PAID TIME OFF PAYROLL REGISTER

COMPANY NAME

PAY PERIOD START

PAY PERIOD END

PAYMENT DATE

EMPLOYEE ID	EMPLOYEE NAME	HOURLY RATE	PTO HOURS BREAKDOWN				PAYROLL PAYOUT	
			BEGINNING BALANCE	ACCRUED PERIOD	USED PERIOD	ENDING BALANCE	PTO HOURS PAID	GROSS PTO PAY ($)
		Total						

Prepared By (Payroll Administrator Signature & Date)

Approved By (Authorized Manager Signature & Date)