

Year-End Bonus Calculation Spreadsheet

Employee Bonus Calculation for 2023

| Employee Name | Position | Base Salary (USD) | Performance Rating (1-5) | Bonus Percentage (%) | Year-End Bonus (USD) |
|---------------|-----------------|-------------------|--------------------------|----------------------|----------------------|
| Samantha Lee | Manager | 70,000 | 5 | 20 | 14,000 |
| James Chan | Accountant | 48,000 | 4 | 15 | 7,200 |
| Maria Gomez | Sales Executive | 56,000 | 3 | 10 | 5,600 |
| Alex Smith | Developer | 60,000 | 5 | 18 | 10,800 |
| Ella Wong | HR Assistant | 42,000 | 4 | 12 | 5,040 |
| Total Bonus: | | | | | 42,640 |

Bonus Calculation Formula

Year-End Bonus = Base Salary × (Bonus Percentage ÷ 100)

Important Notes

- Bonus percentages may differ by position, seniority, and company policy.
- Performance ratings should be based on documented review processes.
- This document is for internal use and should be reviewed by HR before final approval.
- All bonus payments are subject to applicable taxes and company deductions.
- Ensure accurate input of payroll and performance data to prevent calculation errors.