The Flimp-provided spreadsheet includes two tables on the instructions tab for defining the benefits and compensation types to feature in your Total Reward Statements (TRS) and the census tab for entering employee-specific data.

Data-Entry Guidelines

- **Leave fields blank for non-applicable benefits:** If an employee does not participate in a specific benefit, leave the relevant field blank.
- **Do not delete columns:** Even if you don't use certain columns, keep them intact.
- **Avoid renaming columns:** Column headers auto-update based on your entries in tables 1 and 2. Instead, change the labels in those tables.
- **Consistency is key:** Use clear, consistent naming conventions across benefits and compensation types. The text provided is used exactly as written.
- **Preview your data:** Check how your entries in tables 1 and 2 look on your statements by imagining the first column on page 3 of the TRS populated with information you provide.

Table 1 defines which benefits are included in your statements.
- You may add **up to 14 benefits**.
- Examples: Medical Insurance, Vision Insurance, Dental Coverage, Basic Life Insurance, 401(k) Employer Match, etc.

Table 2 defines the compensation types that are included.
- You may add **up to 4 compensation types**, in addition to annual base earnings.
- Examples: Overtime Pay, Performance Bonuses, Profit Sharing, Stock Options, etc.

Note: As you complete tables 1 and 2, the column names in the census tab update automatically.

The census tab has four sections for data entry:
- Add **employee details**, such as name, ID, or department.
- Enter the **employer's annual contribution** for each benefit.
- Input the **employee's annual contribution** for each benefit.
- Add the **annual compensation** amounts for each type defined in table 2.

Review and Return

- Double-check that all data is accurate and complete.
- Ensure sensitive employee data is handled securely.
- Return the completed spreadsheet to your project manager as instructed.