

Replace this text with company name or delete to leave blank

Final Paycheck Worksheet

Employee Name _____

SSN _____

Prepared By _____

Date _____

Company Name _____

Employee paid previously through: _____
Date

Unpaid hours begin on: _____
Date

Final date of employment: _____
Date

*Time _____
a.m./p.m.

* If termination is involuntary, estimate time employee will be terminated. If uncertain of the exact time, pay wages for the entire day

- The separation is a voluntary termination (employee-initiated: resignation; retirement and the employee gave less than 72-hours notice) all wages and accrued vacation earned but unpaid are due and payable within 72 hours of the final date of employment. The employee may request final payment be mailed to a designated address. The date of mailing will be considered the date of payment for purposes of the 72 hour requirement.
- The separation is a voluntary termination (employee-initiated; resignation; retirement and the employee gave 72 hours notice or more) all wages and accrued vacation earned but unpaid are due and payable on the last day of work.
- The separation is an involuntary termination (employer-initiated: discharge or layoff with no date of rehire) all wages and accrued vacation earned but unpaid are due and payable immediately at the time of termination.

Determine Regular Rate

_____ \$ Regular Rate

Calculate Time

Dates: _____ to _____	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Hours Worked:								
Regular Time:								
Overtime Hours:								
Double Time:								
Total Hours:								
Dates: _____ to _____	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Hours Worked:								
Regular Time:								
Overtime Hours:								
Double Time:								
Total Hours:								

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Dates: _____ to _____	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Hours Worked:								
Regular Time:								
Overtime Hours:								
Double Time:								
Total Hours:								
Totals		Regular time			Overtime			Double time

Calculate Gross Wages

			\$ Hourly Rate		
# of Hours	Rate of Pay Description	X	Hourly Rate	=	Wages to be Paid
_____	Regular time = 1.0	x	_____	=	_____
_____	Overtime = 1.5	x	_____	=	_____
_____	Double time = 2.0	x	_____	=	_____
_____	_____	x	_____	=	_____
			Total wages to be paid		_____

Calculate Vacation Payable

If the employee is eligible to accrue vacation, you must calculate vacation pay due the employee. Refer to your company policy regarding the rate of accrual.

$$\frac{\text{Rate of Accrual}}{\text{Length of Accrual Period}} \times \text{_____} = \text{Accrued Vacation} \text{ minus } \text{Used Vacation} = \text{Accrued, Unused Vacation Payable}$$

Payment must be made for other items the employer owes to the employee or which are due by policy (i.e., accrued and payable sick leave, severance pay, expenses advanced by the employee on behalf of the employer, etc.).

Calculate Final Paycheck

Total Wages to be Paid	\$	_____	Withholding	\$	_____
Regular Hours		_____	Federal Income Tax		_____
Overtime Hours		_____	Social Security		_____
Double time Hours		_____	Medicare Tax		_____
Vacation Payable		_____	State Income Tax		_____
Other _____		_____	UI/SDI		_____
_____		_____	Parking		_____
_____		_____	Life Insurance		_____
_____		_____	Health Insurance		_____
_____		_____	Long-term Disability		_____
Other _____		_____	Other _____		_____
Total		_____	_____		_____
			Total Deductions		_____
			Final Check # _____		_____