

Final Pay & Benefits Checklist

FINAL PAY & BENEFITS CHECKLIST

Complete for every separation. Final-pay timing and PTO payout rules vary by state — verify against current law for the employee's work state.

Employee: [EMPLOYEE NAME] | Work state: [STATE] | Last day: [LAST DAY]

Separation type: ☐ Resignation ☐ Termination ☐ Layoff ☐ Retirement

Final pay calculation

- Regular wages through last day: \$ _____
- Overtime owed: \$ _____
- Accrued unused vacation/PTO (per policy + state law): _____ hours = \$ _____
- Earned bonus/commission owed: \$ _____
- Allowable deductions (with written authorization where required): \$ _____
- **Total final pay: \$ _____ ** | Pay date: _____ | Method: ☐ Direct deposit ☐ Check

Timing compliance

- [STATE] deadline for this separation type: [e.g. Immediately / within 72 hours / next regular payday]
- Deadline date: _____ — Met: ☐ Yes

Benefits & notices

- Benefits end date: _____
- COBRA / state continuation notice sent: ☐ Yes Date: _____ Method: _____
- Retirement plan distribution packet provided: ☐ Yes
- Unemployment insurance notice provided (where required): ☐ Yes / ☐ N/A
- HIPAA / privacy reminders given: ☐ Yes

Records

- Personnel file updated with separation paperwork: ☐ Yes
- Payroll register reconciled: ☐ Yes

Completed by: _____ Date: _____

Reviewed by: _____ Date: _____

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/final-pay-checklist>).