

# PAID LEAVE & SICK PAY ACCRUAL CALCULATOR

Payroll Accrual Template

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START DATE

PAY PERIOD END DATE

PAYMENT DATE

## Hours Worked Summary

REGULAR HOURS	OVERTIME HOURS	DOUBLETIME HOURS	OTHER HOURS	TOTAL ELIGIBLE HOURS

## Paid Time Off (PTO) Accrual Ledger

DESCRIPTION	HOURS / RATE	CALCULATION DETAILS
Beginning PTO Balance		Carryover balance from previous period
PTO Accrual Rate (Per Hour)		Standard organizational accrual rate
PTO Accrued This Period		Eligible Hours × Accrual Rate
PTO Hours Used This Period		Hours taken during this pay cycle (-)
<b>Ending PTO Balance</b>		<b>Beginning Balance + Accrued - Used</b>

## Sick Leave Accrual Ledger

DESCRIPTION	HOURS / RATE	CALCULATION DETAILS
Beginning Sick Leave Balance		Carryover balance from previous period
Sick Leave Accrual Rate (Per Hour)		Standard organizational accrual rate
Sick Leave Accrued This Period		Eligible Hours × Accrual Rate
Sick Leave Hours Used This Period		Hours taken during this pay cycle (-)
<b>Ending Sick Leave Balance</b>		<b>Beginning Balance + Accrued - Used</b>

Employee Signature & Date

Payroll Administrator / Supervisor Signature & Date