



ADMINISTRATIVE DIRECTIVE

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I. **POLICY**

Per Tucson City Code (TCC) 10-31(1), the city's compensation system provides equitable and consistent treatment of employees commensurate with internal and external values of classifications and the objective of attracting, retaining and motivating employees. Key measures of employee compensation shall be labor market information and job performance. In addition, for classifications subject to TCC 10-7, a key measure will be job evaluation grades assigned to classifications based on compensable factors.

II. **DEFINITIONS**

- A. **Appointed Employees (Appointees)** - Elected officials and those positions within the City Manager's office and the Mayor and Council offices that are authorized by Chapter V, Section 13 of the City Charter.
- B. **Bi-Weekly Payroll Timesheets** - The payroll record on which time, leave, and pay information is posted for every pay period.
- C. **Classification** - A group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum qualifications and other characteristics, that the same title, the same test of fitness, and the same schedule of compensation may be applied to each position in the group.
- D. **Classified Employees** - Employees in positions within the classified service, as defined by ordinance (TCC Section 10-4 and City Charter, Chapter V, Section 2) now existing or hereafter which are not appointed employees.
- E. **Compensation Plan** - A plan adopted annually by ordinance providing for the compensation of all employees of the city, whether classified or unclassified, except the Mayor and Council and those charter officers appointed directly by the Mayor and Council. Subject to City Manager approval, the Position Compensation Plan is recommended by the Human Resources Director for adoption by the Mayor and Council.
- F. **Demotion** - The reassignment of an employee from a position in one classification to a position in another classification that is assigned a lower salary range by ordinance.
- G. **Employees Not Eligible for Representation** - Employees ineligible for representation by an employee organization per City of Tucson Ordinance No. 9321, which are: commissioned police personnel above the rank of sergeant, commissioned fire personnel above the rank of captain, all other city employees who are in either supervisory (except lead persons) or confidential positions (positions which regularly assist or act in a confidential capacity to an individual, manager or supervisor who formulates, determines and effectuates management, personnel, or labor relations policies).



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- H. **Exempt Employees -or- Overtime Exempt Employees** - Salaried employees who are not eligible to receive overtime pay under the federal Fair Labor Standards Act (FLSA) because they fall into one of the following major categories:
1. **Executive Exemption** - Positions in which the primary duties involve the management of an agency, department, or subdivision, who customarily and regularly direct two or more employees, specifically in the capacity of City Manager, Deputy and Assistant City Manager, Department Director, Deputy/Assistant Director, Division Administrator, or other management personnel responsible for identifiable subdivisions within the city.
 2. **Administrative Exemption** - Positions in which the primary duties consist of non-manual work directly related to management policies, business operations, or administrative work of an organization rather than the "day-to-day production" operations of a department; the work must involve the exercise of discretion and independent judgment.
 3. **Professional Exemption** - Positions in which the primary duties consist of work requiring advanced learning in a specialized field, work requiring invention, imagination, or talent in a recognized field of artistic endeavor or work that requires theoretical and practical application of highly specialized knowledge in computer systems analysis, programming, and software engineering; the work must include the consistent exercise of discretion and judgment.
- I. **Lateral Transfer to a Vacant Position** - The employee is transferring from one department to another department, from one division to another division, or from one classification to another classification (for which he/she meets the minimum qualifications) that is at the same pay range.
- J. **Mid-point**
1. **Exempt Pay Ranges.** Mid-point is the sum of the minimum pay rate plus the maximum pay rate of the pay range, divided by 2.
 2. **Non-Exempt Pay Ranges.** Mid-point is the highest pay step in the pay range that does not exceed the sum of the minimum pay rate plus the maximum pay rate of the pay range, divided by 2.
- K. **Non-Exempt Employees -or- Overtime Eligible Employees** - Hourly employees who are eligible to receive overtime under the provisions of the federal Fair Labor Standards Act (FLSA).
- L. **Pay Anniversary Date** - The date on which an employee is eligible to receive a performance-based compensation increase.



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- M. **Pay Grade or Pay Range** - The “pay grade” for a classification is synonymous with the term “pay range” for purposes of Administrative Directive 2.01-1, Compensation Administration, and Administrative Directive 2.01-1A, Pay Rate Placement and is established annually as part of the compensation plan.

- N. **Personnel Action Request Form (PARF) -or- Electronic Personnel Information Change (EPIC)** - The required form (hard copy or electronic) used to document the hire, promotion, transfer, or change of employee specific information, such as a performance-based pay increase, disciplinary actions, extended leaves, returns from leave, out-of-classification assignments, organization changes, etc.

- O. **Premium Pay** - All pay categories paid above base pay for the position, except for special assignment pay. Examples: Shift differential pay and second language pay.

- P. **Promotion** - The reassignment of an employee from a position in one classification to a position in another classification that is assigned a higher salary range by ordinance.

- Q. **Reallocation** - A change in title, pay range, and/or compensable factor for a vacant position. A vacant position may be reallocated at any time.

- R. **Reclassification** - The assignment of an employee in a position from one classification to a new or existing classification based on a change of assigned duties and responsibilities, as determined by Human Resources. The only exception will be reclassifications related to an approved reorganization within a department.

- S. **Red-lined Pay Rate** - A pay rate, approved in writing by the City Manager, which exceeds the top of the established pay range for the purpose of addressing an individual pay inequity as a result of reclassification of an employee to a lower classification. The employee shall not receive any further salary increases until the employee’s salary falls within the salary range of the classification.

- T. **Rounding Rule for Step Placement Purposes**
 - 1. **For an employee assigned, promoted or reclassified to a higher non-exempt pay range:** An established step in a pay range which is within one-fourth of a percent (0.25%) of a five-percent (5%) pay increase shall be considered a five percent (5%) pay increase) for purposes of appropriate pay step placement when the employee has been assigned, promoted or reclassified to a higher non-exempt pay range with established pay steps.

 - 2. **For an employee demoted to a lower non-exempt pay range:** An established step in a pay range which is within one-fourth of a percent (0.25%) of a four percent (4%) pay decrease shall be considered a four percent (4%) pay decrease for purposes of appropriate pay step placement when the employee has been demoted to a lower non-exempt pay range with established pay steps.



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- U. **Special Assignment Pay** - A pay rate associated with a particular job assignment in accordance with the compensation plan.
- V. **Time Worked Record** - A written record, maintained in department files, of the daily time worked by each non-exempt (overtime eligible) employee.

III. **COMPENSATION PLAN DEVELOPMENT**

The Compensation Plan covers all individuals employed by the city except for the Mayor and Council and Charter Officers appointed by the Mayor and Council. Under the supervision of the City Manager, the Human Resources Director prepares the annual Compensation Plan, as part of the budget process, for adoption by the Mayor and Council. Under the direction of the City Manager, the Human Resources Director shall conduct annual labor market surveys which, subject to available funding and current economic trends, shall be the basis for the annual compensation schedules recommendation. The City Manager and Human Resources Director may recommend amendments to the plan at any time throughout the year.

IV. **COMPENSATION PLAN ADMINISTRATION**

The Human Resources Director shall develop and maintain the compensation plan. Department directors shall administer the plan within their departments fairly, equitably and consistently utilizing guiding values of trust, leadership, budget, and operational accountability and discretion.

A. **Compensation Plan Structure**

1. The compensation plan contains various pay schedules:
 - a. The Non-Exempt Schedules contain ranges with designated minimum and maximum pay rates with steps in each range.
 - b. The Exempt Schedules contain ranges with designated minimum and maximum pay rates without pay steps.
 - c. The Non-Permanent Schedules may contain a combination of both flat pay rates (no minimum or maximum pay rates in a range) and ranges that contain minimum and maximum pay rates.
2. Application of pay rates within pay ranges:
 - a. A pay rate may not exceed the maximum of the assigned pay range except in instances where the pay rate is affected by adoption of the annual Compensation Plan, position reclassification, classification reevaluation or when an individual has an approved red-line pay rate.



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- b. If a pay rate changes through promotion, demotion, performance-based increase, transfer, or reclassification, it must at least meet the minimum of the new pay range. If a new pay rate falls between two steps of a non-exempt pay range, the pay rate shall be subject to the rounding rule for purposes of the initial step placement

- B. **Retroactive Pay Adjustment** - Retroactive increases or decreases in pay require the Human Resources Director' approval. Department directors shall be responsible for submitting timely documentation for payroll actions. Retroactive pay adjustments should be applied only in instances where unforeseen circumstances prevented the timely submission of documentation. Retroactive pay adjustments will be limited to a maximum of twelve (12) months unless authorized in writing by the City Attorney.

V. **SALARY DISPUTE PROCESS**

A. **Mayor's Public Hearing**

1. Per City Charter, Chapter VII, Section 2, within ten (10) days of the Human Resources Director's annual Compensation Plan recommendation, the Mayor will hold a public hearing affording all interested parties reasonable time to discuss the proposed plan.
2. The employee must provide a written notice of dispute with a complete explanation of the basis for the dispute. The written notice shall be filed with the City Clerk at the scheduled Mayor's Public Hearing or by 5:00 p.m. on the day of the hearing. Each employee who wishes to dispute must sign his/her written dispute. An employee may select a representative to represent him or her in the dispute process, in which case, the selected representative must sign the employee's written dispute. After the final recommendations are made, disputing employees will be notified regarding final plan recommendations.

- B. **The Mayor and Council** - Employees who remain dissatisfied with the recommendation may continue their disputes by appearing before the Mayor and Council to present their disputes. Such meetings will be scheduled by the Human Resources Director. Employees who are dissatisfied with the decision of the Mayor and Council may submit to advisory arbitration.



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C. Advisory Arbitration

1. In order to submit an issue to advisory arbitration, employees must notify the Mayor of their intent to proceed to arbitration within fifteen (15) days of the Mayor and Council's final decision concerning the Position Compensation Plan.
2. Upon receipt of notice of intent to arbitrate, the Mayor shall appoint an advisory arbitration committee to study the merits of the dispute.
3. The committee shall consist of a member of the Tucson City Council and a representative of the employee group that raised the dispute. Within three (3) days, these two (2) members shall choose a third member not connected with the city. If the representatives fail to agree upon such third member, they shall jointly request the Federal Mediation and Conciliation Service to furnish a list of five (5) persons qualified to act as an arbitrator. Upon receipt of the list, the representatives will attempt to select one (1) of the five (5) persons satisfactory to both. Failing to agree, they shall alternately strike one name from the list (the right to strike the first name having been determined by lot) until only one (1) name remains, and that person shall thereupon be accepted as the arbitrator.
 - a. The Human Resources Department, with representation by the City Attorney's Office, as needed, shall present the city's position at the arbitration.
 - b. The cost of the arbitration shall be borne half by the city and half by the disputing employee(s).
 - c. The advisory arbitration committee shall render to the Mayor and Council its recommendations concerning the merits of the dispute in writing.
 - d. The Mayor and Council may consider these recommendations and may adopt such recommendations in whole or in part.

VI. IMPLEMENTATION OF COMPENSATION PLAN

Implementation of the compensation plan recommended by the Human Resources Director and the City Manager, after adoption by the Mayor and Council, shall require the approval and signature of the City Manager prior to being processed by the Department of Human Resources.



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Forms (Attached)

- A - Work Out of Class Authorization Form
- B - Time Check Request Form
- C - Employee Separation Clearance Form

Related ADs and other documents (this list comprehensively relates to the entire AD compensation series)

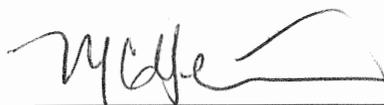
COMPENSATION ADMINISTRATION, DIRECTIVES AND MANUALS

- Tucson City Code Chapter 10
- 2.01-1A, Pay Rate Placement
- 2.01-1B, Shift Differential Pay Rates
- 2.01-1C, Stand by/On-call Pay
- 2.01-1D, Second Language Pay
- 2.01-1E, Longevity Pay
- 2.01-1F, Reporting/Show-Up Pay
- 2.01-1G, Terminal Pay
- 2.01-1H, Downtown Allowance and Discounted Transit Passes
- 2.01-1I, Tuition Reimbursement Program
- 2.01-2, Overtime
- 2.01-7, Employee Leaves
- 2.01-7A, Vacation Leave
- 2.01-7B, Sick Leave
- 2.01-7C, Family and Medical Leave (FML) and Parental Leave
- 2.01-7D, Medical Leaves – All
- 2.01-7E, Donated Leave
- 2.01-7F, Leaves Without Pay
- 2.01-7G, Military Leave
- 2.01-7M, Other Leaves
- Civil Service Commission and Rules and Regulations

Review Responsibility and Frequency

The Human Resources Director will review this directive annually, based on date of publication

Authorized



 City Manager

12/5/07

 Date



Out-of-Class Assignment – Authorization Form

Employee's Name _____	Date: _____
Current Classification _____	Employee I.D. # _____
Current Dept./Div./Org. & Fund _____	Grade / Step _____
Current Position Number _____	Start Date _____ (First Day of Pay Period)
Classification of out-of-class duties _____	End Date _____ (not more than 90 calendar days from start dates)
Reason for Out-of-Class Assignment	
<input type="checkbox"/> Incumbent _____ on Leave of Absence	
<input type="checkbox"/> Position _____ is Vacant	
<input type="checkbox"/> Other: (explain assignment in detail) _____ _____	
_____ Supervisor Signature	_____ Date
_____ Department Director Signature	_____ Date
_____ Human Resource Analyst Signature	_____ Date
_____ Human Resources Director Signature	_____ Date
_____ Entered in AHRS by	_____ Date
Distribute completed copies to: Original - Human Resources Copy - Department	

TIME CHECK REQUEST

AD 2.01-1 - ATTACHMENT B

EMP. SOCIAL SECURITY # _____ ORGANIZATION _____ FUND _____ AGENCY _____ PAY PERIOD ENDING _____
(ENTER ONLY IF TO BE MAILED) (UPDATE ADDR SCREEN ON FINAL CHECKS IF NECESSARY)

EMPLOYEE NAME _____ EMPLOYEE ADDRESS _____
 CITY, STATE, ZIP _____

DETAIL OF TIME WORKED:

CODE:	WEEK 1 HOURS:	WEEK 2 HOURS:	AMOUNTS
AC1	_____	_____	_____
AC2	_____	_____	_____
AC3	_____	_____	_____
AC4	_____	_____	_____
REG	_____	_____	_____
SLUSE	_____	_____	_____
VLUSE	_____	_____	_____
CTUSE	_____	_____	_____
CBST1	_____	_____	_____
CBST2	_____	_____	_____
HOLPT	_____	_____	_____
HOLWK	_____	_____	_____
ONCAL	_____	_____	_____
SHFAM	_____	_____	_____
SHFPM	_____	_____	_____
SHIFT	_____	_____	_____
SFTOT	_____	_____	_____
OT	_____	_____	_____
CBKH1	_____	_____	_____
CBKH2	_____	_____	_____
CRT2	_____	_____	_____
_____	_____	_____	_____
EDUAL	_____	_____	_____
EDALX	_____	_____	_____
EQPAL	_____	_____	_____
HSKAL	_____	_____	_____
UNFAL	_____	_____	_____
VEHAL	_____	_____	_____
SLPO	_____	_____	_____
VLPO	_____	_____	_____
CTPO	_____	_____	_____
OTHER:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PAYROLL INFORMATION (TO BE COMPLETED BY P/R OFF.)		
RATE:	_____	
TAX STATUS:	_____	
FEDAD AMOUNT:	_____	
PENSION:	_____	
FICSE ELIG:	_____	
FICME ELIG:	_____	
WEEKLY IND.:	_____	
DEATH BEN.:	_____	
PREV. GROSS:	_____	
	CODE:	AMOUNT:
INSURANCES:		
MEDICAL:	_____	
DENTAL:	_____	
DEP. LIFE	_____	
SUP. LIFE	_____	
SPSL. LIFE	_____	
LTDEE	_____	
UNIONS	_____	
PARKING	_____	
FLEX	_____	
AREC	_____	
BONDS	_____	
CITY	_____	
CREDU	_____	
ECAP	_____	
FGRN	_____	
GARN	_____	
ICMA	_____	
ICMAP	_____	
LEVY	_____	
LEVYS	_____	
MAYOR	_____	
TIME	_____	
LTDER	_____	

REASON FOR REQUEST: _____

PREPARED BY: _____ APPROVED BY: _____
TIME CLERK DEPARTMENT HEAD

CERTIFIED BY: _____ CHECKED BY: _____
HUMAN RESOURCES ACCOUNTING

CITY OF TUCSON
EMPLOYEE SEPARATION CLEARANCE FORM

NAME _____ (PRINT: LAST, FIRST, MI.)
ORG. NO. _____ EMPLOYEE NO. _____

DEPARTMENT _____ DIVISION _____

I. DEPARTMENT

- PARF/EPIC prepared & submitted
IT contacted & access removed
Dept. ID card, badge etc.
Time-check prepared and submitted
Keys (key transfer list prepared)
City equipment returned
pCard returned

Signature _____ Date _____
(Department Representative)

When this section is completed, employee will take form to the Human Resources Department.

II. HUMAN RESOURCES DEPARTMENT

- Re-employment Rights
Civil Service Appeal Rights
Unemployment Insurance
City ID returned
City keys returned
Parking Garage Card returned
Other

Signature _____ Date _____
(HR Department Representative)

EMPLOYEE

FINAL PAY CHECK: MAIL FINAL PAY CHECK TO: _____
(Address provided by employee if present)

- I WILL PICK UP FINAL PAY CHECK IN ACCOUNTING.
FINAL PAY CHECK WILL BE MAILED TO LAST KNOWN ADDRESS (if employee not present)

FINAL PAY CHECK WILL BE SENT OR AVAILABLE FOR PICK UP IN THREE (3) BUSINESS DAYS: _____
(Pay Date)

Signature _____ Date _____
(Employee)

When this section is completed, employee will take form to the Retirement and Employee Benefit Offices.

III. RETIREMENT AND EMPLOYEE BENEFITS

1. PENSION (Retirement Refund/Rollover/Transfer/Deferred)
2. DEFERRED COMPENSATION
3. INSURANCE
TSRS PSPRS
Distribute / Rollover Benefit Recap Form
Signatures and dates for each section.

When this section is completed, an Employee Benefits representative will forward this form to Accounting.

IV. ACCOUNTING (Paycheck comments):

Final Paycheck No. _____ Amount \$ _____
If final pay check mailed, certified / return receipt requested (attached) Yes _____ No _____