

## Unit 16 — Payroll



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### **Ad hoc**

for a particular purpose or need

"As well as regular reports the CFO often demands ad hoc reports when the need arises."

### **Check**

a printed form, used instead of money to make payments from a bank account

"John didn't provide his bank details in time for the transfer to be made, so he was paid by check instead."

### **Commission**

a system of payment or compensation based upon earning a percentage of completed sales

"Commission is a common incentive in the sales sector as it encourages employees to sell more."

**Thank you for your interest!**

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