

PAYROLL & COMMISSION SHEET

Pay Period: _____

Payment Date: _____

Employee Information

Employee Name _____

Employee ID _____

Department _____

Job Title / Role _____

Base Compensation

Base Salary Rate _____

Pay Frequency _____

Target OTE _____

Currency _____

Commission Metrics & Calculations

PRODUCT / SCHEME CATEGORY	SALES VOLUME / REVENUE	QUOTA / TARGET	% ATTAINMENT	COMMISSION RATE	COMMISSION EARNED

Performance Incentives & Bonuses

INCENTIVE DESCRIPTION / KPI ACHIEVED	TARGET VALUE	INCENTIVE AMOUNT PAID
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INCENTIVE DESCRIPTION / KPI ACHIEVED	TARGET VALUE	INCENTIVE AMOUNT PAID
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Adjustments & Clawbacks

ADJUSTMENT REASON	REFERENCE / DEAL ID	AMOUNT (+ / -)
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Base Salary Earnings: _____

Total Commission: _____

Total Incentives/Bonuses: _____

Adjustments / Deductions: _____

Gross Payout:

Employee Signature & Date

Authorized HR/Manager Signature & Date