

RELIABLE PAYROLL

Email to diane@yourpayrollsupport.com or Fax to 781.851.8491

Questions? Call 559-513-8613

	Company	Name:		
PTO Da	ata			
What do you	want to track?	□ Vacation □ Sick □ Paid Time Off		
Does your pl	an(s) have mult	iple tiers? • No • Yes (please specify b	pelow)	
		es accrue at .025 rate per hour worked to a ees accrue at .05 per hour worked to a max		
VACATION				
From	to	months employees accrue at	rate per	to a Max of
From	to	months employees accrue at	rate per	to a Max of
From	to	months employees accrue at	rate per	to a Max of
SICK				
From	to	months employees accrue at	rate per	to a Max of
From	to	months employees accrue at	rate per	to a Max of
From	to	months employees accrue at	rate per	to a Max of
РТО				
From	to	months employees accrue at	rate per	to a Max of
From	to	months employees accrue at	rate per	to a Max of
From	to	months employees accrue at	rate per	to a Max of
	nai Keq	uired Information - Pleas	•	h plan ecific date
When should	-	plan? On January 1st each year Employee Hire or Anniversary are they given a lump sum each year?	Date 🗆 Do not r	e-set
When should Do your emp	loyees accrue o	☐ Employee Hire or Anniversary	Date Do not r	e-set o sum
When should Do your emp	loyees accrue o	☐ Employee Hire or Anniversary	Date Do not r	e-set
When should Do your emp Is there a wa	loyees accrue o	☐ Employee Hire or Anniversary	Date Do not r Date Do not r Date Do not r	e-set o sum
When should Do your emp Is there a wa Is there a wa	loyees accrue o it time before en it time before en	☐ Employee Hire or Anniversary or are they given a lump sum each year? mployees can BEGIN their accrual? ☐ Ye	Date Do not r Calculate Do not r Date Do not r Date Do not r	e-set o sum ng?
When should Do your emp Is there a wa Is there a wa Do you allow Is there an o	loyees accrue o it time before ei it time before ei your employee	☐ Employee Hire or Anniversary or are they given a lump sum each year? mployees can BEGIN their accrual? ☐ Ye mployees can USE their accrual? ☐ Yes	Date Do not r Calculate Do not r Date Do not r	re-set o sum ng? ? n per tier?
When should Do your emp Is there a wa Is there a wa Do you allow Is there an ore	loyees accrue of time before end it time before end your employee werall maximum an have on the l	☐ Employee Hire or Anniversary or are they given a lump sum each year? mployees can BEGIN their accrual? ☐ Ye mployees can USE their accrual? ☐ Yes s to Carry-Over PTO time? ☐ Yes ☐ No amount of time your	Date Do not r Calculate Do not r Date Do not r	re-set o sum ng? ? n per tier? r?
When should Do your emp Is there a wa Do you allow Is there an oremployees carries.	loyees accrue of it time before end it time before end your employee werall maximum an have on the logical supply the supplies the sup	□ Employee Hire or Anniversary or are they given a lump sum each year? mployees can BEGIN their accrual? □ Yes mployees can USE their accrual? □ Yes s to Carry-Over PTO time? □ Yes □ No amount of time your books at any time? □ Yes □ No If ye	Date Do not reaction for each	re-set o sum ng? ? n per tier? r?
When should Do your emp Is there a wa Is there a wa Do you allow Is there an or employees ca Please Hire date:	loyees accrue of it time before end it time before end it time before end your employee werall maximum an have on the supply it	□ Employee Hire or Anniversary or are they given a lump sum each year? mployees can BEGIN their accrual? □ Yes mployees can USE their accrual? □ Yes s to Carry-Over PTO time? □ Yes □ No amount of time your books at any time? □ Yes □ No □ If ye the following informat	Date Do not reaction for each	re-set o sum ng? ? n per tier? r? ch employed
When should Do your emp Is there a wa Is there a wa Do you allow Is there an ore employees ca Please Hire date: Total Accruee	loyees accrue of it time before end it time before end it time before end your employee werall maximum an have on the supply it did to date:	□ Employee Hire or Anniversary or are they given a lump sum each year? mployees can BEGIN their accrual? □ Yes mployees can USE their accrual? □ Yes s to Carry-Over PTO time? □ Yes □ No amount of time your books at any time? □ Yes □ No □ If ye the following informat	Date Do not reaction for each	re-set o sum ng? ? n per tier? r? ch employed