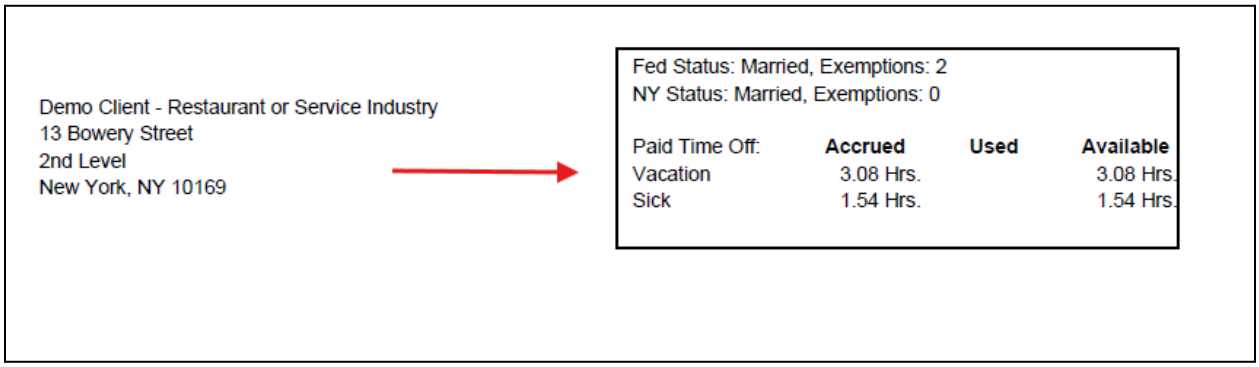
Payroll Relief: How to track PTO on my Pacheck

Key Links:

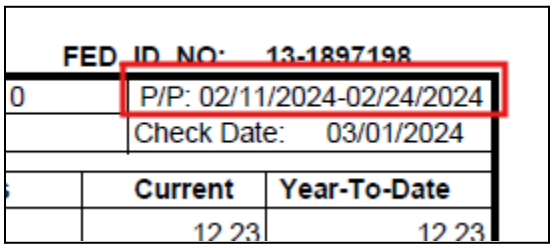
- Website:
- Video: [Payroll Relief: PTO on my Paycheck]

Steps/Procedures:

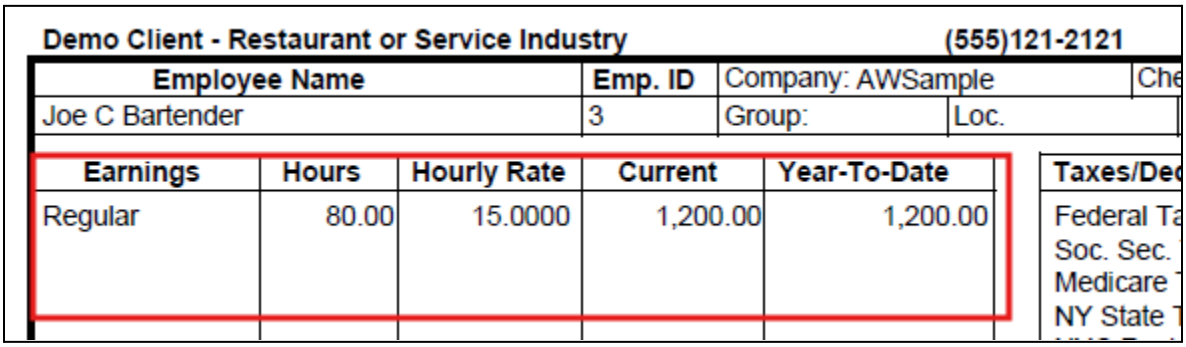
1. **Locate the PTO Summary**
    - In the top right corner of your pay stub, you'll find the Paid Time Off (PTO) section.
    - This section shows details about your **vacation time**, **sick time**, and how much has been accrued.
    - If no PTO has been used during the pay period, the "used" column will display zero.



2. **Check Used PTO (if applicable)**
    - If you've used PTO during the pay period, it will appear in this section. Always check here first to confirm if any PTO was used for the current pay stub period.
3. **Review Pay Period Dates**
    - The pay period dates are usually listed near the top or middle of the pay stub.
    - These dates indicate the start and end of the period for which you are being paid.
    - The **check date** may not match the exact end date of the pay period. Some companies process payments after the pay period ends for timekeeping purposes.



4. **Earnings Section**
    - The earnings section provides a breakdown of your regular wages.
    - If applicable, you'll also see additional details such as **overtime pay** and hours for PTO (e.g., vacation or sick time) used during the pay period.



Demo Client - Restaurant or Service Industry (555)121-2121

Employee Name	Emp. ID	Company: AWSample	Che
Joe C Bartender	3	Group:	Loc.

Earnings	Hours	Hourly Rate	Current	Year-To-Date	Taxes/Dec
Regular	80.00	15.0000	1,200.00	1,200.00	Federal Ta Soc. Sec. Medicare NY State T

Troubleshooting

- **Missing PTO Information:** If the PTO section doesn't show any data, confirm with your employer or HR department to ensure PTO tracking is up-to-date and or enabled.
- **Check Date Discrepancy:** If you're confused about the difference between the pay period and check date, remember this is a common practice for payroll processing. Reach out to HR if you believe there's an error.
- **Incorrect Hours:** If the hours for regular pay, overtime, or PTO don't look correct, double-check with your timekeeping system or supervisor to resolve any discrepancies.

Related Resources/Links

- How to Access Your Pay Stub Online
- Understanding Paycheck Deductions
- What to Do If You Find Errors on Your Pay Stub