FINAL PAYCHECK WORKSHEET - Exempt Employees

		Employee ID:		
Position:		Department:		
Final Date of Employmen	t:			a.m. p.m.
Type of Separation:	Date	Tin	ne	(Circle One)
☐ Voluntary Separation wit☐ Involuntary Termination	h less than 72 hours	s' notice ☐ Voluntary S	Separation with 72	hours notice or more
Final Paycheck is due:				a.m. p.m.
	Date		Time	(Circle One)
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^{*}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.)