



## **Delt - Employee Mini Guide**

### **Total Reward Statements**

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# Employee Total Reward Statements

The Pay Tab on the Employee Dashboard contains a widget that allow a user to view their Total Reward Statement for each financial year since April 2021 and for the current year based upon information to the current payroll period.

2021 = April 2021 to March 2022

2022 = April 2022 to March 2023

2023 = April 2023 etc

## Total Reward Statements

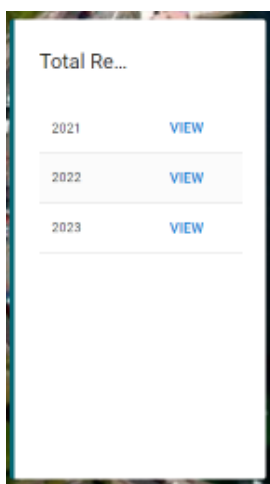
What is a Total Reward Statement?	
<p>Total Rewards Statements (TRS) give you a clearer understanding of the amazing benefits available to you as valued employees of Delt. The TRS is a personalised statement that showcases and allows you to evaluate your benefits and perks, providing a comprehensive view of your employment package. It includes detailed information about your full compensation package.</p> <p>By looking at your compensation holistically, you can truly appreciate the full value of what Delt offers. The TRS will be a valuable tool in gaining a deeper understanding of your total rewards and reinforcing our commitment to your well-being and job satisfaction.</p> <p>The statement breaks down the various elements of your reward package into Reward Groups, these are:</p>	
Reward Group	Reward Codes
Contractual Remuneration	Salary and other regular elements of pay
Salary Sacrifice (Childcare Vouchers, Electric Car Scheme, Cycle to Work – Bicycles/Accessories)	<p>Where you utilise the facility to receive a flexible benefit by sacrificing a regular amount of pay each month these amounts will not be shown on your Total Reward Statement.</p> <p>The value of this benefit is included in your Contractual Remuneration (this is the amount of pay including the value of the flexible benefit you receive).</p> <p>You can check the amount of pay reduced on your monthly payslip or in the original agreement you signed.</p>
Variable Remuneration	Temporary elements of pay e.g. overtime and standby payments
Absence Payments	Occupational and Statutory absence payments

Performance Bonus	Annual performance bonus payments where made
Annual Leave Sold	Value of the annual leave entitlement sold back
Pension Contributions	Employee and Employer contributions to pension schemes

### Navigation to the Total Reward Statement

The Total Reward Statement can be accessed from the Employee Dashboard.

1. Navigate to the 'Pay' Tab by either using the menu on the left side of the Dashboard, or by typing 'Pay' into the search bar.
2. On the Pay Tab there will be a widget called 'Total Reward Statements'. To access the annual 'Total Rewards Statement' Browse to the Total Reward Statement widget and Click View.




3. The **Total Reward Summary Statement** will open and show:

- a. Employee details – Name, personnel reference, hours, org unit and Statement from and to period
- b. Summary Breakdown – displays a pie chart showing the breakdown of contributions by the different reward groups.

The drop-down menu allows you to view a pie chart showing the contributions breakdown by employee and employer contributions.

- c. The Summary section displays the Rewards Group breakdown by employer and employee, as well as the total Rewards Group breakdown. The drop-down menu allows you to select a year for which to view the Total Reward Statement.

4. To open the Total Reward Detailed Statement, select the Detailed Statement button.



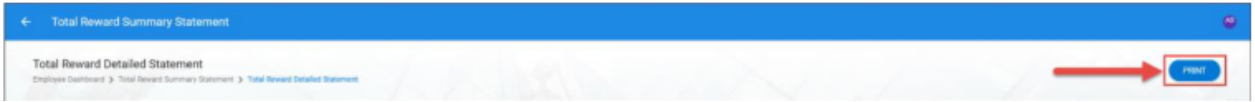
Employee Dashboard

Total Reward Summary Statement  
Employee Dashboard > Total Reward Summary Statement

DETAILED STATEMENT

The Total Reward Detailed Statement breaks down the Rewards Groups by Rewards Code showing the Company Contribution, Your Contribution and Total Rewards Group Contribution.

5. To Print the Total Reward Detailed Statement Click Print.



Total Reward Summary Statement

Total Reward Detailed Statement  
Employee Dashboard > Total Reward Summary Statement > Total Reward Detailed Statement

PRINT