

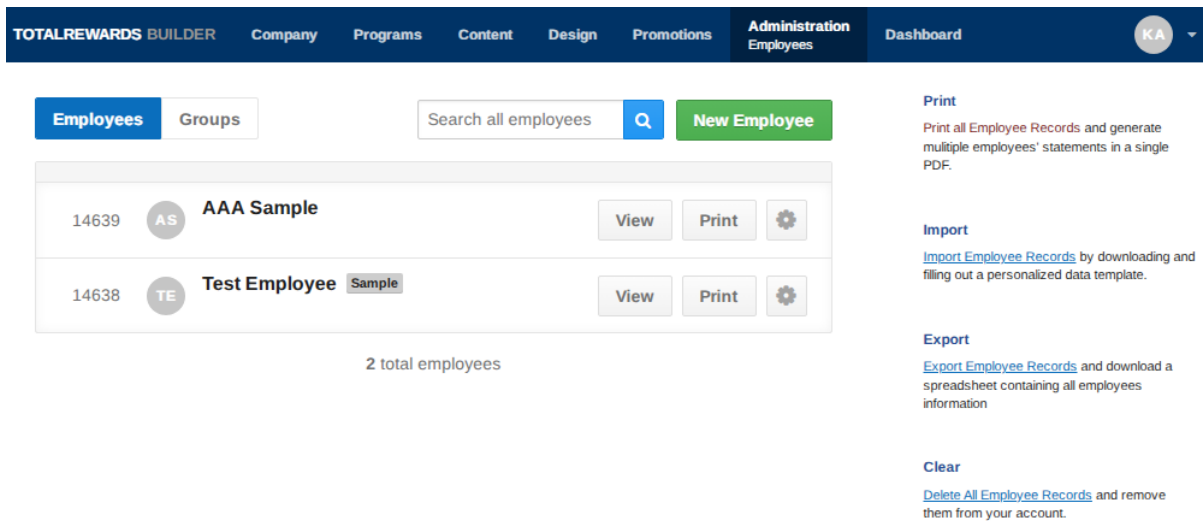
Bulk PDF Download

Last Modified on 10/24/2025 1:36 pm PDT

Download all employee statements as a single PDF file for easy printing or historical data.

Download Batch Print (PDF) Files:

1. Click **Print All Employee Records** to download all PDF/print statements in a single file.



TOTALREWARDS BUILDER Company Programs Content Design Promotions **Administration Employees** Dashboard KA

Employees Groups Search all employees **New Employee**

14639	AS	AAA Sample	View	Print	⚙️
14638	TE	Test Employee Sample	View	Print	⚙️

2 total employees

Print
Print all Employee Records and generate multiple employees' statements in a single PDF.

Import
[Import Employee Records](#) by downloading and filling out a personalized data template.

Export
[Export Employee Records](#) and download a spreadsheet containing all employees information

Clear
[Delete All Employee Records](#) and remove them from your account.

2. In the pop-up window, select the desired print option.
3. Click **Print all Employee Records** link.
4. From the dropdown, choose how to **Sort** (ID, Group, First Name, or Last Name).
5. Click the **Print Employee Records** button.

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Print Employee Records

All

This option will print all 2 employees in the system.

Signed In

This option will print all 0 employees who have already logged into their online statement.

Not Signed In

This option will print all 2 employees who have not yet logged into their online statement.

Group

This option will print all employees of a specific employee group.

Sort

How the statements will be sorted in the consolidated PDF:

Last Name

Cancel

Print Employee Records

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- A counter will display, showing that records are being prepared.
- Once ready, click the **Download** link to save the PDF.

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New Employee

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Print

Done

2 records have been successfully prepared in 7.58 seconds.

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Note: Always verify the accuracy of uploaded data before printing or distributing statements to ensure employees receive correct and complete information.

□ **Quick Steps:** Print All Employee Records → Select Print Option → Sort → Print Employee Records → Wait → Download PDF
