ANNUAL LEAVE LIABILITY JOURNAL

Paid Time Off (PTO) Ledger & Accrual Register

Company Name: _____ **Journal Ref No:** _____

Period Ending: _____ **Posting Date:** _____

G/L Account (Dr): _____ **G/L Account (Cr):** _____

DATE	EMP. ID	EMPLOYEE NAME	HOURLY RATE	ACCRUED (HRS)	USED (HRS)	DEBIT (EXPENSE)	CREDIT (LIABILITY)	NET BALANCE
Total:								

Prepared By (Sign / Date) _____ Reviewed By (Sign / Date) _____ Approved By (Sign / Date) _____