

Sample Ltd
Sample House
Sample Street
Sample City
SA4 5PL

DD/MM/YY

Include a tailored introduction for each member of staff, before turning to their personalised statement.

Dear Tom

Your reward package explained

At Sample Org, we believe that high calibre people should be recognised and rewarded. We also realise that there is more to rewarding employees than just salary and bonus. Therefore, we provide our employees with a range of competitive benefits, which we are constantly looking to improve.

Research in other companies has shown that employees are not always aware that they are entitled to certain benefits. Nor do employees always realise just how much those benefits are worth.

To demonstrate the value of **Sample Org's** total compensation and benefits package, we have created this personalised statement for you. Your statement details your compensation and the benefits which make up your package together with their value. A glossary on the reverse side of your statement explains many of the terms used.

I hope that you find your Total Reward Statement useful. If you have any questions or if you wish to discuss any of your benefits, please contact James Thomson by phone at 01879 879 767 or by e-mail at jthomson@sampleorg.com.

Yours Sincerely



James Thomson

My 2013 Total Reward Statement: Tom Smith

(Employee ID 00001)

About your statement:

This statement illustrates the value of your total reward package with **Sample Org**. The information is based on your benefits for last year and your salary as at DD/MM/YY. If you have any queries relating to this statement, please contact Human Resources.

Your pay:

Start date: [DD/MM/YY]

Basic annual salary based on (No.) hours: £XX,XXX

Bonus earnings: £XX,XXX

Long-term incentive plan: £XX,XXX

Your Total Reward Package in detail:

The following section provides further details of the benefits that, in addition to your basic salary, make up your **Total Reward Package**.

Benefit	Provider	Benefit Level	Company Contribution	My Contribution
Pension	Sample Co.	XXX	£XXX	£XXX
Medical Insurance	Sample Co.	XXX	£XXX	£XXX
Life Insurance	Sample Co.	XXX	£XXX	£XXX
Childcare Vouchers	Sample Co.	XXX	£XXX	£XXX
Give As You Earn	Sample Co.	XXX	£XXX	£XXX
Health Check-up	Sample Co.	XXX	£XXX	£XXX
Gym membership	Sample Co.	XXX	£XXX	£XXX
Holiday Entitlement	Sample Co.	XXX	£XXX	£XXX

Your Total Reward Package:

Here is a summary of your Total Reward Package for the year DD/MM/YY to DD/MM/YY. It shows the financial value of the benefits and allowances **Sample Org** provide to you.

Your basic salary £XX,XXX

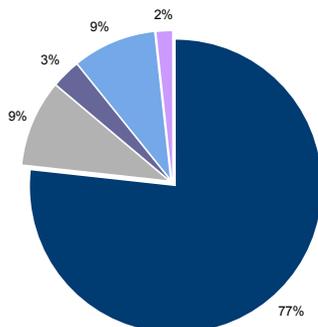
Your bonus plan £XX,XXX

Your benefits £XX,XXX

Your pension contributions £XX,XXX

Additional benefits £XX,XXX

Your Total Reward Package £XX,XXX



Glossary

Accidental Death

In the event of accidental death or injury, our insurance company will pay up to a two years salary, depending on the severity of the accident or injury.

Basic Annual Salary

Actual basic annual salary (including shift allowance and holiday allowance) based as of and from 1 July 2013.

Benefit Level

The level of cover provided within the scheme.

Bonus Earnings

Actual bonus received in 2013.

Employee Saving Scheme

Tax free savings up to £50 per month.

Health Check-up

Sample Org covers the cost for a health check up once every two years.

Holiday Entitlement

Your annual holiday entitlement, as of 1 January 2013, excluding public holidays. The minimum statutory holiday requirement is 20 days.

Life Insurance

The premium paid by Sample Org to provide Life Insurance, otherwise known as Death in Service benefit. This provides financial comfort to your spouse/partner and/or dependants in the event of your death while employed with us.

My Contribution

The amount paid by you to receive the benefit.

My Total Pay

Sum of cash payments outlined on this statement.

My Total Reward Package

The total value of your reward package, including all pay, bonuses, and non-cash benefits.

Sample Org Contribution

The amount paid by Sample Org to provide the benefit to you.

Other Additional Earnings

May include any other cash earnings including the Referral Bonus and overtime payments.

Pension

The total contribution you paid into your pension during 2013. In addition, the pension contribution that Sample Org makes on your behalf.

Private Medical Insurance

The premium paid by you for private medical insurance, including dental and optical care.

NEW for 2014

Sample Org will pay up to 50% for a basic private medical insurance package.

Contact Details

If you have any queries about your total reward statement please contact:

Sample Org HR Department

Tel: 01879 879 767

Email: jthomson@sampleorg.com

Customer Case Study

How BGL Group used Total Reward Statements to communicate the value of the total reward package to employees



The issue

BGL Group required Total Reward Statements in order to improve the way it communicated the value of its total reward package to employees. The skills and resources required to design and produce the statements were not available internally or were more effectively redeployed to other activities.

The solution

Paydata initially supplied a design template layout to BGL, which was reviewed by BGL's Reward team. This was customised to reflect BGL's branding and a final statement template was agreed and signed off with Paydata.

Employee data was supplied via a proforma and agreed business rules were then applied by Paydata's data systems to calculate the various reward elements. The statements covered 15 benefits, varying according to employee job level, with each requiring a bespoke statement template and glossary.

Finally, the data was merged with the design template to produce personalised statements for each employee. Double-sided hard copy statements were then printed and matched with a covering letter, enveloped and delivered to the organisation for onward delivery via BGL's mailing system.

"We have used Paydata to compile our paper-based Total Reward Statements for the past four years. We have found the team to be flexible and accommodating to our needs, both during the planning and final delivery stages. It is great to be working with a local company on a key employee initiative, one which is highly valued by our employees."

Gail Cingolani
Reward Manager - Group HR
BGL Group



The outcome

BGL employees now have a greater understanding of their reward package and the full range of rewards available to them, irrespective of whether they take them up or not.

To read the full case study and others, visit www.paydata.co.uk