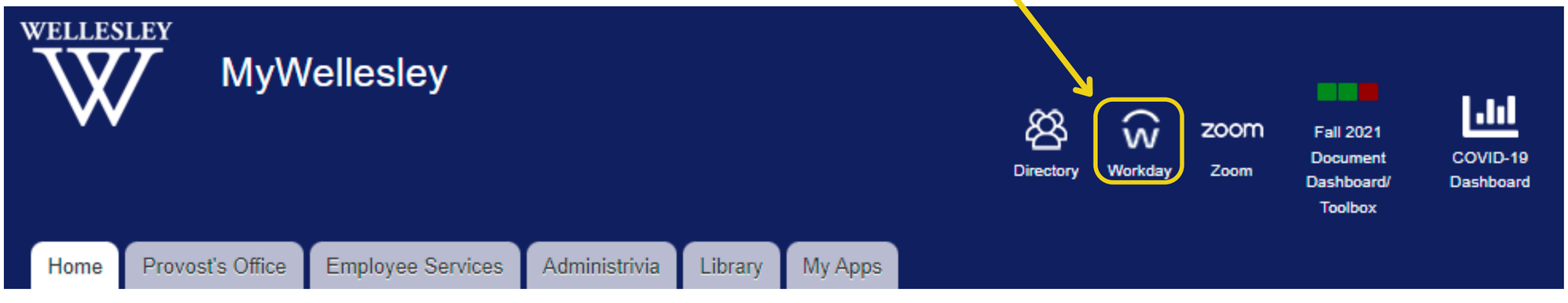
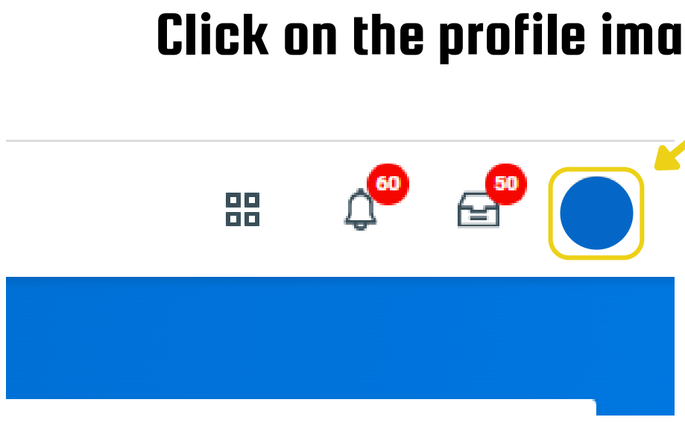
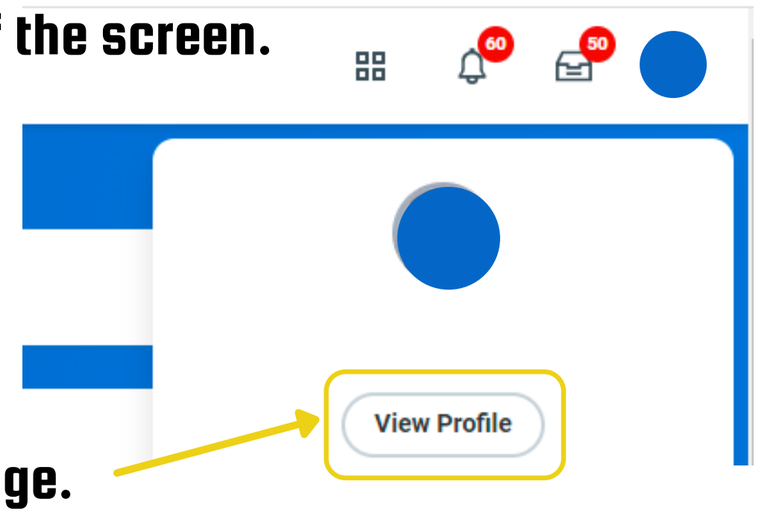
Workday Instructions for the Total Reward Statement

