

# Paycom – PTO Reports for Managers

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## Paycom Website (Online Portal)

Hospital leaders can track PTO balances for their entire team.

1. Go to **HR Reports** in the Paycom Report Center
2. Select the **Employee Accrual Report**
3. This can be filtered by PTO Type

The current policies to watch for preventing roll-over losses are:

- Hourly – New Hire
  - Hourly – Acquired EE
  - Salary – New Hire
  - Salary – Acquired EE
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