

How to Use the Leave Tracker (Step by Step Instructions)

1. Each department should assign an individual the duty of updating the tracker on a monthly basis.
2. The name (last name, first name) of each employee assigned to the department should be entered into the tracker.

Employee's Name (Last Name, First Name)
Employee #1
Sick
Vacation
Employee #2
Sick
Vacation

3. The current accrued total of sick and vacation hours for each employee should be entered into the tracker (this step is highlighted in yellow). **Please make sure that these figures agree with what is currently in ADP.**

Employee's Name (Last Name, First Name)	Hours carried over
Employee #1	
Sick	0.00
Vacation	0.00
Employee #2	
Sick	0.00
Vacation	0.00

4. At the end of each month input the data for hours earned and used during the month for each employee. Use your department's source documents (not ADP) for entering the hours used. For

example, your department may keep a calendar of employee’s time off. This calendar could be used to input the hours used. In the case that no hours were used by a particular employee there is no need to input anything in the hours used column.

Employee's Name (Last Name, First Name)	Hours carried over	Hours earned during month	Hours used during month
Employee #1			
Sick	0.00	0.00	0.00
Vacation	0.00	0.00	0.00
Employee #2			
Sick	0.00	0.00	0.00
Vacation	0.00	0.00	0.00

- The current balance (balances forward) column will automatically adjust based on the data from Step 4. **However, it may be practical to conduct an independent check to assure the data is correct.**

Employee's Name (Last Name, First Name)	Hours carried over	Hours earned during month	Hours used during month	Current balance (balances forward)
Employee #1				
Sick	0.00	0.00	0.00	0.00
Vacation	0.00	0.00	0.00	0.00
Employee #2				
Sick	0.00	0.00	0.00	0.00
Vacation	0.00	0.00	0.00	0.00

6. It is imperative to check ADP and input the balance per ADP in the column pictured below. This will provide assurance that you are reporting correctly.

Employee's Name (Last Name, First Name)	Hours carried over	Hours earned during month	Hours used during month	Current balance (balances forward)	Balance per ADP as of month end
Employee #1					
Sick	0.00	0.00	0.00	0.00	0.00
Vacation	0.00	0.00	0.00	0.00	0.00
Employee #2					
Sick	0.00	0.00	0.00	0.00	0.00
Vacation	0.00	0.00	0.00	0.00	0.00

7. If the balances agree you are finished for the month! If not like in the case of the sick leave for Employee #2 this discrepancy should be addressed and corrected in **BOTH** places immediately.

Employee's Name (Last Name, First Name)	Hours carried over	Hours earned during month	Hours used during month	Current balance (balances forward)	Balance per ADP as of month end	Do balances agree?
Employee #1						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
Employee #2						
Sick	0.00	0.00	0.00	10.00	0.00	No
Vacation	0.00	0.00	0.00	0.00	0.00	Yes

8. The current balances (balances forward) column will automatically carry forward as the starting point for the next month in the Hours carried over column in the next tab.

Please Note: All employees should be reviewing their leave balances in ADP. This report only shows balances that have been tracked internally by the department. Any adjustments made to this spreadsheet will not change on your ADP leave balance.