

# FINAL PAYCHECK WORKSHEET – Exempt Employees

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Position: \_\_\_\_\_ Department: \_\_\_\_\_

Final Date of Employment: \_\_\_\_\_ a.m. p.m.  
Date Time (Circle One)

## Type of Separation:

- ☐ Voluntary Separation with less than 72 hours' notice ☐ Voluntary Separation with 72 hours notice or more  
☐ Involuntary Termination

Final Paycheck is due: \_\_\_\_\_ a.m. p.m.  
Date Time (Circle One)

## Vacation Calculations:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ subtract \_\_\_\_\_ = \_\_\_\_\_  
Accrual Rate Length of Accrual Period Accrued Vacation Used Vacation Payable Vacation

**Final Paycheck Calculations:** *An employer is not required to pay the full salary in the final week of employment. Rather, an exempt employee's final pay may be pro-rated in full-day increments based on the number of days worked in the final workweek.*

A. Weekly Salary \$ \_\_\_\_\_  
B. Weekly Salary/5\* \$ \_\_\_\_\_  
C. # Days in final week \$ \_\_\_\_\_  
D. B. x C. = pay due \$ \_\_\_\_\_  
Vacation Payable \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
  
Total \$ \_\_\_\_\_

## Withholding:

Federal Income Tax \$ \_\_\_\_\_  
Social Security \$ \_\_\_\_\_  
Medicare Tax \$ \_\_\_\_\_  
State Income Tax \$ \_\_\_\_\_  
UI/SDI \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Net Check: \$ \_\_\_\_\_  
Check # \_\_\_\_\_

- ☐ Process commission check per commission agreement (if applicable)  
☐ Process expense reimbursements per Company policy (if applicable)

**\*How to calculate the daily salary (for purposes of pro-rating):** Regardless of the number of hours usually worked in any workday, the employee's weekly salary is divided by the number of days the employee is regularly scheduled to work in a workweek. The DLSE states that the divisor cannot be less than five, nor more than six. (Note: This means the employer may never divide the weekly salary by more than 1/5 when calculating the daily salary. For example, if the employee is regularly scheduled to work 4 days per week, you may divide their weekly salary by 1/5, not 1/4.)

Distribution: Original to Payroll, Copy to Employee Personnel File