

EARNED VACATION LEAVE PAYOUT LEDGER

Payroll Division Accrued Benefits Record

COMPANY NAME: _____ EMPLOYEE NAME: _____ DEPARTMENT: _____ HIRE DATE: _____	DATE OF REQUEST: _____ EMPLOYEE ID: _____ JOB TITLE: _____ TERMINATION/PAYOUT DATE: _____
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ACCRUAL PERIOD / YEAR	VACATION HOURS ACCRUED	VACATION HOURS USED	REMAINING UNUSED HOURS	HOURLY RATE OF PAY	TOTAL ACCRUED PAYOUT VALUE
Total Accruals:					

Gross Payout Amount	
Federal Tax Withholding	
State Tax Withholding	
FICA / Medicare	
Other Deductions	
Net Payout Amount	

Employee Signature	Date
Payroll Administrator Signature	Date
Authorizing Manager Signature	Date