

PAID LEAVE LIABILITY RECONCILIATION

General Ledger & Accrual Reconciliation Worksheet

Company Name	
Reconciliation Period	
As of Date	

BEGINNING LIABILITY BALANCE
TOTAL CURRENT PERIOD ACCRUALS
TOTAL PERIOD PAID/TAKEN
ENDING LIABILITY BALANCE

EMP ID	EMPLOYEE NAME	DEPARTMENT	HOURLY RATE	BEGINNING BALANCE		PERIOD ACCRUED		PERIOD USED		ADJUSTMENTS		ENDING BALANCE	
				HOURS	VALUE (\$)	HOURS	VALUE (\$)	HOURS	VALUE (\$)	HOURS	VALUE (\$)	HOURS	VALUE (\$)
Total													

RECONCILING JOURNAL ENTRY

Account No.	Account Description	Debit (\$)	Credit (\$)

AUTHORIZATION & APPROVAL

<p>-----</p> <p>Prepared By (Signature)</p> <p>Date:</p>	<p>-----</p> <p>Approved By (Signature)</p> <p>Date:</p>
<p>Comments / Notes:</p> <hr/>	