

10th Payroll Only!

- The purpose of the Paid Time Off tab is to record paid time off hours for allowed vacation, sick, holiday, jury, bereavement and training.

SHEET RULES: ENTER DATA FOR ALL BLUE COLUMNS

- Record paid time off **DAYS** for *commission and salaried team members only* for the entire month.
- If jury duty days are reported, send the certificate for attendance signed by the clerk of courts.
- Record dates as: Jan 1-5 if days are consecutive or Jan 5, 8, 16 if days are spaced out.
- Salary team members do not get daily pay for paid time off, however, enter their hours for time tracking purposes.
- PRINT THIS FORM ONCE COMPLETED FOR GENERAL MANAGER APPROVAL**

Pay Date: 2/10/2011		Greenup-21		PAID TIME OFF																												
General Manager Approval:																																
** Jury Duty- Send in supporting court document **																																
TEAM MEMBER	EMPLOYEE NUMBER	POSITION	PERIOD	PER DATE	LENGTH OF SERVICE	PRO. PAY	PAID TIME OFF															TOTAL PAID TIME OFF										
							VAC DAYS	VAC DAYS	VAC HOURS	SICK DAYS	SICK HOURS	SICK DAYS	SICK HOURS	HOLIDAY DAYS	HOLIDAY HOURS	HOLIDAY DAYS	HOLIDAY HOURS	JURY DAYS	JURY HOURS	JURY DAYS	JURY HOURS	BEREAV DAYS	BEREAV HOURS	BEREAV DAYS	BEREAV HOURS	TRAINING DAYS	TRAINING HOURS	TOTAL PAID HOURS				
Example Team Member 3	123456	TECHNICIAN	2011	01/01/2011	15	8.00	8	Jan 3-7, 21	6.00:00					6	-	1	1 Jan	6	6.00:00							6	-	1	21 Jan	6	60.00	6.00:00
Example Team Member 4	123456	TECHNICIAN	2011	01/01/2011	15	8.00								6	-																6.00:00	
Example Team Member 5	123456	TECHNICIAN	2011	01/01/2011	15	8.00				6	-	2	Jan 4, 20	6	146.00	1	1 Jan	6	72.00							6	-	1	21 Jan	6	72.00	6.78:00
Example Team Member 6	234567	TECHNICIAN	2011	01/01/2011	15	8.00	9	Jan 17-20	6	-				6	-		1 Jan	6	-						6	-					6.00:00	

8/21

PAID TIME OFF TAB