

MONTHLY SALES COMMISSION & BONUS PAYROLL TRACKER

Commission-Based Contract Settlement Sheet

Employee Name:

Pay Period:

Employee ID:

Payment Date:

Job Title / Role:

Contract Code:

1. Commission & Sales Calculation

Deal/Invoice ID	Client Name	Contract/Deal Value	Commission Rate (%)	Commission Earned
Subtotal Sales & Commission				

2. Tiered Targets & Performance Bonuses

Target Metric	Threshold Quota	Actual Achieved	Bonus Rate / Amount	Bonus Earned
Total Performance Bonuses				

3. Deductions & Adjustments

Description	Reference/Notes	Amount
Tax Withholding		
Draw Recovery (if applicable)		
Other Deductions		
Total Deductions		

Base Salary (if applicable):

Total Commission Earned:

Total Bonuses Earned:

Gross Earnings:

Total Deductions & Adjustments: (-)

Net Payable Amount:

Prepared By (Payroll Administrator)

Date: _____

Approved By (Sales Manager / HR)

Date: _____