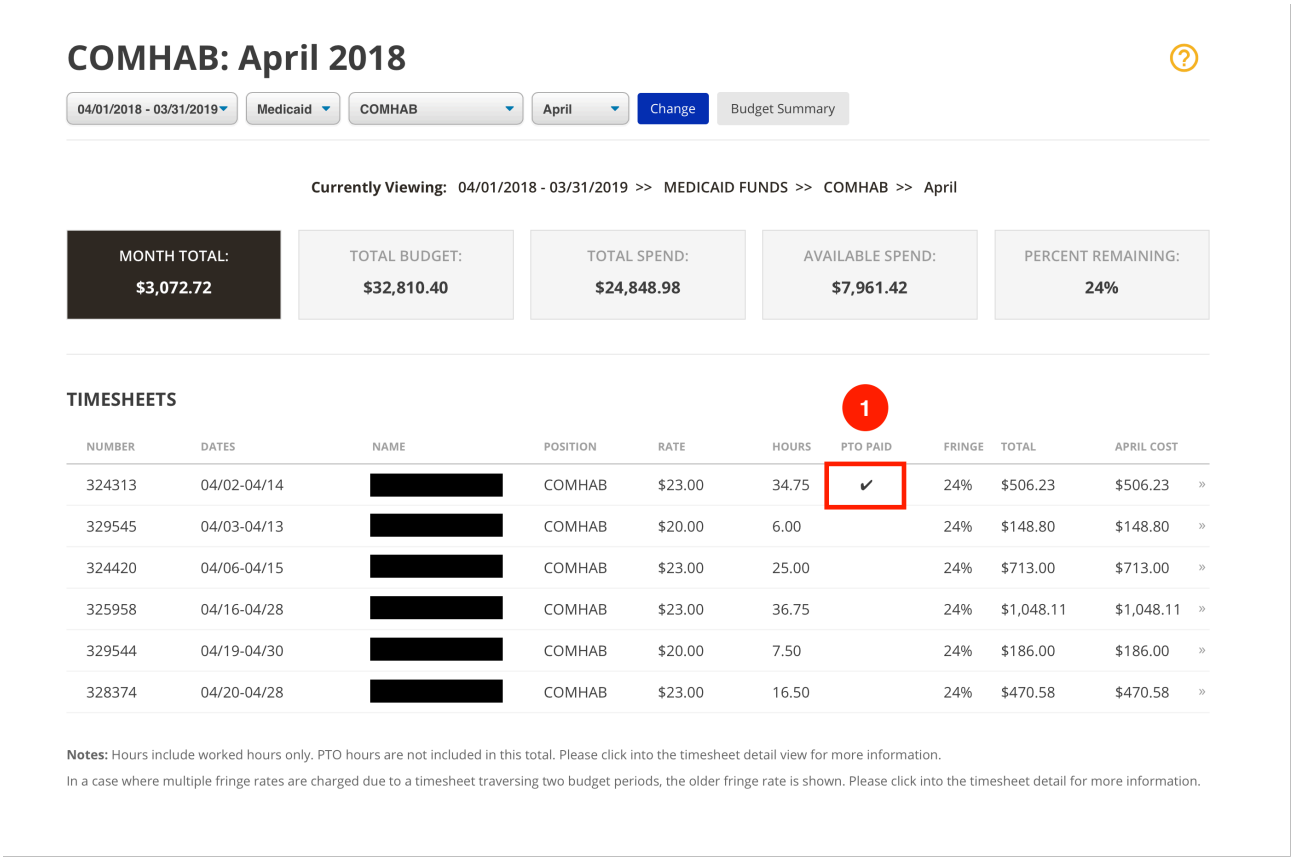
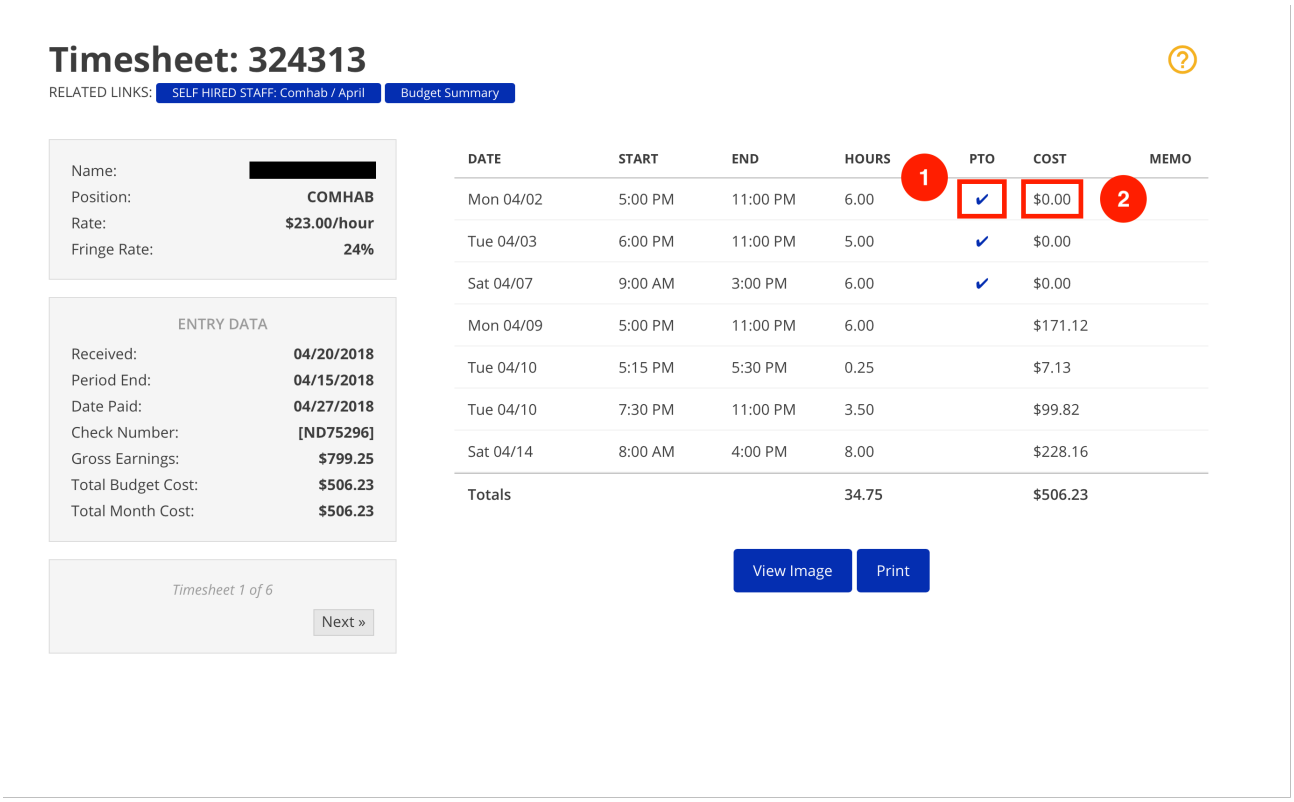
Paid Time Off (PTO)

How is PTO displayed?

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



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



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.

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