

## Step-by-Step Guide to Total Compensation Statements

### Step 1: Get started with Statement-Builder™ (optional)

Statement-Builder™ is a layout and design editor created to help you build the perfect total compensation statement for your organization option-by-option. With Statement-Builder™, you can...

- select your format;
- choose a layout;
- choose your method of delivery;
- select a cover design from our catalog or upload your own image for use on the cover;
- personalize the color palette;
- choose a cover font;
- choose your preference for how data is displayed (within the statements);
- upload your logo.

Get started or check out the options with [Statement-Builder™](#)

Note: If you prefer fully customized statements, please contact us to discuss your project.

### Step 2: General Benefits Checklist (you can provide this information on the online form or send separately)

This checklist is designed to gather “general” plan design and premium rate information for employer-provided or employer-shared benefits. This helps give us a quick rundown of your benefits plans so we will know exactly what to look for from the spreadsheets. Here is a quick guide of information gathered on the Checklist.

- Medical, Dental, Vision Premium Rates (Employer and Employee costs)
- Rates for Employer-Provided Life Insurance, Short-Term Disability, Long-Term Disability
- Check the Retirement Plans that you offer
- Check the Other Employer Provided Benefits (such as cell phone, uniforms, etc.) that you provide to all or groups of employees
- Check the Voluntary benefits that you offer to employees

Note: Other Employer Provided benefits such as cell phone or uniforms will be confined only on statements of employees receiving that benefit. Please see FAQ's attached.

Go to the [Benefits Checklist](#)

### Step 3: Employee Specific Data

Attached is a list of the employee data we need to produce statements. Please send all data in excel spreadsheets. Since data can often come from various sources, you can send multiple spreadsheets. **Note: When sending multiple spreadsheets, a unique employee identifier (such as SSN or employee ID) must be included on each spreadsheet.** When you are ready to send data, please contact us for access to our secure portal.

Also, if you provide a summary of benefits or benefits/enrollment guide to employees, please email a copy to [jackie@thebcgroup.com](mailto:jackie@thebcgroup.com)

## Quick List of Data

Here is a quick summary of the data we need to produce total compensation statements. Employee-Specific data must be sent in Excel Spreadsheets. When you are ready to send spreadsheets, please contact us for access to our secure portal. **IMPORTANT: If sending multiple spreadsheets, a unique employee identifier (such as SSN or employee ID) must be included on each spreadsheet.** Please contact us if you have any questions [jackie@thebcgroup.com](mailto:jackie@thebcgroup.com)

### Employee-Specific data...

- Social Security Number / Employee ID Number
- Name
- Date of Birth
- Date of Hire
- Home Address (if mailing statements)
- Email Address (if sending electronically)
- W-4 Filing Status
- Occupation/Department (optional on some cases)
- Annual Earnings or Hourly /Base Rate
- Number of Hours (if providing hourly incomes)
- Pay Frequency
- Bonus / Commissions / Other Additional Income?
- Medical / Dental / Vision Election for each employee (employee only, employee/spouse, employee/child, family)
- 401(k)/403(b) Retirement: Contribution percentage or Flat Dollar Deferral for Each Employee
- 401(k)/403(b) Retirement: Account Balance for Each Employee
- Other Retirement Plans? Include contributions & account balances for each employee
- Cell Phone Allowance, Uniforms, Auto Allowance, Tuition Expense, Employee Assistance Program, etc.?

### General benefits information...

Rate Information: We need the rate information only if you provide or share in the cost of these benefits with employees. If your STD or LTD plans are voluntary, for example, we do not need the rates. Also, you can provide most of this information through the online form at [Benefits Checklist](#)

- Medical, Dental & Vision: Employer/employee share for (employee only, employee/spouse, employee/child or family)
- Short-Term Disability: A brief benefit description (ex: 60% up to \$1,000 per week) plus the rate (typically per \$10 of weekly benefit)
- Long-Term Disability: A brief description (ex: 60% up to \$5,000 per month) plus the rate (typically per \$100 of covered monthly earnings)
- Life Insurance & AD&D: A brief description (ex: 2 times earnings up to \$100,000) plus the rate (typically per \$1,000 of benefit)
- Other Employer-Provided Insurance: ex. Long-Term Care or executive life insurance This does not include voluntary benefits.
- Vacation / Sick / PTO / Holiday Schedule
- Phone Numbers & Web Address for Vendors / Carriers for Contacts Section
- Logo - High Resolution
- Employee Benefit Guide / Summary of Benefits
- State Unemployment Rate
- Worker's Compensation Premiums

## FAQ's for Total Compensation Statements

### 1) How are earnings presented?

Earnings are the first thing employees look to when they receive their total compensation statement. We want to show **all** income that an employee earns including base income plus any and all additional compensation such as Bonuses, Incentive Pay, Commissions, Overtime, etc. Due to the fact that employee benefit values may be calculated from base or W-2 type earnings, it is best to list the earnings separately, if possible.

