

You can use the Pay Period PTO Report from Payroll Reports to find out PTO balances as of a specific date.

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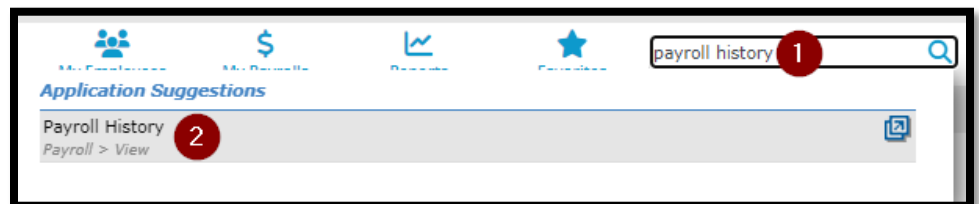
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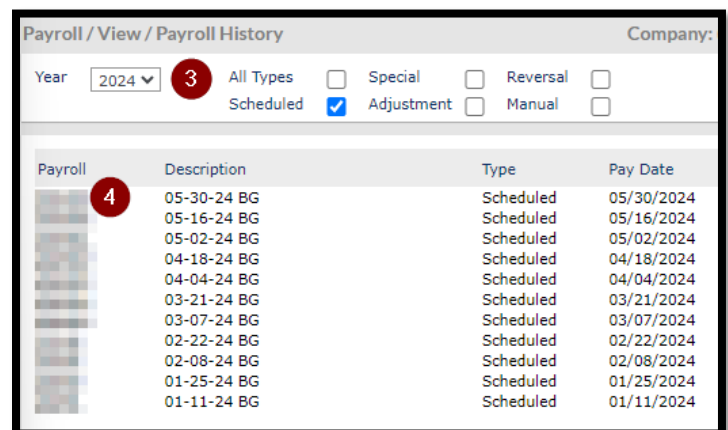
Step 1: Type **Payroll History** into the search bar.

Step 2: Select **Payroll History** from the list.














Step 3: Use the **Year drop down box** and the **payroll type check boxes** to find the date you want.

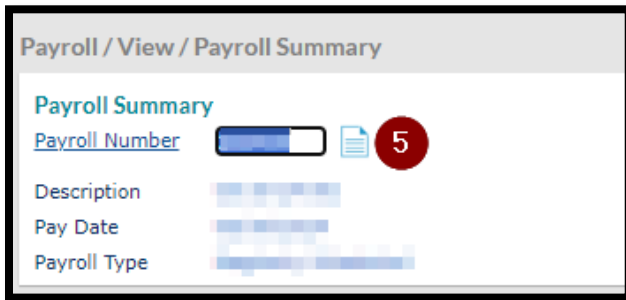
Step 4: Click on the **Payroll number** corresponding to the date you want.



The screenshot shows the 'Payroll / View / Payroll History' page. At the top, there is a 'Year' dropdown set to '2024' with a red circle '3' around it. Below it are checkboxes for 'All Types', 'Special', 'Reversal', 'Scheduled', 'Adjustment', and 'Manual'. The 'Adjustment' checkbox is checked. Below the filters is a table with the following data:

Payroll	Description	Type	Pay Date
 4	05-30-24 BG	Scheduled	05/30/2024
	05-16-24 BG	Scheduled	05/16/2024
	05-02-24 BG	Scheduled	05/02/2024
	04-18-24 BG	Scheduled	04/18/2024
	04-04-24 BG	Scheduled	04/04/2024
	03-21-24 BG	Scheduled	03/21/2024
	03-07-24 BG	Scheduled	03/07/2024
	02-22-24 BG	Scheduled	02/22/2024
	02-08-24 BG	Scheduled	02/08/2024
	01-25-24 BG	Scheduled	01/25/2024
	01-11-24 BG	Scheduled	01/11/2024

Step 5: Click **report icon**.



Step 6: Click on the **download icon** for the **Pay Period PTO Report**. This will open the report in a separate window.

The screenshot shows the 'Payroll / View / Payroll Reports' page. It displays a table of payroll reports for payroll number 202430. The table has columns for Date, Time, Report Title, Class, User Id, User Name, Job, and Output Status. The 'Pay Period PTO Report' row is highlighted in yellow, and a red circle with the number '6' is overlaid on the download icon in the 'Output Status' column for that row.

Date	Time	Report Title	Class	User Id	User Name	Job	Output Status
05/29/202.10:32:30		Gross-To-Net Report	Payroll Report				Completed
05/29/202.10:32:30		Payroll Allocation Report	Payroll Report				Completed
05/29/202.10:32:30		Workers' Compensation - Wage Detail	Payroll Report				Completed
05/29/202.10:32:29		Benefits Billing Report	Payroll Report				Completed
05/29/202.10:32:29		Client Allocation Report	Payroll Report				Completed
05/29/202.10:32:29		Deduction Register	Payroll Report				Completed
05/29/202.10:32:29		Payroll Check Journal	Payroll Report				Completed
05/29/202.10:32:29		Invoice	Invoice				Completed
05/29/202.10:32:29		Pay Period PTO Report	Payroll Report				Completed
05/29/202.10:32:29		Payroll Register	Payroll Report				Completed
05/29/202.10:32:29		Consolidated PDF Reports	Consolidate				Completed