HOURLY SICK LEAVE & PTO ACCRUAL LOG

Payroll Accrual Record & Balance Ledger

Employee Name _____

Employee ID _____

Department _____

Calendar Year _____

PTO Accrual Rate (per hour) _____

Sick Accrual Rate (per hour) _____

Carry-Over & Starting Balances

STARTING PTO BALANCE

STARTING SICK BALANCE

YTD EARNED PTO

YTD EARNED SICK

Pay Period End Date	Hours Worked	Paid Time Off (PTO)			Sick Leave			Authorized Sign-off / Notes
		Accrued	Used	Balance	Accrued	Used	Balance	

Employee Signature / Date

Payroll Administrator Signature / Date