

# INCENTIVE AND COMMISSION COMPENSATION SETUP SHEET

## GENERAL INFORMATION

Employee Name		Employee ID	
Job Title		Department	
Effective Date		Review Date	
Base Salary		Supervisor/Manager	

## COMMISSION PLAN STRUCTURE

Commission Type	<input type="checkbox"/> Flat Rate % <input type="checkbox"/> Tiered Rate <input type="checkbox"/> Gross Profit % <input type="checkbox"/> Revenue % <input type="checkbox"/> Fixed Amount per Unit
Frequency of Payout	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other

Tier	Minimum Target / Sales Amount	Maximum Target / Sales Amount	Commission Rate (%) / Flat Payout (\$)
1			
2			
3			
4			

## PERFORMANCE INCENTIVES & BONUSES

Key Performance Indicator (KPI) / Metric	Target Threshold	Incentive Reward (\$ / %)	Measurement Period

## PROGRAM TERMS & CONDITIONS

Minimum Payout Threshold (\$)		Maximum Payout Cap (\$)	
Draw Against Commission	<input type="checkbox"/> Yes (Recoverable) <input type="checkbox"/> Yes (Non-Recoverable) <input type="checkbox"/> No Draw Amount: \$ _____		
Special Terms / Notes			

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager / Supervisor Signature

\_\_\_\_\_  
HR / Payroll Representative Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_