

# Bonus & Incentive Payroll Summary Sheet

## Payroll Period: June 2024

Department: Sales

Prepared By: John Doe

Date: 2024-06-30

#	Employee Name	Employee ID	Position	Bonus Amount	Incentive Amount	Total Payout	Remarks
1	Alice Smith	SAL001	Sales Executive	1,000	1,500	2,500	Top performer
2	Bob Johnson	SAL002	Account Manager	800	950	1,750	-
3	Clara Lee	SAL003	Sales Analyst	850	900	1,750	Exceeded target
TOTAL				2,650	3,350	6,000	

### Important Notes:

- This summary sheet should be reviewed and approved by authorized personnel before disbursement.
- Ensure all bonus and incentive calculations adhere to company policy and relevant tax regulations.
- Attach supporting documents or performance reports justifying payouts where applicable.
- Keep this document confidential and accessible only to relevant HR and accounting staff.
- Retain copies of this summary for audit and compliance purposes.