

PTO Balance & Accrual Tracker

Organization: _____ As of date: _____ Unit (days or hours): _____

Employee	Annual entitlement	Opening balance	Accrued	Taken	Pending	Remaining
Alex Morgan	25.00	5.00	12.50	8.00	2.00	7.50
Sam Rivera	25.00	0.00	12.50	15.00	0.00	-2.50
Jordan Lee	20.00	3.00	10.00	4.00	5.00	4.00
Team total						

Remaining = opening balance + accrued - taken - pending. Update accrued and taken each period to keep balances current.