

Annual Bonus Payout Calculation Sheet

For Year Ending: 2023

Employee Information

Employee Name	Jane Doe
Employee ID	EMP-10234
Department	Finance
Designation	Senior Analyst
Date of Joining	2019-07-01

Bonus Calculation

Component	Value
Annual Basic Salary	\$60,000
Eligible Bonus (%)	15%
Assessment Score	4.5 / 5.0
Company Performance Factor	1.10
Calculated Bonus	\$9,900

Approval & Signature

Prepared by	John Smith
Date	2024-01-10
Authorized by	Lisa Brown
Date	2024-01-12

Important Notes

- This sheet is confidential and intended for HR and authorized management use only.
- Bonus payout is subject to final approval and may vary as per company policy changes.
- All calculations are based on current policy and the company's annual financial performance.
- For any discrepancy or query, contact the HR department immediately.
- Retention of this document is required for audit and compliance purposes.