

FINAL PAYCHECK WORKSHEET – Nonexempt 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)

Gross Wages:		Regular Rate of Pay: _____		
# Hours	Rate of Pay	Rate of Pay		Wages to be Paid
_____	Regular hours x 1.0 Regular Rate of Pay	x \$ _____		\$ _____
_____	Overtime hours x 1.5 Regular Rate of Pay	x \$ _____		\$ _____
_____	Double time hours x 2.0 Regular Rate of Pay	x \$ _____		\$ _____
_____	Total Work Hours			
_____	_____	\$ _____		\$ _____
_____	_____	\$ _____		\$ _____

Vacation Calculations:

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

Final Paycheck Calculations:

Regular Hours \$ _____
Overtime Hours \$ _____
Double Time Hours \$ _____
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)

Distribution: Original to Payroll, Copy to Employee Personnel File