

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/month × 12 = \$42,000

Maximum Bonus Rate: 20%

Final Bonus = Base Salary × Maximum Bonus Rate × (Weighted Score ÷ 100)

Final Bonus = \$42,000 × 20% × (110.2% ÷ 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.