

EMPLOYEE TIME OFF & PAYROLL ACCRUAL

Employee Name: _____

Employee ID: _____

Department: _____

Manager: _____

Accrual Period: _____

Hire Date: _____

PTO Accrual Summary

Time Off Type	Beginning Balance (Hours)	Accrual Rate (Per Period)	Hours Earned (YTD)	Hours Used (YTD)	Current Balance
Vacation					
Sick Leave					
Personal Leave					
Other / Holiday					

Detailed Time Off Log

Date(s) of Absence	Type of Time Off	Hours Requested	Payroll Approved	Notes / Reason

Employee Signature

Manager Approval

