Statement print

On your homepage press "Compensation" button.

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	Items per page 10 - K < Page 1 of 1 > M Showing 1-1 of 1 All My Direct Reports		

Choose your plan and open with double click.

Choose icon for Summary Statement download:

Forms Executive Review Budget Assignments									
2019 Salary Planning Devětsil Bílý								6	i /
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Total number of employees: 13						Columns	7 Filter Option	Funct	ional Currency ()
Employee Information	Employee Information			Rating	 Current Pay Information 				
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Or you can use one by one way via 3 points and Download Statement.

BE AWARE – **do NOT use** Download as PDF – it does not have all czech letters and it is not formatted.

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Now it depends on your web browser. We recommend Chrome – all is set up right there. You need to only change or check:

- print shloud be color and double side
- remove header and footer = uncheck click in front of Headers and Footers (see picture bellow)

- choose Page size = A4 (see picture bellow)
- you can now save it as PDF to your computer and print it later or print it right away

The format is set and depends also on the lenght of employee's job title, please check that Czech part is on one side and English one on other. You can change it by increasing or decreasing "scale" by choosing custom.

