

EMPLOYEE OFFBOARDING COMMISSION & BONUS PAYOUT SHEET

Termination Payroll Reconciliation Template

EMPLOYEE NAME:
EMPLOYEE ID:
JOB TITLE:
DEPARTMENT:
SEPARATION DATE:
FINAL PAY DATE:

1. OUTSTANDING COMMISSIONS CALCULATION

DEAL / CLIENT NAME	CLOSE DATE	CONTRACT VALUE	RATE (%)	COMMISSION EARNED	ELIGIBLE (Y/N)	OVERRIDE
Total Commission Eligible for Payout						

2. UNPAID BONUSES & PERFORMANCE INCENTIVES

BONUS SCHEME / INCENTIVE NAME	PERFORMANCE PERIOD	TARGET AMOUNT	ACHIEVEMENT %	PRO-RATED / PAYOUT AMOUNT
Total Bonus Eligible for Payout				

3. ADJUSTMENTS & RECOVERIES

DESCRIPTION (E.G., UNEARNED DRAW RECOVERY, ADVANCED COMMISSIONS CLAWBACK)	TYPE (DEBIT/CREDIT)	AMOUNT
Total Adjustments		

Total Earned Commissions: -----
Total Earned Bonuses: -----

Total Adjustments / Deductions (+ / -):

Net Commission & Bonus Payout:

EMPLOYEE SIGNATURE DATE

MANAGER SIGNATURE DATE

HR / OFFBOARDING COORDINATOR DATE

PAYROLL ADMINISTRATOR DATE