Login to Workday

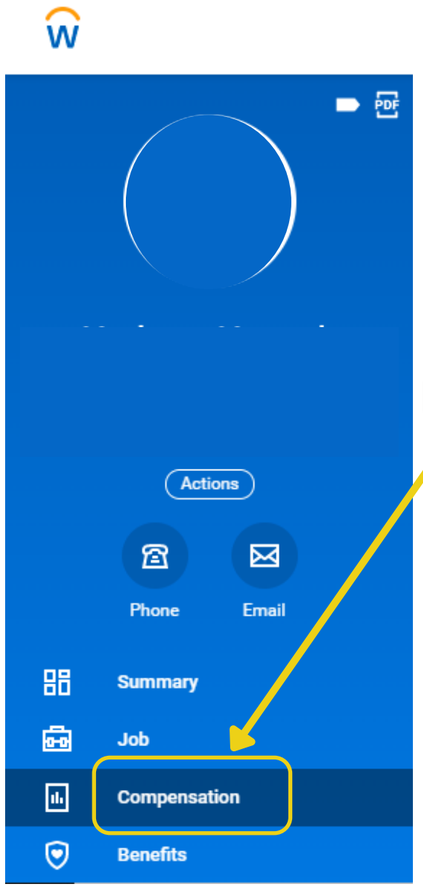


Click on the profile image on the top right of the screen.





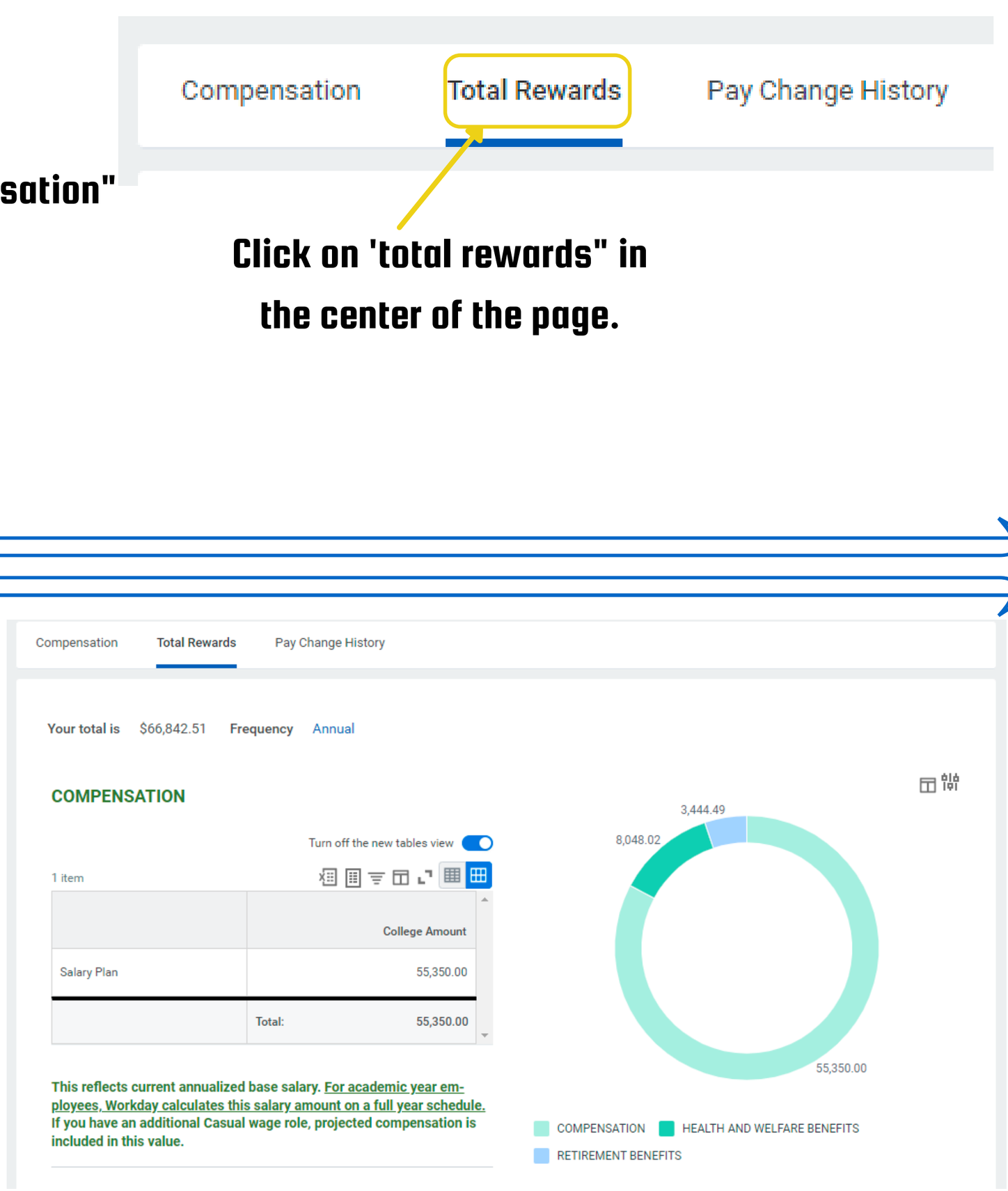
Click on 'view profile" under the profile image.

