|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |  | | | |
|