

ANNUAL PAID TIME OFF CALCULATOR

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

CALENDAR YEAR

HIRE DATE

MANAGER / SUPERVISOR

ACCRUAL RATE (HOURS/PERIOD)

PAY PERIOD FREQUENCY

PRIOR YEAR CARRYOVER

ACCRUED YTD

USED YTD

CURRENT BALANCE

PTO Accrual & Usage Ledger

DATE / PAY PERIOD	DESCRIPTION / ACTIVITY	HOURS ACCRUED (+)	HOURS USED (-)	BALANCE	AUTHORIZED BY
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**DATE / PAY
PERIOD**

DESCRIPTION / ACTIVITY

**HOURS ACCRUED
(+)**

HOURS USED (-)

BALANCE

AUTHORIZED BY

TOTALS

EMPLOYEE SIGNATURE & DATE

PAYROLL ADMINISTRATOR SIGNATURE & DATE