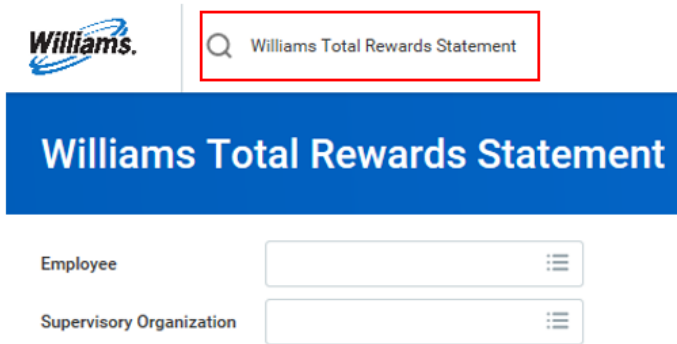


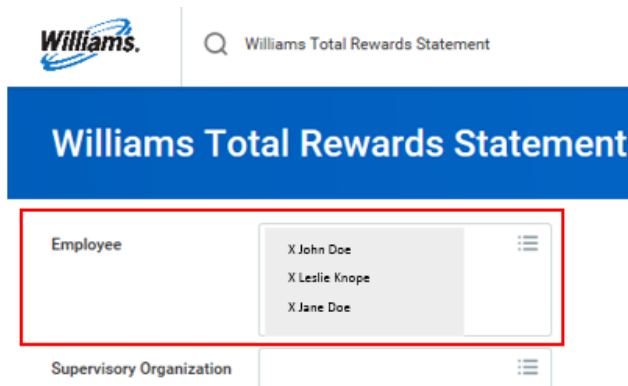
Total Rewards Statement

View and Print the Total Rewards Statement

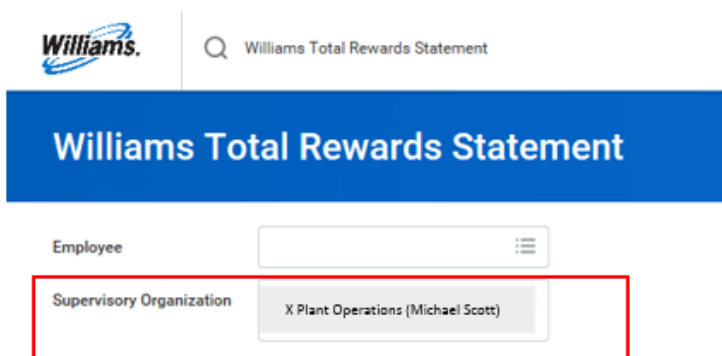
1. From your Workday homepage, type **Williams Total Rewards Statement** in the search bar.



2. To **view** and/or **print** the Total Rewards Statement type either:
 - a. The name of an individual that reports directly to you in the **Employee** field.
 - i. You can also select multiple employees at one time by typing each of the employee names.



- b. Your name in the **Supervisory Organization** field to view all of your direct reports at one time.



c. Select **OK** at the bottom of the screen.

3. View the Total Rewards Statement(s) by selecting **Print** at the bottom of the screen.

Williams. | williams tot

← Williams Total Rewards Statement Actions

Supervisory Organization: Plant Operations – Michael Scott

2 items

| Legal Name - First Name | Legal Name - Last Name | Employee ID | Employee | Job Title |
|-------------------------|------------------------|-------------|--------------|--------------------------|
| Leslie | Knope | 12345 | Leslie Knope | Operations Technician Sr |
| Jane | Doe | 23456 | Jane Doe | Operations Technician Sr |

Print

a. If you are viewing multiple employees at one time, select the **right arrow** to view all of the Total Rewards Statements.

1 of 4

Total Rewards Statement

Your Statement is based on information as of 2/23/2019

This Total Rewards Statement is designed to help you understand the overall value of the pay and benefits plans and programs Williams offers. We hope that this statement will serve as a useful tool in planning and getting the most out of your pay and benefits opportunities.

Your 2018 Right Way/Right Results Rating: AA

Right Arrow

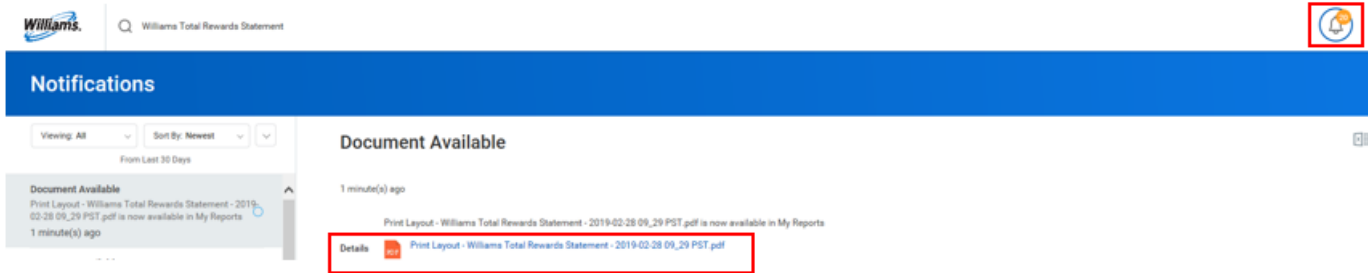
- b. If there is a delay in viewing the statements, you will receive a notice and will select **Notify Me Later**.

Your request is being processed

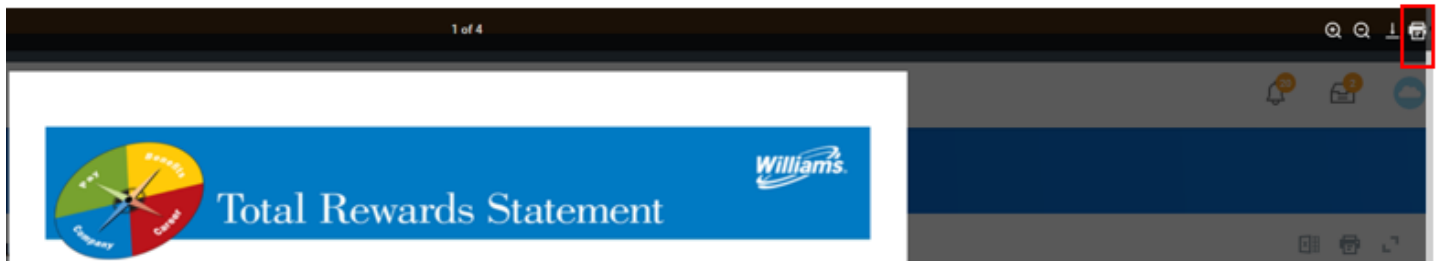
You can continue to wait or choose to be notified later.



- i. In your Workday notifications, select the notification **Print Layout – Williams Total Rewards Statement** and then select the PDF.



- 4. Select the **print icon** located at the top right of the screen to print the statements.



- 5. To exit out of view mode, select the arrow located at the top left of the screen.

