

Employee PTO Report

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Synopsis:

The 'Employee PTO Report' provides insight into individual employees' PTO accrual amounts and usage by Earnings Code. This report can filtered by date range as well.

Run the Employee PTO Report

1. Access the report:
 1. Full Payroll Menu
 2. Time / PTO Reports
 3. Employee PTO Report

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Time Request / Approval Details	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments
	Hours Details by Earnings Code					
	Employee PTO Report					

1. Select the 'As of Date' for the report and include a Date Filter as needed.
2. You can then select to 'Show Details' and Filter by Employee No. if necessary

EMPLOYEE PTO REPORT

Options

As of Date 10/23/2019

Date Filter 01/01/19..12/31/19

Show Details ☐

Filter: Payroll Employee

X No.

+ Filter...

Filter totals by:

+ Filter...

Send to...

Print

Preview

Cancel

Sample of report :