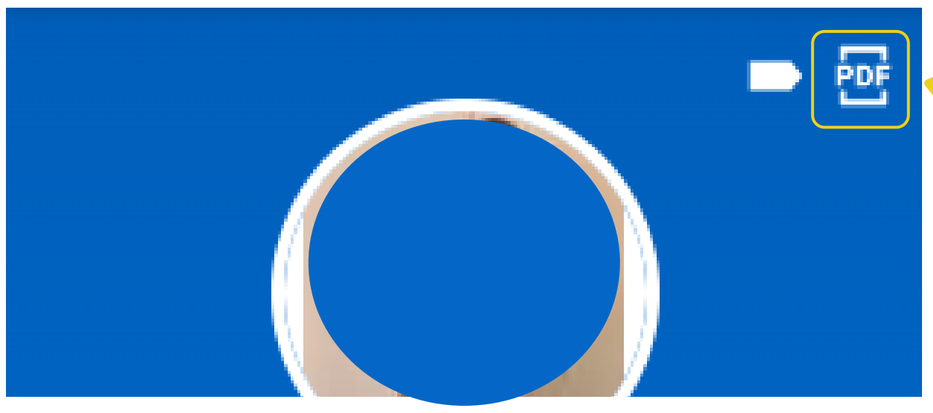


Click on 'compensation"

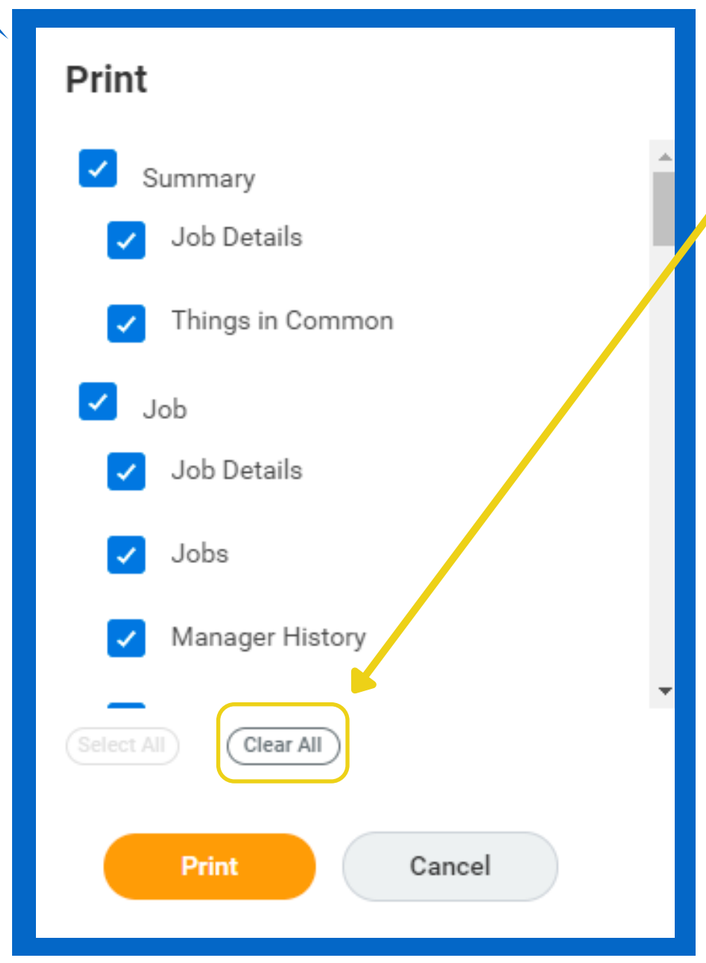
Click on 'total rewards" in the center of the page.

