

TERMINATION GOLDEN HANDSHAKE

Payroll Allocation Sheet

Company Name: _____ Processing Date: _____

EMPLOYEE PROFILE

Employee Name: _____ Employee ID: _____

Department: _____ Job Title: _____

Separation Date: _____ Agreement Date: _____

SEVERANCE & GOLDEN HANDSHAKE ALLOCATION (GROSS)

EARNINGS CATEGORY	GENERAL LEDGER (GL) ACCOUNT	AMOUNT
Statutory Severance Pay	_____	_____
Ex-Gratia Payment (Golden Handshake)	_____	_____
Notice Period Compensation (In Lieu of Notice)	_____	_____
Accrued Vacation / PTO Payout	_____	_____
Unpaid Bonus / Commissions	_____	_____
Non-Compete / Restrictive Covenant Consideration	_____	_____
TOTAL GROSS SEVERANCE PAY		_____

DEDUCTIONS & STATUTORY WITHHOLDING

DEDUCTION DESCRIPTION	GL ACCOUNT	AMOUNT
Federal Income Tax Withholding	_____	_____
State / Local Income Tax Withholding	_____	_____
Social Security/ FICA/ Pension Contribution	_____	_____
Company Property/ Outstanding Advances Recovery	_____	_____
Other Recovery (Specify: _____)	_____	_____
TOTAL DEDUCTIONS		_____

NET DISBURSEMENT SUMMARY

NET PAYMENT AMOUNT (Gross less Deductions) _____

Disbursement Method: _____ Bank Name: _____

Routing Transit Number: _____ Account Number: _____

AUTHORIZATIONS & APPROVALS

Prepared By (Payroll Specialist) Date

Reviewed By (Payroll/HR Manager) Date

Approved By (CFO/Finance Director) Date

Employee Acknowledgment Date

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