COMMISSION & INCENTIVE PROGRAM PAYROLL TRACKER

Payroll Period Performance & Incentive Reconciliation Sheet

PAYROLL PERIOD

PAYMENT DATE

PROGRAM NAME / ID

AUTHORIZED BY

1. PROGRAM STRUCTURE & COMMISSION TIERS

TIER LEVEL	MINIMUM ACHIEVEMENT LIMIT	MAXIMUM ACHIEVEMENT LIMIT	COMMISSION RATE (%) / FLAT BONUS

2. EMPLOYEE PERFORMANCE & PAYOUT CALCULATIONS

EMP. ID	EMPLOYEE NAME	SALES & PERFORMANCE METRICS			INCENTIVE & COMMISSION EARNINGS				NET PAYOUT
		TARGET / QUOTA	ACTUAL SALES	ACH. %	BASE COMMISSION	TIER/MILESTONE BONUS	SPIFF / OTHER	CLAWBACKS / ADJ.	
TOTALS									

PREPARED BY (PAYROLL ADMINISTRATOR)

REVIEWED BY (SALES OPERATIONS / HR)

APPROVED BY (FINANCE / MANAGEMENT)