EMPLOYEE OFFBOARDING PAYROLL CALCULATION SHEET

Final Wages Settlement

Employee Name: _____

Employee ID: _____

Department: _____

Job Title: _____

Termination Date: _____

Last Day Worked: _____

Pay Period: _____

Payment Date: _____

1. GROSS EARNINGS CALCULATION

Description of Earnings	Rate / Basis	Hours / Units	Total Amount
Regular Hours / Salary (Final Pay Period)			
Overtime Pay			
Accrued Unused PTO / Vacation Payout			
Severance Pay			
Commission / Bonus Outstanding			
Other Earnings / Retroactive Pay			
Total Gross Earnings (A)			

2. DEDUCTIONS

Description of Deductions	Total Amount
Federal Income Tax	
State Income Tax	
Social Security (FICA)	
Medicare	
Health / Dental / Vision Insurance Adjustment	
401(k) / Retirement Contribution Outstanding	
Company Property Non-Return / Outstanding Fees	
Other Deductions / Garnishments	
Total Deductions (B)	

Net Final Wages Payable (A - B): _____

Prepared By (Payroll Specialist)

Date: _____

Approved By (HR / Finance Manager)

Date: _____

Employee Signature (Acknowledgment)

Date: _____