

Compensation plan template

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

DIRECT COMPENSATION	
Hourly rate	
Overtime	
Salary	
Commission basis	
Commission rate (either percentage or fixed rate)	
Overrides	
Splits	
Signing bonus	
Performance bonus	
Referral bonuses	
Other bonuses	



Hourly rates additional notes

Overtime additional notes

Salary additional notes

Commissions additional notes

Bonuses additional notes

BENEFITS	
Health insurance	
Dental care	
Workers' compensation insurance	
Disability insurance	
Family and medical leave	
PTO (Vacation, Sick time, Holidays, etc.)	
Hazard pay	

Other benefits	
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RETIREMENT PLANNING	
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401(k)	
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Pension	
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Stock options	
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Profit-sharing	
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OTHER	
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Memberships	
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Transportation	
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Breaks and meals	
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Flexible scheduling	
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