SEVERANCE & FINAL PAY LEDGER

Payroll Settlement Record

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

TERMINATION DATE

PAY PERIOD END

PAYMENT DATE

DESCRIPTION OF EARNINGS	AMOUNT
Gross Earnings	
Regular Wages (Final Hours)	
Overtime Wages	
Accrued PTO / Vacation Payout	
Severance Pay (Non-Discretionary)	
Severance Pay (Discretionary)	
Commission / Bonus Outstanding	
Other:	
Total Gross Earnings	
Deductions & Taxes	
Federal Income Tax (FIT)	
State Income Tax (SIT)	
FICA - Social Security	
FICA - Medicare	
Health/Dental/Vision Insurance Premium	
401(k) / Retirement Contribution	
Company Property Non-Return Fees	
Other:	

DESCRIPTION OF EARNINGS	AMOUNT
Total Deductions & Taxes	
Net Pay Settlement (Gross - Deductions)	

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

EMPLOYEE SIGNATURE (ACKNOWLEDGMENT OF RECEIPT)

DATE