|  |
| --- |
| **B A S I C I N F O R M A T I O N** |
| Company name and address |  |
|
| Employee name and ID |  |
|
| Employee position |  |
|
| Employee department |  |
|
|  |  |  |  |  |  |  |  |  |  |
| **D I R E C T C O M P E N S A T I O N — fill out as needed** |
| Hourly rate |  | **Hourly rate notes** |
|
| Hourly rate 1.5 overtime |  |  |
|
| Hourly rate double overtime |  |
|
| Salary |  | **Salary notes** |
|
| non-exempt 1.5 overtime |  |  |
|
| non-exempt double overtime |  |
|
| Commission basis |  | **Commission notes** |
|
| Commission rate (either percentage or fixed rate) |  |  |
|
| Overrides |  |
|
| Splits |  |
|
| Payment delay |  |
|
| Sign-on bonuses |  | **Bonus notes** |
|
| Salary-based bonuses |  |  |
|
| Bonuses based on department goals |  |
|
| Referral bonuses |  |
|
| Holiday bonuses |  |
|
| Quarterly or annual bonuses |  |
|
| Retention bonuses |  |
|
| **B E N E F I T S** |
| Health insurance |  | **Benefits notes** |
|
| PTO |  |  |
|
| Family and medical leave |  |
|
| Disability and workers’ compensation |  |
|
| Dental care plan |  |
|
| Hazard pay |  |
|
| Severance pay |  |
|
| Other benefits |  |
|