The total reward statement will appear.

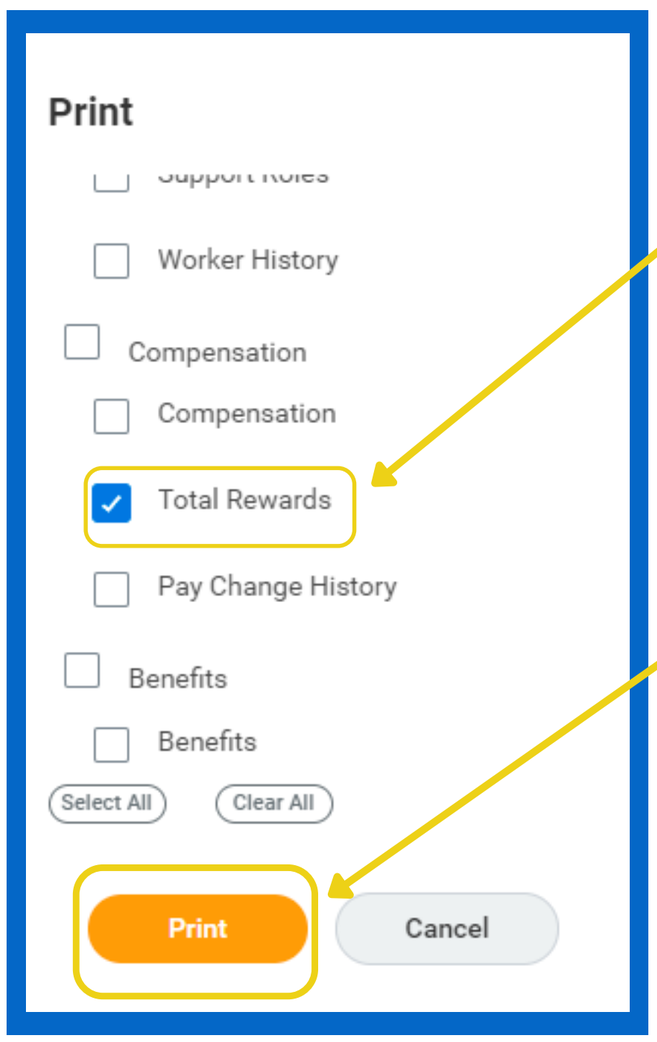




To print the statement, click the "PDF" icon on the right of the profile image.

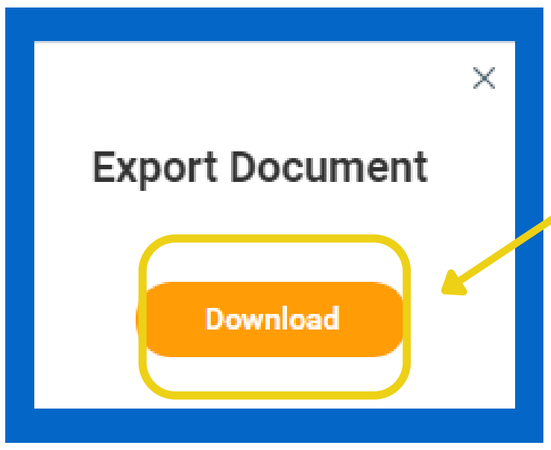


Once the print menu has appeared. First, click "clear all".



Next, scroll down and select "Total Rewards".

After, select "print".



Once the export menu has appeared. Click "download".

Please know the charts will not appear with this method.

You may also print the statement directly from your internet browser using "CTRL + P" on your keyboard.