



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.

| Demo Client - Restaurant or Service Industry 13 Bowery Street 2nd Level New York, NY 10169 | → | <table border="1"><tr><td>Fed Status: Married, Exemptions: 2</td></tr><tr><td>NY Status: Married, Exemptions: 0</td></tr><tr><td><table border="1"><thead><tr><th>Paid Time Off:</th><th>Accrued</th><th>Used</th><th>Available</th></tr></thead><tbody><tr><td>Vacation</td><td>3.08 Hrs.</td><td></td><td>3.08 Hrs.</td></tr><tr><td>Sick</td><td>1.54 Hrs.</td><td></td><td>1.54 Hrs.</td></tr></tbody></table></td></tr></table> | Fed Status: Married, Exemptions: 2 | NY Status: Married, Exemptions: 0 | <table border="1"><thead><tr><th>Paid Time Off:</th><th>Accrued</th><th>Used</th><th>Available</th></tr></thead><tbody><tr><td>Vacation</td><td>3.08 Hrs.</td><td></td><td>3.08 Hrs.</td></tr><tr><td>Sick</td><td>1.54 Hrs.</td><td></td><td>1.54 Hrs.</td></tr></tbody></table> | Paid Time Off: | Accrued | Used | Available | Vacation | 3.08 Hrs. | | 3.08 Hrs. | Sick | 1.54 Hrs. | | 1.54 Hrs. |
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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.

| FED ID NO: 13-1897198 | | | | | |
|-----------------------|---|---------|--------------|-------|-------|
| 0 | P/P: 02/11/2024-02/24/2024 | | | | |
| | Check Date: 03/01/2024 | | | | |
| | <table border="1"><thead><tr><th>Current</th><th>Year-To-Date</th></tr></thead><tbody><tr><td>12.23</td><td>12.23</td></tr></tbody></table> | Current | Year-To-Date | 12.23 | 12.23 |
| Current | Year-To-Date | | | | |
| 12.23 | 12.23 | | | | |



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 | | Ch |
| 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](#)