

PTO & VACATION ACCRUAL PAYROLL TEMPLATE

COMPANY NAME _____

DEPARTMENT _____

EMPLOYEE NAME _____

EMPLOYEE ID _____

HIRE DATE _____

ACCRUAL POLICY PARAMETERS

ACCRUAL RATE (HOURS/PAY PERIOD) _____

ANNUAL CARRYOVER LIMIT (HOURS) _____

MAXIMUM ACCRUAL CAP (HOURS) _____

CURRENT BALANCE SUMMARY

OPENING BALANCE _____

TOTAL YTD ACCRUED _____

TOTAL YTD USED _____

AVAILABLE PTO BALANCE _____

BALANCE EFFECTIVE DATE _____

ACCRUAL AND USAGE LEDGER

Pay Period End	Beginning Balance	Hours Accrued (+)	Hours Used (-)	Ending Balance	Notes / Comments

Employee Signature

DATE _____

Payroll Manager Signature

DATE _____