

Bonus Payment Record

Document Title	2023 Q4 Bonus Payment	Date	2024-01-15
Prepared By	Finance Team	Approved By	Jane Doe (Head of HR)
Department	Sales	Reference #	BNS-2023Q4-045

Bonus Payment Details

#	Employee Name	Employee ID	Role	Bonus Amount	Remarks
1	Alex Smith	EMP-1902	Account Executive	\$2,000	Exceeded Q4 targets
2	Kim Lee	EMP-1931	Sales Manager	\$3,500	Team Achievement Award
3	Sara Fernandes	EMP-1854	Sales Coordinator	\$1,250	Consistent Performance
4	Michael Yu	EMP-1678	Account Manager	\$2,800	New Client Acquisition

Total Recipients 4

Total Bonus Paid \$9,550

Important Notes

- This document is for internal use and is generated from Google Sheets.
- Ensure all bonus payments are approved and processed as per policy.
- Bonus distribution should comply with the company's compensation guidelines.
- Verify employee details before disbursal to avoid errors.
- Retain this document for future reference and audits.