PERFORMANCE INCENTIVE & COMMISSION TRACKING

Payroll Program Setup & Period Summary

Pay Period	
Payment Date	
Department / Group	

1. SALES COMMISSION CALCULATIONS

EMP ID	EMPLOYEE NAME	ROLE / TITLE	BASE SALES VOLUME	ACTUAL SALES ACHIEVED	COMMISSION RATE (%)	COMMISSION EARNED
				Subtotal Commission		

2. PERFORMANCE INCENTIVES & MILESTONE BONUSES

EMP ID	EMPLOYEE NAME	TARGET / KPI GOAL	KPI TARGET VALUE	KPI ACTUAL VALUE	INCENTIVE PAYOUT
				Subtotal Incentives	

3. PAYROLL SUMMARY TOTALS

EMP ID	EMPLOYEE NAME	TOTAL COMMISSION	TOTAL INCENTIVES	GROSS PROGRAM PAYOUT

EMP ID	EMPLOYEE NAME	TOTAL COMMISSION	TOTAL INCENTIVES	GROSS PROGRAM PAYOUT
	Grand Totals			

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Approved By (Finance/HR Director)