

<b>Employee's Name (Last Name, First Name)</b>	<b>Hours carried over</b>	<b>Hours earned during month</b>	<b>Hours used during month</b>	<b>Current balance (balances forward)</b>	<b>Balance per ADP as of month end</b>	<b>Do balances agree?</b>
<b>Employee #1</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #2</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #3</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #4</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #5</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #6</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #7</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #8</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes

Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #9</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #10</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #11</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #12</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #13</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #14</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #15</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #16</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes

<b>Employee #17</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #18</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #19</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes
<b>Employee #20</b>						
Sick	0.00	0.00	0.00	0.00	0.00	Yes
Vacation	0.00	0.00	0.00	0.00	0.00	Yes