

AUTOMATED PTO ACCRUAL & TRACKING LEDGER

Payroll Department Record

EMPLOYEE NAME
EMPLOYEE ID
DEPARTMENT
MANAGER / SUPERVISOR
HIRE DATE
TRACKING CALENDAR YEAR

BEGINNING BALANCE

YTD ACCRUED

YTD USED

YTD ADJUSTED

CURRENT AVAILABLE BALANCE

ACCRUAL RULES & PARAMETERS

Accrual Type (Annual/Per Pay Period)

Accrual Rate (Hours earned per period)

Maximum Carryover Limit (Annual)

Maximum Cap Accumulation Limit

USAGE POLICY SUMMARY

Minimum Increment for Usage (e.g., 1 hr, 4 hrs, 8 hrs)

Advance Notice Required for Planned Leave

Unused Balance Payout Rule on Separation

Negative Balance Allowance

EMPLOYEE SIGNATURE / DATE

PAYROLL ADMINISTRATOR SIGNATURE / DATE