ChoicePay
PAYROLL

Employee Accruable Benefits

Please fax or mail completed form to ChoicePay:
Fax: *(315) 432-9866* | Mailing Address: *ChoicePay, 6311 Fly Road, East Syracuse, NY 13057*

Generally, accruable benefits include items such as vacation, sick time, flex time, personal time, etc. If these benefits are not currently displayed on employees' pay stubs, please allow additional processing time in order to set up within our system.

Employer Name: _____ Effective Date: _____

Employee Name	Benefit Description	Annual Allowance (In Hours)	Year-to-date Used (If Applicable)

Attach additional sheets if necessary