Compensation Decision Log Template

Document compensation decisions and preserve the reasoning behind them.

HOW TO USE THIS TEMPLATE

Complete the fields, record the decision, and retain supporting documentation.

Decision Details 01

Date _____

Client / Company _____

Report Version _____

Recommended Compensation _____

Current Compensation _____

Recommendation 02

Describe the recommendation:

_____

_____

_____

Decision 03

☐ Accepted ☐ Declined ☐ Deferred

Explanation 04

Why was this decision made?

Supporting Factors 05

- ☐ Employment Agreement
- ☐ Business Performance
- ☐ Cash Flow Considerations
- ☐ Staffing Constraints
- ☐ Industry Considerations
- ☐ Other

Additional Notes 06

Prepared By 07

Prepared By

Date