employee groups, including executives.
5. **Compare raw data vs. portal output:** Open them side-by-side to spot discrepancies.
6. **Verify annualized benefit values:** Check annualized pay-period calculations.
7. **Check naming & formatting:** Keep headers, punctuation, and terms (e.g., HSA → HAS) consistent.
8. **Validate combined benefits:** Match any manually combined values against raw data.

 **Note:** A signed **Audit Approval Form** is required upon audit completion before the statement launch. Any data revisions made after final approval may incur additional fees.

 **Quick Steps:** Review statement → Spot-check employees → Compare data → Verify calculations → Check formatting → Validate combined benefits → Get signed approval