

# 2024 TOTAL COMPENSATION STATEMENT

**PREPARED FOR:**

Jane Doe  
123 West Smith Street  
Any Town, PA 18995

**DATE OF HIRE:**

11/08/2021

Jane,

At ABC Company, we truly appreciate the dedication and hard work of employees like you – the driving force behind our success. You invest your time and talents into delivering quality results, and we are grateful for your commitment to our company. That's why we've put together a competitive compensation package and a comprehensive benefits program.

Let's dive into the specifics of what ABC offers to make your work-life better. This personalized benefits statement is your guide to understanding all the valuable perks that come with being part of our team. It's not just about the numbers; it's about how these benefits play a vital role in your overall compensation.

As an employee at ABC Company, you also have access to reimbursements and payments for professional licensures, memberships, and ongoing professional development opportunities like conferences, ABC University courses, and various training programs. These additional benefits are not detailed in this summary, but they are here to support your growth and success.

So, as you review the following summary, keep in mind the full spectrum of benefits and resources available to you as a valued member of our team. We're committed to ensuring that your experience at ABC is rewarding both personally and professionally.

**EMPLOYEE ID:**

ABC123

**LOCATION:**

Souderton, PA

**JOB TITLE:**

Administrative Assistant

## COMPENSATION

Regular Earnings As of Pay Dates: 1/6/2023 - 12/22/2023	\$46,139.84
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Overtime Earnings	\$0.00
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PTO: Eligible for 22 days per year	\$0.00
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Holidays	\$438.56
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Absent with Pay: Bereavement, Jury Duty, Paternity Leave, Licensing Exam Day	\$0.00
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Supplemental Short-Term Disability: Eligible 2 weeks/year	\$0.00
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<b>TOTAL CASH COMPENSATION</b>	<b>\$46,578.40</b>
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## BONUS

2023 Bonus - May include one or more of the following: Employee of the Year, Merit Bonus, Referral Bonus, Sign On Bonus, Spot On Bonus	\$0.00
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<b>TOTAL BONUS</b>	<b>\$0.00</b>
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## BENEFITS

BENEFIT NAME:	BENEFIT DESCRIPTION:	ANNUAL EMPLOYER COST
Medical/Prescription Drug	High Deductible HP - Employee	\$492.20
Health Savings Account	Employer Contribution	\$83.34
Wellness Discount	Wellness Incentive Program	\$0.00
Dental	PPO - Employee	\$25.59
Employer-Provided Basic Life	ABC Company provides you with \$115,000.00 in Basic Life Insurance	\$23.00
Employer-Provided AD&D	ABC Company provides you with \$115,000.00 in AD&D Insurance	\$2.30
Tuition Reimbursement	\$10,000 Annual Maximum Reimbursement	\$0.00
Employer-Provided Long-Term Disability	Receive 60% of base salary up to \$20,000 monthly maximum if disabled for more than 6 months	\$16.15
Company Property	Cell Phone	\$0.00
401(k) Match	100% of 3% deferred salary	\$0.00
<b>TOTAL BENEFITS COST:</b>		<b>\$642.58</b>

## OVERALL COMPENSATION PAID BY ABC

Compensation	\$46,578.40
Bonus	\$0.00
Benefits	\$642.58
<b>TOTAL OVERALL COMPENSATION EARNED IN 2023</b>	<b>\$47,220.98</b>



Please contact Human Resources with any questions or comments about your personal summary. ABC is pleased to be able to offer these valuable benefits to you, and we thank you for being an employee and contributing to our success.



# 2024 TOTAL REWARDS

Dear John,

Thank you for the work you've done this year to keep us moving forward. Please take a moment to review your total rewards information below, and feel free to reach out to your team leader with any questions.

## PREPARED FOR: JOHN SMITH

PERKS  
**\$500.00**

Continuing Ed	\$500.00
Company Events	\$1,500.00
Fitness Reimbursement	N/A

BENEFITS  
**\$16,046.00**

Healthcare	\$14,500.00
Life Insurance	\$339.00
Short Term Disability	N/A
EAP	\$46.00

COMP.  
**\$52,917.00**

Wages	\$45,500.00
Commission/Bonus	\$2,500.00
Auto Allowance	N/A
401(k)	\$4,578.00

**Your 2024 Total Rewards**

**\$70,409.00**

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## 2024 SHARED SUCCESS

*Thank you once again for everything you bring to our team each day. We're truly grateful to have you with us! Wishing you and your family a wonderful holiday season filled with joy and warmth.*

*Warm regards,  
Mary Jossen, CEO*

*Thank you for your partnership with us this year - it has been instrumental in our continued growth as a firm. Below you will see your bonus for 2024 and your 401(k) contribution and wage increase for 2025.*

**BONUS**

**\$2,500.00**

**401(K)  
CONTRIBUTION**

**5%**

**WAGE  
INCREASE**

**4%**

**PREPARED FOR: JOHN SMITH**

# 2024 TOTAL REWARDS



Prepared for: Tom Smith



I am so grateful for this amazing team at ABC Company. Thank you for the work you do each and every day to move us forward. I appreciate you so much.



**Jan Roberts**

## PERKS

**\$2,500.00**

Continuing Ed	\$2,500.00
PTO/Carry Over	20 days
Holiday/Birthday provided to all team members throughout the year	11 days

## HEALTH

**\$17,171.00**

Healthcare	\$15,500.00
Company Events	\$1,500.00
Gym Membership	\$125.00
EAP	\$46.00

## FINANCIAL

**\$50,738.00**

Wages	\$42,500.00
Commission/Bonus	\$2,500.00
Auto Allowance	N/A
Life Insurance	\$389.00
Short Term Disability	N/A
401(k)	\$5,349.00

**Your 2024 Total Rewards**

**\$70,409.00**