

# COMMISSION & INCENTIVE PAYROLL SETUP

Program Configuration & Payroll Run Template

Company Name	
Pay Period Start	
Pay Period End	
Payment Date	

Employee Name	
Employee ID	
Department / Role	
Base Salary (Period)	

## 1. COMMISSION STRUCTURE & CALCULATIONS

SALES CATEGORY / PRODUCT LINE	TARGET / QUOTA	ACTUAL ACHIEVED	ATTAINMENT %	COMMISSION RATE	COMMISSION EARNED
<b>Total Commission Base</b>					

## 2. INCENTIVE & PERFORMANCE BONUSES

INCENTIVE / KPI DESCRIPTION	TARGET METRIC	ACTUAL PERFORMANCE	PAYOUT AMOUNT
<b>Total Incentives &amp; Bonuses</b>			

## 3. PAYROLL SUMMARY

<b>Base Salary Amount</b>	
<b>Total Commission Payout (Section 1)</b>	
<b>Total Incentive Payout (Section 2)</b>	
<b>One-Time Adjustments / Spiffs</b>	
<b>TOTAL GROSS PAYOUT</b>	

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Prepared By (Payroll/HR)

Date: \_\_\_\_\_

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Approved By (Manager)

Date: \_\_\_\_\_