For Base Earnings, please provide at least one of the following for each employee. (we are looking for Current income)

- a. Annual Salary
- b. Per Pay Period Salary + Number of pay periods
- c. Hourly Rate + Annual Number of Hours

For additional compensation such as Bonuses, Commissions, etc., please provide the following for each employee

- a. Most recent annual figure.

**IMPORTANT NOTE: Additional compensation will be confined to statements of those employees actually eligible for and receiving the benefit.**

### 2) Explain what information you need on the Benefits Checklist form.

Employer-provided or shared insurance plans make up a significant portion of an employees total compensation. Since these group benefits typically apply to all employees, we only need a brief benefit description and the corresponding premium rates as described below. We will do the calculations for costs as it applies to each employee based on the rates provided.

Medical, Dental & Vision: If you provide or share in the cost of medical, dental or vision coverage, we need the premiums for the various tiers (employee only, employee/spouse, employee/child or family) for both the employer and employee share

Short-Term Disability: If you provide an STD plan for employees, we need a brief benefit description (ex: 60% up to \$1,000 per week) plus the rate charged (typically per \$10 of weekly benefit)

Long-Term Disability: If you provide an LTD plan for employees, we need a brief benefit description (ex: 60% up to \$5,000 per month) plus the rate charged (typically per \$100 of covered monthly earnings)

Life Insurance & AD&D: If you provide group term life insurance for employees, we need a brief benefit description (ex: 2 times earnings up to \$100,000) plus the rate charged (typically per \$1,000 of benefit)

Other Employer-Provided Insurance: If you provide any other insurance benefits such as Long-Term Care or executive life insurance benefits, please give information. This does not include voluntary benefits.

### 3) We provide cell phones to a few employees. Is this included as a benefit?

Absolutely. We want to include all "fringe" benefits paid for by the employer. If you provide additional benefits such as cell phone allowance, car allowance, uniforms, tuition reimbursement, an EAP program, etc. where you can provide a cost per employee for this benefit, please include in your spreadsheet.

**IMPORTANT NOTE: These benefits will be confined to statements of those employees actually eligible for and receiving the benefit.**

### 4) How do you handle time off?

We show the annual number of days/hours an employee qualifies for based on years of service and your time off schedule. We do not include hours or days accumulated in a time off bank. We can calculate the number of eligible days based on your schedule and the employees date of hire or you can provide the number of vacation/sick/PTO days for each individual employee. We also show a value for holidays, floating holidays, etc.

## FAQ's for Total Compensation Statements

### **5) What about retirement?**

For 401(k) or 403(b) accounts, we request each employee's deferral contribution as either a percentage or a flat dollar amount. If employees contribute under the catch-up option or if you offer a ROTH contribution, please provide percentage or flat dollar as well. We calculate the estimated employer match based on your formula, the employee's contribution level, the employee's salary and IRS guidelines.

On Custom statements, we also request an account balance for each employee.

In addition, if you have additional retirement programs, such as a profit share or executive retirement plans, please provide this information as well.

Note: We have many companies who have "frozen" retirement plan benefits such as pension plans that are no longer offered to new employees. We can illustrate these retirement benefits only on the statements of employees receiving or eligible for these plans. Please provide this information and call to discuss if you have any questions or want to look at sample wording.

### **6) Should we show voluntary benefits?**

Voluntary benefits are typically shown as enrolled or not enrolled. It's usually a good idea to include voluntary benefits because it serves to confirm each employee's personal enrollment election in the available plans and avoids any confusion later.

### **7) How are Statutory benefits calculated?**

We calculate Social Security and Medicare costs for both employer and employee based on appropriate formulas.

For Worker Compensation, you may provide a total ANNUAL premium and we will evenly divide among all employees or you may provide worker comp code for each employee as well as worker comp rates for each code.

For Unemployment, we will need your company's state unemployment rate (or rates if you operate in more than one state). We calculate the Federal unemployment costs.