

PAYROLL CONFIGURATION GUIDE

Commission & Incentive Program Setup

1. Program Identification & Metadata

Program Name	_____
Effective Start Date	_____
Effective End Date	_____
Eligible Employee Group(s)	_____

2. Calculation Frequency & Payroll Schedule

Performance Period	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Custom
Payout Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> With Regular Payroll <input type="checkbox"/> Off-Cycle Payroll
Payroll Run Date / Offset	_____

3. Earnings & Tax Configuration

Earnings Code (Payroll System ID)	_____
General Ledger (GL) Account String	_____
Tax Treatment Method	<input type="checkbox"/> Supplemental Flat Rate Method <input type="checkbox"/> Aggregate Method
Benefit/401(k) Eligible?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Commission Structure & Tier Mapping

Define the target brackets and associated payout percentages below.

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Tier	Minimum Target Met (\$)	Maximum Target Met (\$)	Payout Rate / Amount
1			
2			
3			
4			

5. Recovery and Draw Terms (If Applicable)

Draw Type	<input type="checkbox"/> Recoverable Draw <input type="checkbox"/> Non-Recoverable Draw <input type="checkbox"/> No Draw
Draw Cap Amount (\$)	_____
Recovery Cycle Parameters	_____

6. System Validation Notes & Special Instructions

7. Review & Authorization Signatures

Prepared By (Sales Operations/HR):

Approved By (Payroll/Finance):

Signature / Date

Signature / Date