

Total Compensation Statement - KBEN347

DESCRIPTION:

This report allows agencies to reprint a Total Compensation Statement for an employee if they did not receive their statement mailed to the employee's home address in SHARP. The statement displays both the employee's direct and indirect compensation, based on the employee ID and calendar year. The report must be printed using a laser printer. (NOTE: This report should be run to the printer only. If you run to file and try to view in the PrintLis program, you will see only print characters rather than the report.)

When reprinting a statement, agencies should also give the employee a copy of the ["For Your Information" insert](#) that was included in the original statement mailing.

PARAMETERS TO SET:

- Employee ID
- Calendar Year

FIELDS:

- Address
- Bonus Pay
- Employer Contribution to Benefits
- Employer Contribution to Retirement
- Employer Tax Contributions
- Holidays
- Name
- Other Leave Taken
- Other Pay
- Overtime Hours
- Regular Hours
- Shift Differential
- Sick Leave Taken
- Total Direct Compensation
- Total Indirect Compensation
- Vacation Leave Taken

SORT SEQUENCE:

Not applicable

WHERE FOUND:

Workforce Administration>Workforce Reports>Total Compensation Statement