RICHLAND PARISH SCHOOL BOARD
14th Check Termination Worksheet

Dec. 1 – Nov. 30 _____   Amt: _____

Dec. 1 – Nov. 30 _____   Amt: _____

Dec. 1 – Nov. 30 _____   Amt: _____

Yearly Average Share Value: _____

Name: _____

Employee No: _____

Acct #: _____ Fund #: _____

Remarks: _____

New Hire: ☐ Yes   ☐ No

Earning code 57

Does Employee pay Medicare? ☐ Yes ☐ No

Employee retirement? LTR LSE FICA

LSE does not want retirement money if terminated in system. LTR Drop requires payment.

Is Employee in DROP? ☐ Yes   ☐ No
If yes: Begin date: _____ End date: _____

DROP IN/DROPOUT this fiscal year: ☐ Yes ☐ No

Days to pay retirement contract days: _____

	Second Semester	First Semester
Hire Date: _____	_____	_____
Term Date: _____	Dec 1 thru June 30	July 1 thru Nov 30
Work Days:	_____	_____
LWOP Days:	_____	_____
Actual Days Worked:	_____	_____
Contract Days:	_____	_____
Actual/Contract Days:	_____	_____
	(not to exceed 50% of 1 share)	(not to exceed 50% of 1 share)

Payment calculations (_____ X _____) + (_____ X _____) (%) = _____
             Share   %   share   %   total
        (Business Manager)

Employer Benefits Cost: Retirement Matching _____   Medicare Matching _____   Total Cost _____

APPROVED FOR PAYMENT: _____
                   (Business Manager)

DISCLAIMER

I agree to accept the payment due as listed above as payment in full of all monies owed to me by the Richland Parish School Board related to the sales tax collections distributed as the 14th check. I understand that the payment due is calculated using an average of the prior two years sales tax collections and is not based upon actual sales tax collections of the current year.

_____   _____
(Employee)   (Date)