

Settings

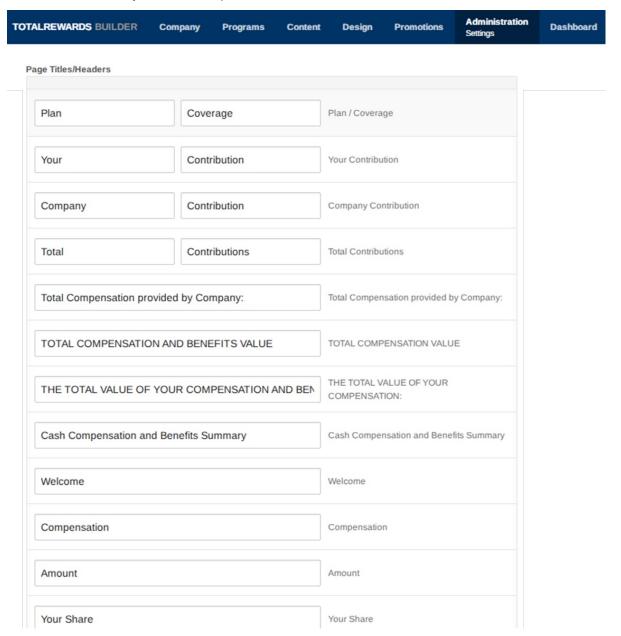
Last Modified on 10/24/2025 1:23 pm PDT

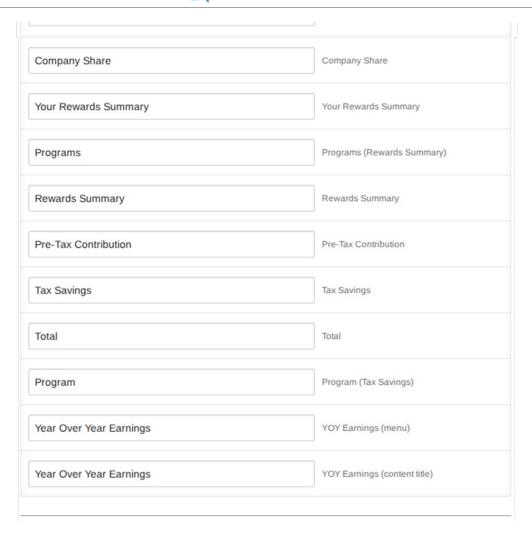
In the Settings section, you can update your statement preferences:

- Edit Page Titles or Headers
- Set the Number of Decimal Places
- Adjust the Tax Savings Rate (default is 35%)

□ Update Statement Settings:

- 1. Go to Administration.
- 2. Select **Settings** from the dropdown.
- 3. Click on the field(s) you want to update.





4. Enable or disable the downloadable **PDF statement** option.



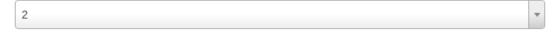
PDF Statement

Allow a PDF statement to be printed from the employee web statement. The print functionality in the admin dashboard remains unchanged.

5. Set **Decimal Places** to display in monetary values.

Number of Places after Decimal

The maximum amount of numbers after a decimal place. Numbers are rounded.



6. Change the Estimated Tax Savings Rate (default is 35%).



Tax Savings Rate

By default the program calculates the tax savings by applying a 35% rate assuming federal, state and local taxes apply. If you choose, you may change the tax rate here.

	35.0%	
7. Click	the Save button.	
_	Updating statement settings ensures consistency across all employee statements. s apply globally and should be reviewed carefully before saving.	
 Quick Steps: Administration → Settings → Update fields → PDF on/off → Set Decimal Places → Adjust Tax Rate → Save 		