

BASIC INFORMATION	
Company name and address	
Employee name and ID	
Employee position	
Employee department	

DIRECT COMPENSATION – 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		
BENEFITS		
Health insurance		Benefits notes
PTO		
Family and medical leave		
Disability and workers' compensation		
Dental care plan		
Hazard pay		
Severance pay		
Othe benefits		