

Departmental Bonus Allocation Format

Department Name: _____

Prepared by: _____

Date: ____ / ____ / ____

Total Bonus Amount Allocated: _____

Reference Period: _____

Employee Bonus Allocation Table

S/N	Employee Name	Position	Employee ID	Bonus Amount	Remarks
1	John Doe	Team Lead	EMP0023	\$2,000	Performance B+
2	Jane Smith	Analyst	EMP0158	\$1,500	Excellent Contributor
3	Michael Lee	Junior Analyst	EMP0264	\$1,000	-
4	Priya Patel	Coordinator	EMP0176	\$1,200	High Attendance
5	Samuel Kim	Intern	EMP0301	\$500	-

Total Disbursed: _____

Approved by (Manager): _____

Important Notes

- This format ensures transparency and fairness in departmental bonus distribution.
- All bonus allocations should be approved by the Department Manager.
- Employee performance and contributions should be objectively evaluated before determining bonus amounts.
- Keep a signed copy of this form for auditing and future reference.
- Any discrepancies in allocation must be reported to HR immediately.