

GOLDEN HANDSHAKE AGREEMENT

Executive Payroll Processing Template

Executive Name:	_____	Employee ID:	_____
Job Title:	_____	Department:	_____
Separation Date:	_____	Agreement Date:	_____
Pay Run Cycle:	_____	Payment Reference:	_____

1. GROSS EARNINGS & SEVERANCE COMPONENTS

Description / Pay Element	GL Account	Amount
Base Severance Payment (Lump Sum)		
Pro-Rated Performance Bonus / Short-Term Incentive		
Long-Term Incentive (LTI) / Equity Cash-out Compensation		
Accrued PTO / Vacation Pay Liquidation		
Non-Compete / Restrictive Covenant Consideration		
Executive Health Benefits Continuation (COBRA Equivalent)		
Outplacement Services Stipend (Cash Equivalent)		
Other Special Allowances (Tax Gross-Ups, etc.)		
TOTAL GROSS PAYOUT		

2. DEDUCTIONS & STATUTORY WITHHOLDINGS

Tax / Deduction Category	GL Account	Amount
Federal Income Tax Withholding (Supplemental Rate)		
State / Local Income Tax Withholding		
Social Security Tax (FICA-OASDI)		
Medicare Tax (FICA-HI) / Additional Medicare Tax		
Deferred Compensation Plan Deductions		
Other Voluntary / Involuntary Deductions		
TOTAL DEDUCTIONS		

3. NET PAYMENT SUMMARY

TOTAL GROSS PAYOUT (From Section 1)	
LESS: TOTAL DEDUCTIONS (From Section 2)	
NET DISBURSEMENT AMOUNT	

4. PAYMENT EXECUTION & BANK INSTRUCTIONS

Disbursement

Method:	_____	Payment Date:	_____
Bank Name:	_____	Routing Number:	_____
Account Number:	_____	GL Clearing Account:	_____

Prepared By: Payroll Specialist

Date: _____

Reviewed By: HR / Compensation Director

Date: _____

Authorized By: Chief Financial Officer

Date: _____

Processing Instructions: This document serves as the official payroll input worksheet for executing Golden Handshake agreements. Cross-reference all gross figures with the executed separation agreement and general counsel release documents before finalizing the pay run.