

Team Achievement Bonus Calculation Document

Team: Sales Department

Period: Q2 2024 (April 1 – June 30, 2024)

Prepared By: HR Compensation & Benefits

Date: July 5, 2024

Bonus Criteria

- Team Target: \$1,000,000 sales revenue
- Bonus Pool: 8% of total sales above \$900,000
- Eligibility: Permanent team members as of June 30, 2024
- Distribution: Pro-rata based on individual performance rating

Team Performance

Indicator	Target	Actual	Status
Sales Revenue	\$1,000,000	\$1,150,000	Achieved

Bonus Pool Calculation

Description	Amount
Actual Sales above \$900,000	\$250,000
Bonus Pool (8% — \$250,000)	\$20,000

Distribution by Team Member

Name	Role	Performance Rating	Bonus Share (%)	Bonus Amount (\$)
Jane Doe	Team Lead	Exceeds Expectations	30%	\$6,000
John Smith	Account Manager	Meets Expectations	25%	\$5,000
Lisa Ray	Sales Executive	Meets Expectations	25%	\$5,000
Tom Kim	Sales Associate	Partially Meets	10%	\$2,000
Sam Lee	Sales Associate	Meets Expectations	10%	\$2,000

Important Notes

- Bonus payout is subject to final approval by senior management.
- All calculations are based on finalized sales reports for the specified period.
- Only team members with employment status as permanent by end of the period are eligible.
- Any disputes or corrections must be addressed to HR within 10 working days of document issue.
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