

# Performance-Based Bonus Calculation Document

## Employee Information

Name	John Doe
Employee ID	123456
Position	Sales Executive
Department	Sales
Period	January - December 2023

## Bonus Calculation

Criteria	Target	Actual	Weight	Score (%)
Sales Achievement	\$500,000	\$570,000	60%	114%
Customer Satisfaction	90%	92%	25%	102%
Punctuality	98%	99%	15%	101%
Weighted Score				110.2%

Base Salary:  $\$3,500/\text{month} \times 12 = \$42,000$   
Maximum Bonus Rate: 20%  
Final Bonus = Base Salary  $\times$  Maximum Bonus Rate  $\times$  (Weighted Score  $\div$  100)  
Final Bonus =  $\$42,000 \times 20\% \times (110.2\% \div 100) = \$9,384.80$

## Approval

Prepared by	Jane Smith, HR Officer
Approved by	Mark Johnson, Sales Manager
Date	2023-12-15

## Important Notes

- The bonus amount is based on both quantitative and qualitative performance metrics.
- All performance data is subject to verification by the HR and Finance departments.
- This calculation is valid only for the period and employee indicated above.
- The company reserves the right to amend the criteria or calculation in future periods.
- Bonus calculation documents should remain confidential.