

Early Term Final Pay

form updated
06/11/2024

School Name

Veris Training

Today's Date

6/17/2024

Directions

- 1 - Calculate the final pay of an employee who has left before the completion of their signed agreement.
- 2 - Fill in shaded cells only.
- 3 - Run the Periodic Payroll Register report. From Date = 1st check of school year. To Date = most recent check.
- 4 - Add salary related amounts together (i.e. salary, unpaid leave, retro pay, paid time off).
4a - **do not include** amounts for pay not related to the agreement (i.e. after-school, stipends, bonus, etc.)
- 5 - Enter that total in the Gross Wages YTD cell found below.
- 6 - Once all shaded cells are filled, the final pay will display in the red outlined box.
- 7 - Print the form for your records and/or submit the form to send a copy to Veris payroll.

Employee

Information

Employee's First Name

Jeanne

Employee's Last Name

Beschen

Employee's Work Position

Library Assistant

Employee's Pay Cycle Schedule

August - July

1st Day of Work

7/30/2024

Term Date

4/11/2025

Gross Wages
YTD

To determine gross wages,
follow above directions # 3-5

27,270.89

Calculator and Results

of days in signed agreement

190.00

(ex. 190 for teachers, 240 for admin, etc.)

Salary per signed agreement

38,500.00

of days actually worked

158.00

\$202.63

Daily Rate

\$32,015.79

Amount Earned

\$27,270.89

YTD Salary Paid

If Final Pay Due is negative, employee owes school

\$4,744.90

Final Pay Due

A copy of the submitted form will be sent to the below email address.

Comments

7.5 days of PTO included in the 158 count