

EMPLOYEE PAID TIME OFF ACCRUAL PAYROLL SPREADSHEET

Company Name:

Pay Period Start:

Payroll Run Date:

Pay Period End:

Accrual Policy Parameters

PTO Category	Standard Accrual Rate (Per Hour/Period)	Annual Maximum Accrual	Maximum Carryover Limit
Vacation			
Sick Leave			
Personal / Other			

Employee PTO Accrual Ledger

EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT	PTO TYPE	ACCRUAL RATE	BEGINNING BALANCE	ACCRUED THIS PERIOD	USED THIS PERIOD	ADJUSTMENTS (+/-)	ENDING BALANCE

Approved By (HR Manager / Date)