

Screen shot 1

Edit payroll item (Vacation Hourly Rate: Vacation Hours (PTO Draw))

Expense account

Enter the account for tracking this expense.

Payroll OH:Benefits:Vac,Hol,Sick Time

Hourly wages are an expense to your company. You can change this account at any time.

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Screen Shot 2

SICK


Hours available as of 11/23/18	-24.00	OK
Hours used in 2018	24.00	Cancel
Accrual period	Beginning of year	Help
Hours accrued at beginning of year	0.00	
Maximum number of hours	0.00	
<input type="checkbox"/> Reset hours each new year?		
Year begins on	January Day 1	
Begin accruing sick time on	04/06/17	

VACATION

Hours available as of 11/23/18	13.95	
Hours used in 2018	57.23	
Accrual period	Every hour on paycheck	
Hours accrued per hour paid	0.03333	
Maximum number of hours	40.00	
<input type="checkbox"/> Reset hours each new year?		
Year begins on	April Day 1	
Begin accruing vacation time on	04/06/17	

Screen Shot 3

Add new payroll item (Hourly Wage) ✕



Wages

Is this item for regular, overtime, sick, or vacation pay?

- Regular Pay
- Overtime Pay
- Sick Pay
- Vacation Pay

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