

EMPLOYEE TERMINATION COMMISSION AND BONUS RECONCILIATION SHEET

Payroll Processing & Compliance Document

Employee Name:

Employee ID:

Job Title / Department:

Termination Date:

Last Active Work Day:

Reconciliation Date:

1. COMMISSION EARNED & RECONCILIATION

DEAL / CLIENT NAME	CLOSE DATE	CONTRACT VALUE	COMM. %	EARNED COMM.	ELIGIBLE? (Y/N)	PAYABLE AMOUNT
Subtotal Commissions:						

2. BONUS & INCENTIVES RECONCILIATION

BONUS PLAN / INCENTIVE NAME	PERFORMANCE PERIOD	TARGET AMOUNT	ACHIEVEMENT %	PRO-RATA FACTOR	ELIGIBLE? (Y/N)	PAYABLE AMOUNT
Subtotal Bonuses:						

3. FINAL PAYOUT SUMMARY

Total Eligible Commissions	
Total Eligible Bonuses	

Adjustments / Deductions (if applicable)	
TOTAL FINAL PAYOUT (GROSS)	

4. AUTHORIZATIONS & APPROVALS

Prepared By: HR / Payroll Representative Date

Reviewed By: Department Head / Manager Date

Approved By: Finance / CFO Date

Employee Acknowledgment Signature Date