

# Total Compensation Statement Frequently Asked Questions

## What total compensation statement templates can I choose from?

Insight e-Tools provides 2 total compensation templates. [Template #1](#) shows an employee the total dollars spent on earnings and benefits, while [Template #2](#) adds an additional section for benefit details. Most customers prefer Template #1 because benefit details reflect the past year's benefits and aren't necessarily accurate for the current year. In addition, many employees already have access to their current benefit information through their ADP self-service portal.

## How much will statements cost?

Template #1 has a \$500 setup + \$1 per employee statement. Template #2 has a \$1,000 setup + \$1 per employee statement. For an additional fee, we can also print and deliver the statements to you; however, most of our clients print them onsite.

## If I purchased statements last year, will I have to pay a new setup fee?

Yes, the setup fee applies each year since your new ADP data must be imported into our system, requiring the same implementation steps as before. Your final invoice will also reflect the actual number of statements produced this year.

## Can I use my own logo and color scheme?

Yes, Insight e-Tools accepts high resolution JPEG or PNG files at least 3 inches wide (or tall, depending on logo proportions). You can also choose from an assortment of colors to create your own custom color scheme.

## What compensation and benefit groups are available?

Compensation and benefit groups define the dollar amounts included in each statement. Your statements will automatically be loaded with defaults; however, they are completely customizable. During orientation we will help you by providing a more extensive list of commonly used group labels.

## Do statements use actuals or estimates of employee compensation?

The ADP management report files (MR files) used to create your statements is an accumulative of your company's actual payroll data for the previous calendar year.

## How long will it take ADP to send my company's year-end MR files?

If you sign up for Insight e-Tools before year-end, your MR files will be sent to us when your last payroll is run. If you sign up after January 1st, MR files generally arrive 2-3 weeks after they are ordered by ADP.

### **Why do I need to order 2 MR files from ADP?**

One of the MR files contains your ADP master file data while the other contains your ADP pay data. These 2 types of data cannot be combined into 1 Insight e-Tools MR file by ADP.

### **Can we add other supplemental data to our statements?**

Yes, supplemental data is anything you would like to show that is not included in ADP's earning, deductions, or memo codes. Examples may include: an employer's share of benefit costs, employer perks not captured in payroll, profit sharing, and 401(k) match.

### **How much time will this process take on my part?**

After we import your ADP data into our system, you will have an approximate 30 minute product orientation with Insight e-Tools to learn how to use the product. It generally takes 60-90 minutes for customers to customize the look of their statements and categorize data into their preferred compensation and benefit groups. The time it takes to gather supplemental data will vary depending on the number of ADP company codes you have and how easy it is to gather the data. Once you review and approve our samples, you're finished!

### **If I have used Insight e-Tools before, can I use the same login as last year?**

Yes; however, Insight e-Tools has to import new MR files and supplemental data in order for you to create this year's statements. The yearly invoice will itemize setup and number of statements generated for the project each year.

### **How can I ensure my data gets tied to the correct employees?**

Insight e-Tools requires your supplemental spreadsheet include a unique employee number in order to match your supplemental data with the payroll data already in our system. An ADP employee file number or social security number can be used for this purpose.

### **How are final statements delivered?**

Your final total compensation statements will be available for PDF download under your secure login. If you choose to have them printed and shipped to your company, they will generally be delivered the next business day. Shipping charges will be included on your final invoice.

### **Can statements be posted to each employee's ADP self-service login?**

Yes, after we complete your statements, you have the ability to distribute them however you choose. If you are interested in pursuing this option, we can provide you ADP's written instructions.