

FINAL PAYCHECK & TERMINATION PAY

Payroll Calculation Worksheet

Employee Name: _____

Employee ID: _____

Job Title: _____

Department: _____

Hire Date: _____

Termination Date: _____

Termination Type: _____

Pay Period End Date: _____

1. GROSS EARNINGS CALCULATION

EARNINGS DESCRIPTION	HOURS / UNITS	RATE (\$)	TOTAL (\$)
Regular Hours (Final Period)			
Overtime Hours			
Accrued Vacation / PTO Payout			
Severance Pay			
Commission / Bonus Outstanding			
Other: _____			
Total Gross Earnings (A):			

2. DEDUCTIONS & TAXES

DEDUCTION DESCRIPTION	AMOUNT (\$)
Federal Income Tax	
Social Security Tax (FICA)	
Medicare Tax	
State / Local Income Tax	
Health/Dental/Vision Premium Adjustment	
Retirement/401(k) Contribution	
Company Property Not Returned (Deduction)	
Other: _____	
Total Deductions (B):	

NET PAYABLE AMOUNT (A - B):

EMPLOYEE SIGNATURE DATE

AUTHORIZED PAYROLL REPRESENTATIVE DATE