

Footnotes

Last Modified on 12/04/2019 5:16 pm EST



Footnotes are conditional text on the Cash Compensation page that is only visible to employees who have given compensation and benefits for both online and print statements.



Go to **Content**, then choose **Footnotes** from the drop-down menu.

Note: Footnotes are conditional content and will only appear on a statement if an employee has the given benefits.

You can **add** a new footnote or **remove** an existing footnote

To add a new footnote, select **New Footnote**

To remove a footnote, select  select Remove and **Delete Footnote**

While editing this section, select **Save** to store your progress.

Once you click **New Footnote**, choose a **program** from the drop-down menu, add the **text**, then the **SAVE**

New Footer

1 | Merit Bonus

Merit bonus earned in 2014, paid in Q1 2015.]

Save