Final Paycheck Worksheet – For Discharges Only

Please Contact UEI Human Resources Before Completing or Submitting This Form

Please complete the following worksheet reporting all hours for the current pay period and submit to HR with Separation [illegible] include actual hours worked from the current timesheet as well as projected hours to be worked through the last day of employment. On the [illegible] last day, after you notify them of termination you must submit and approve the final timesheet in UEI Workforce as well. Please note, the hours on the final timesheet should match the hours on this form. In case of discrepancies between the Final Paycheck Worksheet and the final timesheet of record in UEI Workforce, the final timesheet of record will be the used to prepare the final paycheck.

Date	Hours Worked	Actual (A) or Projected (P)
Total Hours to be paid		

Contact information for the Supervisor, Representative, or Employee accepting the final paycheck

Name:
Phone:
Check Delivery Address (if available):
Secondary Name: Phone:
Special Instructions/Additional Comments

I certify that hours listed (including projected) above are accurate to the best of my knowledge.

Supervisor Signature:____ Date:_________________ Rev. 2/2024