

# SALES COMMISSION & PERFORMANCE BONUS

Payroll Worksheet

Employee Name		Employee ID	
Department		Job Title	
Pay Period Start		Pay Period End	
Payment Date		Manager / Approver	

## 1. COMMISSION EARNINGS

PRODUCT LINE / DEAL REF	SALES VOLUME (\$)	COMMISSION RATE (%)	CALCULATION METHOD	COMMISSION EARNED (\$)

## 2. PERFORMANCE & TARGET BONUSES

KPI / TARGET DESCRIPTION	TARGET GOAL	ACTUAL ACHIEVED	ACHIEVEMENT %	BONUS AMOUNT (\$)

## 3. ADJUSTMENTS & DEDUCTIONS

DESCRIPTION / REASON	TYPE (ADDITION / DEDUCTION)	AMOUNT (\$)

Total Commission Earned	
Total Bonus Earned	
Total Adjustments (+/-)	
<b>Net Incentive Payout</b>	

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EMPLOYEE SIGNATURE / DATE

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AUTHORIZED APPROVER SIGNATURE / DATE