

Corporate Sick Leave and Vacation Hour Payroll Ledger

PAY PERIOD START

PAY PERIOD END

COMPANY NAME

DATE GENERATED

EMP ID	EMPLOYEE NAME	DEPARTMENT	VACATION HOURS			SICK LEAVE HOURS			HOURLY RATE	TOTAL PAYOUT VALUE	SIGN-OFF
			ACCRUED	USED	BALANCE	ACCRUED	USED	BALANCE			
Totals:											

PREPARED BY (PAYROLL CLERK)

APPROVED BY (HR MANAGER)

AUTHORIZED SIGNATURE (FINANCE/CFO)