



Bulk PDF Download

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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.

The screenshot shows the 'Employees' tab selected in the navigation bar. The main content area displays two employee records: 'AAA Sample' (ID 14639, AS) and 'Test Employee' (ID 14638, TE). Each record has 'View', 'Print', and 'Gear' buttons. A search bar at the top right says 'Search all employees' with a magnifying glass icon. A green 'New Employee' button is also present. On the right side, there are four sections: 'Print' (described as printing employee records into a single PDF), 'Import' (described as importing employee records from a data template), 'Export' (described as exporting employee records to a spreadsheet), and 'Clear' (described as deleting all employee records). The bottom of the interface shows '2 total employees'.

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.



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

Employees Groups

14639 **AS** AAA Sample

14638 **TE** Test Employee Sample

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**

TotalRewards Software

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

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

Employees Groups

Search all employees **New Employee**

14639 **AS** AAA Sample **View** **Print** **gear**

14638 **TE** Test Employee Sample **View** **Print** **gear**

2 total employees

Print

Done
2 records have been successfully prepared in 7.58 seconds.
[Download](#)

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.

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
