

EMPLOYEE OFFBOARDING PAYROLL CALCULATION SHEET

Termination & Final Settlement Pay

EMPLOYEE DETAILS

Employee Name:		Employee ID:	
Department:		Job Title:	
Hire Date:		Termination Date:	
Reason for Leaving:			

1. FINAL EARNINGS

Description	Calculation Details (Rate / Hours / Days)	Amount
Regular Payroll / Final Period Salary		\$
Overtime Pay		\$
Accrued Unused Vacation / PTO Payout		\$
Severance Pay		\$
Notice Period Compensation (Payment in lieu)		\$
Bonus / Commission / Other Incentives		\$
Total Gross Earnings		\$

2. DEDUCTIONS & CLEARANCES

Description	Notes / Comments	Amount
Income Tax Withholding		\$
Social Security / FICA / Pension Contribution		\$
Unpaid Advances / Company Loans		\$
Unreturned Company Property Charges		\$
Benefits Premium Adjustment (Health, Life, etc.)		\$
Total Deductions		\$

3. NET SETTLEMENT SUMMARY

TOTAL NET PAYOUT (Gross Earnings - Total Deductions)

\$

PREPARED BY (PAYROLL SPECIALIST)

Date: _____

REVIEWED BY (HR MANAGER)

Date: _____

EMPLOYEE ACKNOWLEDGMENT & SIGNATURE

I acknowledge receipt of the final settlement calculation details above.

Date: _____