

# Data Template

Last Modified on 12/04/2019 3:18 pm EST



The data template is generated based upon the programs entered: Cash Compensation, Benefits, Estimated Tax Savings and Other Valuable Benefits. After you have entered and finalized your programs naming conventions, it is time to generate the data template.



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Once all Cash Compensation and Benefits programs are set up in the portal, [download blank data template](#), go to **Administration**

Then select **Employees** in the drop-down

Then click **Import Employees Records** link

On the pop-up window, click **Employees\_Template.xlsx**

**TOTALREWARDS BUILDER** Company Programs Content Design Promotions Administration Employees Dashboard

**Employees** Groups

**Employees\_Template.xlsx**

Download your personalized data template

Cancel **Upload Employee Records**

• Before downloading the template, create all programs that you will assign first.  
• Complete all required fields.

Employees Records and generate employees' statements in a single step.

Employees Records by downloading and completing a personalized data template.

ID	Blood Type	Name	Role
123472	AB	Andrea	Manager
123463	BA	Bob	Employee

**Save** the blank template to your computer and use that to populate your data fields.