

Sanctuary Social

Benefits & Payroll Reconciliation Worksheet

Employee Name

Position

Termination Date

Prepared By

Coverage Begins

Coverage Ends

Date Prepared

Benefit	Coverage Begin	Coverage End	Total Paid by Employer	Employee 50% Share	Collected from Employee	Balance Due
Medical						
Dental						
Vision						
Life Insurance						

RECONCILIATION TOTALS

Total Paid by Employer

Employee 50% Responsibility

Total Collected from Employee

Final Balance Due

Amount Due from Final Paycheck

Prepared By / HR Representative

Date