

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

$\text{Year-End Bonus} = \text{Base Salary} \times (\text{Bonus Percentage} / 100)$

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.