

This template is designed to help you manage your bonus program by measuring each employee’s performance, guided by your key performance indicators (KPIs), while making sure that everyone within the organization is focused on achieving the company’s top priorities and goals.

Please be guided by the following highlighted cells and fonts:

Green – where you can enter data that is vital for the formulas to work.

Gray and **Blue** – contains formulas, links and headers that are mostly locked or hidden to avoid getting deleted. The rest of the cells will not have any color and are mostly usable if you want to make changes or add notes.

How to use the KPI Template

Summary tab – this page will have the full view of your tracker. You will have each of your employee’s tabs linked and summarized in this page.

The screenshot shows the KPI template interface. At the top, there is a header for the company name. Below it, a summary table is shown with three steps highlighted: Step 1 (Total Bonus Pool), Step 2 (Employee Name), and Step 3 (Eligibility). The main table lists 20 employees with columns for Name, Eligibility, Bonus Pool, Total KPI Score, and Bonus Payout. The Bonus Pool column is highlighted in green, and the Eligibility column has a dropdown menu with 'Eligible' and 'Not Eligible' options.

Step 1 – Enter your bonus pool.

Step 2 – Enter the name of up to 20 employees

Step 3 – Select on the drop-down if they are eligible for the bonus.

Step 4 – IF using the Pay Grade version, set your pay grade levels in the section to the right:

Total Bonus Pool:	50,000.00
# of Eligible:	3.00
Total Bonus Payout:	34,847.45

Click to go to page:	Name	Eligibility	Pay Grade	Max Bonus	Total KPI Score	Bonus Payout
employee #1	Thomas Cruise	Eligible	1	16,129.03	98%	\$15,725.81
employee #2	Andrea Jones	Eligible	1	16,129.03	100%	\$16,129.03
employee #3	Samanta Smith	Not Eligible	3	0.00	17%	\$0.00
employee #4	John Krasinski	Eligible	2	17,741.94	17%	\$2,992.62
employee #5	<employee name>		3	0.00	17%	\$0.00
employee #6	<employee name>		3	0.00	17%	\$0.00
employee #7	<employee name>		2	0.00	17%	\$0.00
employee #8	<employee name>		3	0.00	17%	\$0.00
employee #9	<employee name>		3	0.00	17%	\$0.00
employee #10	<employee name>		2	0.00	17%	\$0.00
employee #11	<employee name>		3	0.00	17%	\$0.00

Pay Grade	Bonus Rate (%)
1	100
2	110
3	115
4	125
5	130

Bonus Pool Distribution and Eligibility:

Total Bonus Pool:	45,000.00
# of Eligible:	3
Total Bonus for Payout:	41,897.24

Click to go to page:	Name	Eligibility	Bonus Pool	Total KPI Score	Bonus Payout
employee #1	John Smith	Eligible	15,000.00	95%	\$14,283.82
employee #2	Jane Stevens	Eligible	15,000.00	88%	\$13,270.59
employee #3	George Welch	Not Eligible	0.00	87%	\$0.00
employee #4	Anthony Kim	Eligible	15,000.00	96%	\$14,342.83
employee #5	<employee name>		0.00	0%	\$0.00
employee #6	<employee name>		0.00	0%	\$0.00
employee #7	<employee name>		0.00	0%	\$0.00
employee #8	<employee name>		0.00	0%	\$0.00
employee #9	<employee name>		0.00	0%	\$0.00
employee #10	<employee name>		0.00	0%	\$0.00
employee #11	<employee name>		0.00	0%	\$0.00
employee #12	<employee name>		0.00	0%	\$0.00
employee #13	<employee name>		0.00	0%	\$0.00
employee #14	<employee name>		0.00	0%	\$0.00
employee #15	<employee name>		0.00	0%	\$0.00
employee #16	<employee name>		0.00	0%	\$0.00
employee #17	<employee name>		0.00	0%	\$0.00
employee #18	<employee name>		0.00	0%	\$0.00
employee #19	<employee name>		0.00	0%	\$0.00
employee #20	<employee name>		0.00	0%	\$0.00

--- Your total bonus pool will be divided depending on the number of employees you select as 'eligible' for the bonus.

