

HOLIDAY ACCRUAL PAYROLL LEDGER

Salaried Staff Annual Record

Fiscal Year	
Ledger ID	
Date Created	

EMPLOYEE NAME
EMPLOYEE ID
DEPARTMENT / COST CENTER
ANNUAL SALARY
ACCRUAL RATE (%) OR (DAYS/YR)
SERVICE START DATE

PAY PERIOD	BASE SALARY	ACCRUAL EARNED		ACCRUAL USED		ADJUSTMENTS (+/-)	ENDING BALANCE VALUE
		EARNED (DAYS)	EARNED (VALUE)	USED (DAYS)	USED (VALUE)		
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
TOTALS							

PREPARED BY (PAYROLL OFFICER) DATE

APPROVED BY (AUTHORIZED MANAGER) DATE