

BASE SALARY PLUS COMMISSION PAYROLL WORKSHEET

PAYROLL TEMPLATE

| | | | |
|-----------------------|--|--------------------------|--|
| Employee Name: | | Pay Period Start: | |
| Employee ID: | | Pay Period End: | |
| Department: | | Payment Date: | |

| EARNINGS DESCRIPTION | RATE / BASE AMOUNT | HOURS / SALES VOLUME | TOTAL EARNINGS |
|--|--------------------|----------------------|----------------|
| 1. BASE SALARY EARNINGS | | | |
| Regular Base Salary | | | |
| Hourly Base Salary (If Applicable) | | | |
| Total Base Salary Earnings | | | |
| 2. COMMISSION EARNINGS | | | |
| Tier 1 Commission | | | |
| Tier 2 Commission | | | |
| Flat Rate Commission / Bonus Incentives | | | |
| Total Commission Earnings | | | |
| 3. GROSS PAY SUMMARY | | | |
| Gross Pay (Base + Commission) | | | |
| 4. DEDUCTIONS | | | |
| Federal Income Tax | | | |
| State / Local Tax | | | |
| FICA (Social Security & Medicare) | | | |
| Other Deductions (Insurance, Retirement, etc.) | | | |
| Total Deductions | | | |
| Net Pay (Gross Pay - Total Deductions) | | | |

EMPLOYEE SIGNATURE

DATE

AUTHORIZED APPROVER SIGNATURE

DATE