

TERMINATION PAYROLL CALCULATOR

Commissions & Bonuses Settlement

Document ID:
Calculation Date:

EMPLOYEE DETAILS

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / ROLE

TERMINATION DATE

LAST DAY OF ACTIVE SERVICE

REASON FOR SEPARATION

COMMISSION CALCULATIONS

Total Eligible Commission:

BONUS CALCULATIONS

Total Eligible Bonus:

DEDUCTIONS & ADJUSTMENTS

Total Deductions / Adjustments:

Total Gross Commission Payout: \$

Total Gross Bonus Payout: \$

Less: Total Deductions: \$

Net Termination Payout (Before Tax): \$

PREPARED BY (HR / PAYROLL SPECIALIST)

Date:

AUTHORIZED APPROVED BY (HR / FINANCE MANAGER)

Date: