

STATE OF DELAWARE - EMPLOYMENT SETTLEMENT WORKSHEET

Employee: \_\_\_\_\_ EMPLID: \_\_\_\_\_
Employee Representative: \_\_\_\_\_ Phone No: \_\_\_\_\_
Organization: \_\_\_\_\_ DEPTID: \_\_\_\_\_
Organization Representative: \_\_\_\_\_ Phone No: \_\_\_\_\_

Incomplete worksheets will be returned; and, approval of the settlement payment will be delayed.

- 1. Does the settlement payment include wage-related claims? Yes No
(e.g. salary, wages, back pay, overtime pay, severance pay)
a. Total Amount:
b. Wage Description (REG, OT, Shift, etc.):
c. Pay Period Date Range, if applicable:
2. Select One: Use the valid Form W-4 on file OR Submit a new valid Form W-4

On Demand Payroll Check issued through PHRST System. Applicable taxes withheld. Reporting - Form W-2.

- 3. Was the award reduced (offset) by any other payments? Yes No
a. Unemployment Amount:
b. Other Amount (Specify Type):
4. Was the position a Pension-covered position? Yes No
a. Pension Plan:

Pension Office adjusts Creditable Service based on the date range in Question 1 response.

- 5. Does settlement include benefits restoration? Yes No
a. Health Insurance Premiums Leave Accrual Other (Describe)

Statewide Benefits Office approves adjustments to Health Insurance Premiums and Leave Accruals.

- 6. Does the settlement payment include Damages? Yes No
a. Amount:
b. Description: Compensatory (i.e., Emotional Distress) Medical Expenses
Other (Describe)

FSF issues Accounts Payable Check. No taxes withheld. Reporting - Form 1099-MISC.

- 7. Does the settlement payment include Attorney Fees? Yes No
a. Amount:
b. Payable to: Attorney Only Attorney AND Employee

FSF issues Accounts Payable Check. No taxes withheld. Reporting - Form 1099-MISC Attorney & Employee.

- 8. Have all parties signed the settlement agreement? Yes No

OMB Budget Analyst approves the funding source(s) for all settlement related payments.

I certify that the above is true and accurate based on my personal knowledge, information and belief.

Organization HR Representative Date Employee or Employee Representative Date