

WHAT TO INCLUDE ON YOUR TOTAL COMP STATEMENTS

■ Base pay

Any total comp statement should clarify the definition of base pay/number of months for countries outside the U.S.

■ Overtime earnings

An average or earnings over the last 12 months.

■ Bonuses

Including one-time bonuses.

■ Value of vacation, PTO, sick days, and other paid leave

This can be difficult, in that these and other forms of pay are not additional compensation; they are part of base pay. This means you need to be clear on defining the value of this paid time.

■ Retirement benefits

Your statement should define employer contributions, including pension plans and estimated 401(k) company match, for example.

■ Value of employer-paid portions of insurance plan premiums

Or, a statement should include total claims paid on behalf of employees participating in self-insured programs.

■ Stock options

Including long-term cash plans.

■ Value of EAPs

Providing access to the services that employee assistance programs (EAPs) offer can significantly cut down on costs that employees would otherwise bear and consequently improve overall employee health.

■ Flexible spending account information and/or health spending account employer contributions

If applicable.

■ Educational assistance programs

If your organization covers or helps cover the cost of employees' educational expenses or offers student load dept relief, communicate as much.

■ Other benefits

These can include fitness club memberships, relocation expenses, company-sponsored discounts, and other benefits that extend value beyond salary.