If using the Pay Grade version, this will factor into the bonus pool. Your total bonus pool will be divided depending on the number of employees you select as 'eligible' for the bonus and their **pay grade**.

<your company name here>

Total Bonus Pool:	50,000.00
# of Eligible:	3.00
Total Bonus Payout:	34,847.45

Click to go to page:	Name	Eligibility	Pay Grade	Max Bonus	Total KPI Score	Bonus Payout
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employee #5	<employee name>		3	0.00	17%	\$0.00
employee #6	<employee name>		3	0.00	17%	\$0.00
employee #7	<employee name>		2	0.00	17%	\$0.00
employee #8	<employee name>		3	0.00	17%	\$0.00
employee #9	<employee name>		3	0.00	17%	\$0.00
employee #10	<employee name>		2	0.00	17%	\$0.00
employee #11	<employee name>		3	0.00	17%	\$0.00
employee #12	<employee name>		3	0.00	17%	\$0.00
employee #13	<employee name>		5	0.00	17%	\$0.00
employee #14	<employee name>		2	0.00	17%	\$0.00
employee #15	<employee name>		2	0.00	17%	\$0.00
employee #16	<employee name>		4	0.00	17%	\$0.00
employee #17	<employee name>		3	0.00	17%	\$0.00
employee #18	<employee name>		3	0.00	17%	\$0.00
employee #19	<employee name>		3	0.00	17%	\$0.00
employee #20	<employee name>		3	0.00	17%	\$0.00

Pay Grade	Bonus Rate (%)
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DIRECTIONS FOR KEY PERFORMANCE INDICATOR (KPI) TEMPLATE

Employee tabs – There will be a total of 20 tabs for all employees listed on the bonus program. This is where you can enter your metrics or KPIs and their weight in calculating for each employee’s actual bonus payout.

Time Saving Templates [Back to Summary](#)

Employee Name:	John Smith	These fields will auto-populate from the information you enter to this page and the Summary tab.	This portion is where you will enter your employee's data. You can change all data entered here.	This portion will have all formulas for the data you've entered and will come up with the employee's actual payout.
Bonus Pool:	15,000			
Payout:	\$14,284			

KPI #	Metric	Key Performance Indicators	Weight	Target	Actual	Score	Final Weighted Result	Actual Pool Payout
1	Customer Effort		15%	90%	87%	97%	14.5%	2,175.00
2	Renewal Rate		15%	90%	85%	94%	14.2%	2,125.00
3	Utilization		25%	80%	80%	100%	25.0%	3,750.00
4	Project Feedback		10%	100%	90%	90%	9.0%	1,350.00
5	Skills Training		20%	85%	81%	95%	19.1%	2,858.82
6	Knowledge Sharing		15%	90%	81%	90%	13.5%	2,025.00
Total should be 100% :			100%					
Final Score:							95%	14,284
Payout of Pool:							14,284	

Summary | Employee#1 | Employee#2 | Employee#3 | Employee#4 | Employee#5 | Employee#6 | Employee#7 | Employee#8 | Employee#9 | Employee#10

1. The **Employee Name, Bonus Pool and Payout** is auto populated from the information you entered on the Employee and Summary tab.
2. The **KPI #, Metric, Key Performance Indicators** columns can be changed depending on your program, and the **Weight, Target and Actual** columns are for the values in percentage of your metrics.
3. The **Score, Final Weighted Result and Actual Pool Payout** columns are all formulas and will be the portion that will calculate your employee’s payout.

For more information on how to best use your template and free spreadsheet tips,
checkout these resources:

<https://timesavingtemplates.com/get-started-excel/>

<https://timesavingtemplates.com/freeresources/>