

PAID TIME OFF & SICK LEAVE PAYROLL CALCULATOR

Accrual Tracking & Payroll Integration Sheet

EMPLOYEE NAME

EMPLOYEE ID

PAY PERIOD START

PAY PERIOD END

HOURLY RATE (\$)

PAYROLL DATE

TOTAL REG. HOURS

TOTAL VACATION HOURS

TOTAL SICK HOURS

GROSS PAY DUE

PTO & Sick Leave Accrual Summary

Vacation Hours

Sick Leave Hours

Personal / Other

Daily Time & Leave Breakdown

EMPLOYEE SIGNATURE

SUPERVISOR / HR SIGNATURE