

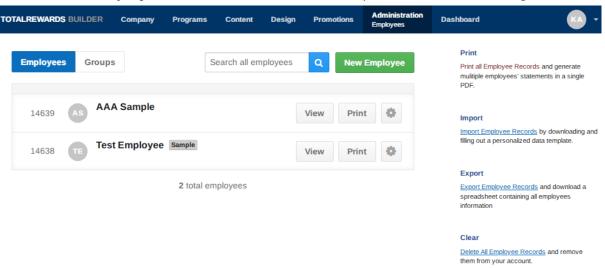
Bulk PDF Download

Last Modified on 10/22/2025 9:52 am PDT

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

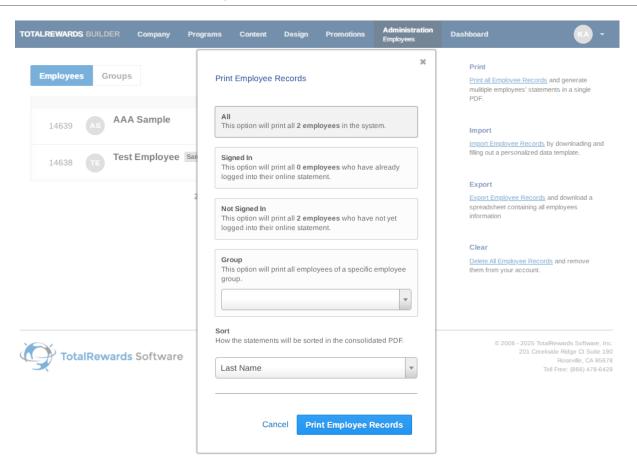
☐ Download Batch Print (PDF) Files:

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

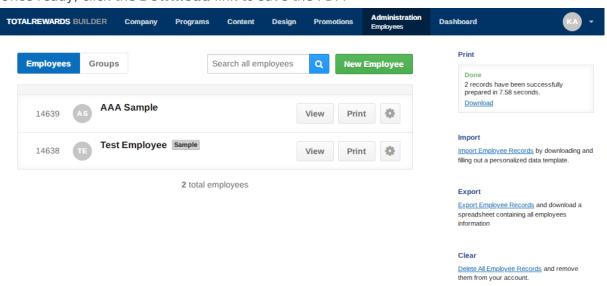


- 2. In the pop-up window, select the desired print option.
- 3. Click Print all Employee Records link.
- 4. From the dropdown, choose how to **Sort** (ID, Group, First Name, or Last Name).
- 5. Click the **Print Employee Records** button.





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



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



