

# Standard Bonus Calculation Sheet

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Bonus Period: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

## Bonus Calculation Details

Parameter	Description	Value
Base Salary	Monthly basic salary	_____
Bonus Percentage	Eligibility Percentage	_____
Performance Multiplier	Based on KPI/targets	_____
Attendance Adjustment	Adjustment for leaves/absences	_____
Other Adjustments	Approved modifications	_____
<b>Total Calculated Bonus</b>		_____

## Approval

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
HR Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes:

- This document must be reviewed and approved by authorized personnel before bonus payout.
- All adjustments should be well-documented and attached if necessary.
- Any discrepancies should be reported to the HR Department immediately.
- KPI and performance ratings should be based on documented evidence.
- Confidential: For internal use only.