

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	_____
Total Calculated Bonus		_____

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.