HOURLY EMPLOYEE PTO ACCRUAL

Payroll Tracking Period Document

Employee Name:
Pay Period Start:
Employee ID:
Pay Period End:
Job Title:
Accrual Rate (per hour):

BEGINNING BALANCE

PTO ACCRUED

PTO USED

ENDING BALANCE

DATE / WEEK	HOURS WORKED	ACCRUAL RATE	PTO ACCRUED	PTO USED	NOTES / COMMENTS
TOTALS		-			

Employee Signature & Date

Supervisor Signature & Date