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Employee Termination Payroll Checklist

One last payroll check can prevent problems later.

FINAL PAY STEP	✓	DON'T MISS THIS	YOUR NOTES
Confirm the employee's last day	☐	Verify the employee's last day worked and reason for separation.	
Determine when final wages are due	☐	Check the applicable federal, state, and local final-pay requirements.	
Confirm the final payment method	☐	Determine whether final wages will be paid by check or direct deposit and prevent a duplicate payment.	
Calculate all wages owed	☐	Include regular hours, overtime, commissions, bonuses, or other earned compensation that is due.	
Review unused PTO or vacation	☐	Determine whether accrued unused time must be paid out under applicable law and company policy.	
Stop future payroll payments	☐	Remove the employee from upcoming payrolls and discontinue recurring payments or deductions as appropriate.	
Update the employee's payroll status	☐	Mark the employee as terminated and enter the correct termination date in the payroll system.	
Provide required payroll documents	☐	Give the employee their final pay statement and any other required payroll-related documents.	
Keep termination payroll records	☐	Retain final-pay calculations and supporting payroll documentation for your records.	

The Result: Final pay done right, with fewer mistakes and fewer headaches later.

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