

Paid Time Off (PTO)

How is PTO displayed?

A timesheet containing PTO can be identified on the Budget Month view by a checkmark in the **PTO Paid** column.

COMHAB: April 2018



04/01/2018 - 03/31/2019 Medicaid COMHAB April Change Budget Summary

Currently Viewing: 04/01/2018 - 03/31/2019 >> MEDICAID FUNDS >> COMHAB >> April

MONTH TOTAL: \$3,072.72	TOTAL BUDGET: \$32,810.40	TOTAL SPEND: \$24,848.98	AVAILABLE SPEND: \$7,961.42	PERCENT REMAINING: 24%
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TIMESHEETS

NUMBER	DATES	NAME	POSITION	RATE	HOURS	PTO PAID	FRINGE	TOTAL	APRIL COST
324313	04/02-04/14	[REDACTED]	COMHAB	\$23.00	34.75	✓	24%	\$506.23	\$506.23 »
329545	04/03-04/13	[REDACTED]	COMHAB	\$20.00	6.00		24%	\$148.80	\$148.80 »
324420	04/06-04/15	[REDACTED]	COMHAB	\$23.00	25.00		24%	\$713.00	\$713.00 »
325958	04/16-04/28	[REDACTED]	COMHAB	\$23.00	36.75		24%	\$1,048.11	\$1,048.11 »
329544	04/19-04/30	[REDACTED]	COMHAB	\$20.00	7.50		24%	\$186.00	\$186.00 »
328374	04/20-04/28	[REDACTED]	COMHAB	\$23.00	16.50		24%	\$470.58	\$470.58 »

Notes: Hours include worked hours only. PTO hours are not included in this total. Please click into the timesheet detail view for more information.

In a case where multiple fringe rates are charged due to a timesheet traversing two budget periods, the older fringe rate is shown. Please click into the timesheet detail for more information.

A timesheet containing PTO can be identified on the Item Detail view by a checkmark in the PTO column.

Timesheet: 324313



RELATED LINKS: [SELF HIRED STAFF: Comhab / April](#) [Budget Summary](#)

Name: [REDACTED]
Position: **COMHAB**
Rate: **\$23.00/hour**
Fringe Rate: **24%**

ENTRY DATA
Received: **04/20/2018**
Period End: **04/15/2018**
Date Paid: **04/27/2018**
Check Number: **[ND75296]**
Gross Earnings: **\$799.25**
Total Budget Cost: **\$506.23**
Total Month Cost: **\$506.23**

Timesheet 1 of 6
[Next »](#)

DATE	START	END	HOURS	PTO	COST	MEMO
Mon 04/02	5:00 PM	11:00 PM	6.00	<input checked="" type="checkbox"/>	\$0.00	
Tue 04/03	6:00 PM	11:00 PM	5.00	<input checked="" type="checkbox"/>	\$0.00	
Sat 04/07	9:00 AM	3:00 PM	6.00	<input checked="" type="checkbox"/>	\$0.00	
Mon 04/09	5:00 PM	11:00 PM	6.00		\$171.12	
Tue 04/10	5:15 PM	5:30 PM	0.25		\$7.13	
Tue 04/10	7:30 PM	11:00 PM	3.50		\$99.82	
Sat 04/14	8:00 AM	4:00 PM	8.00		\$228.16	
Totals			34.75		\$506.23	

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1. Click the checkmark to view detail about the type of PTO.
2. The cost for PTO is always \$0.00. See "How does PTO affect the budget?" below for more information

How does PTO affect the budget?

Although the staff person is paid, PTO does not count against the budget, which is why the cost for a PTO line is always \$0.00.

- 🔄 Revision #2
- ★ Created 19 November 2020 23:22:56 by Admin
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