

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 1094

**TITLE:** FINAL PAYCHECK – TERMINATED EMPLOYMENT

**BASED ON POLICY:** 1.09 GRIEVANCE PROCEDURES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/HUMAN RESOURCES

---

I. Purpose:

To establish an equitable and consistent method of issuing final paychecks to employees whose employment is involuntarily terminated

II. Procedure:

- A. An employee whose employment is involuntarily terminated will receive his/her final paycheck on the date that the next regular payroll is distributed. This will be either the 15th or last day of each month. Whenever the 15th or last day of the month are non-duty days, then the pay date will be the last working day prior to the 15th or the last day of each month.
- B. Whenever an employee is terminated and 10 or more working days remain before the next regular pay date, then he/she will receive his/her final paycheck on the next pay date.
- C. If less than 10 working days remain between the date of termination and the next regular pay date, the employee will receive his/her final paycheck on the second regular pay date following termination; not on the next pay date.
- D. Information regarding when an employee will be eligible to receive his/her final paycheck will be included in his/her letter of suspension/termination.

**HISTORY: Last Revised: 11/5/19**

**Adopted:** 5/17/85

**Reviewed:** 2/28/05, 2/28/08, 6/27/12

**Revised:** 2/6/02, 11/5/19