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CALIFORNIA FINAL PAYCHECK: 11 THINGS TO CHECK

FINAL PAY DESERVES A CAREFUL LAST LOOK.

01	**CONFIRM THE EMPLOYEE'S LAST DAY WORKED** Verify the termination date and make sure all time worked is included.	☐
02	**DETERMINE WHEN FINAL WAGES ARE DUE** California timing rules differ depending on whether the employee is terminated or resigns.	☐
03	**TERMINATED EMPLOYEES** Their pay is due at the time of termination.	☐
04	**EMPLOYEES WHO RESIGN** Their pay is typically due 72 hours from that date or last date worked.	☐
05	**INCLUDE ALL REGULAR AND OVERTIME WAGES** Make sure all unpaid hours through the employee's final day are included.	☐
06	**INCLUDE EARNED BONUSES OR COMMISSIONS WHEN DUE** Review whether any additional compensation has been earned and is payable.	☐
07	**PAY OUT UNUSED VACATION OR PTO** Accrued, unused vacation/PTO generally must be paid out at termination in California. Accrued sick pay typically does not. Check laws and your employee handbook.	☐
08	**REVIEW DEDUCTIONS CAREFULLY** Make sure final-pay deductions are permitted and correctly calculated.	☐
09	**INCLUDE ANY REQUIRED MEAL OR REST PERIOD PREMIUM PAY** Check for outstanding premiums that need to be included in final wages.	☐
10	**PROVIDE THE FINAL WAGE STATEMENT** Make sure the employee receives an accurate itemized pay statement.	☐
11	**FOR YOUR BENEFIT BROCHURE FOR CA EMPLOYEES** Provide the employee with this brochure or a digital link to it: EDD Brochure	☐

THE RESULT: Accurate final wages, required documents, and a cleaner employee exit.

Contact us at pinkpayroll.com/quote to get started or get more info