



City of Saint Paul: Earned Sick and Safe Time (ESST) Tracking Tool

This tool can help you understand how to calculate an employee's ESST balance using the accrual method of 1 hour earned per 30 hours worked. This is not a final determination, and you must rely on your own records. Do not use this tool if you choose to frontload your employee's ESST balance.

Instructions

You need to complete three steps to calculate your employee's ESST balance.

- Step 1:** Enter how many hours of ESST your employee started the year with.
- Step 2:** Log your employee's used ESST as they progress through the reporting year.
- Step 3:** Identify their balance at a given time in the reporting year.

Important note: you only enter numbers in the shaded cells.

You may also enter your employee's name and the reporting year in the shaded cells in rows 10 and 11.

For step 1: Go to the single shaded cell D15 and enter your employee's ESST balance at the start of the year.

For step 2: Go to the cell in column A that is closest to your employee's total hours worked this year. You will always round down. So, if your employee worked 130 hours this year, you would round down to 120 hours and work in row 19. If your employee worked 130 hours and then took 2 hours of ESST, you would enter the number 2 in cell C19.

For step 3: Identify your employee's balance in column D. (The rows below your current row will also show your employee's projected balance going forward.)

Example: Erica started the year with 30 hours of ESST. She has worked 178 hours this year, then calls in sick for 4 hours.

Step 1: Her employer enters the number 30 (the number of hours of ESST she began with this year) in the shaded cell D15.

Step 2: Her employer will work in row 20, because her employer rounds down to 150 hours worked, which is row 20. Her employer enters the number 4 (the number of hours of ESST she is using) in cell C20.

Step 3: Her employer identifies her current balance as 31 hours of ESST, which is the value in cell D20. Erica started the year with 30 hours. She then worked 150 hours and accrued 5 more ESST hours. She then subtracted 4 hours from her total, giving her a balance of 31.

Employee Name
 Reporting Year

How many hours has your employee worked this year? (You can always round down. For example, if your employee works 45 hours, start at 30 hours, which is in row 7.)

Employee has accrued ___ hours of ESST this year Employee has used ___ hours of ESST in this hours period

Employee's ESST Balance is

← Enter your employee's ESST balance at the start of the year

| | | | |
|------|----|--|----|
| | 0 | | |
| 30 | 1 | | 1 |
| 60 | 2 | | 2 |
| 90 | 3 | | 3 |
| 120 | 4 | | 4 |
| 150 | 5 | | 5 |
| 180 | 6 | | 6 |
| 210 | 7 | | 7 |
| 240 | 8 | | 8 |
| 270 | 9 | | 9 |
| 300 | 10 | | 10 |
| 330 | 11 | | 11 |
| 360 | 12 | | 12 |
| 390 | 13 | | 13 |
| 420 | 14 | | 14 |
| 450 | 15 | | 15 |
| 480 | 16 | | 16 |
| 510 | 17 | | 17 |
| 540 | 18 | | 18 |
| 570 | 19 | | 19 |
| 600 | 20 | | 20 |
| 630 | 21 | | 21 |
| 660 | 22 | | 22 |
| 690 | 23 | | 23 |
| 720 | 24 | | 24 |
| 750 | 25 | | 25 |
| 780 | 26 | | 26 |
| 810 | 27 | | 27 |
| 840 | 28 | | 28 |
| 870 | 29 | | 29 |
| 900 | 30 | | 30 |
| 930 | 31 | | 31 |
| 960 | 32 | | 32 |
| 990 | 33 | | 33 |
| 1020 | 34 | | 34 |
| 1050 | 35 | | 35 |
| 1080 | 36 | | 36 |
| 1110 | 37 | | 37 |
| 1140 | 38 | | 38 |
| 1170 | 39 | | 39 |
| 1200 | 40 | | 40 |
| 1230 | 41 | | 41 |
| 1260 | 42 | | 42 |
| 1290 | 43 | | 43 |
| 1320 | 44 | | 44 |
| 1350 | 45 | | 45 |
| 1380 | 46 | | 46 |
| 1410 | 47 | | 47 |
| 1440 | 48 | | 48 |
| 1470 | 48 | | 48 |
| 1500 | 48 | | 48 |
| 1530 | 48 | | 48 |
| 1560 | 48 | | 48 |
| 1590 | 48 | | 48 |
| 1620 | 48 | | 48 |
| 1650 | 48 | | 48 |
| 1680 | 48 | | 48 |
| 1710 | 48 | | 48 |

| | | | |
|------|----|--|----|
| 1740 | 48 | | 48 |
| 1770 | 48 | | 48 |
| 1800 | 48 | | 48 |
| 1830 | 48 | | 48 |
| 1860 | 48 | | 48 |
| 1890 | 48 | | 48 |
| 1920 | 48 | | 48 |
| 1950 | 48 | | 48 |
| 1980 | 48 | | 48 |
| 2010 | 48 | | 48 |
| 2040 | 48 | | 48 |
| 2070 | 48 | | 48 |
| 2100 | 48 | | 48 |
| 2130 | 48 | | 48 |
| 2160 | 48 | | 48 |
| 2190 | 48 | | 48 |
| 2220 | 48 | | 48 |
| 2250 | 48 | | 48 |
| 2280 | 48 | | 48 |
| 2310 | 48 | | 48 |
| 2340 | 48 | | 48 |
| 2370 | 48 | | 48 |
| 2400 | 48 | | 48 |
| 2430 | 48 | | 48 |
| 2460 | 48 | | 48 |
| 2490 | 48 | | 48 |
| 2520 | 48 | | 48 |
| 2550 | 48 | | 48 |
| 2580 | 48 | | 48 |
| 2610 | 48 | | 48 |
| 2640 | 48 | | 48 |
| 2670 | 48 | | 48 |
| 2700 | 48 | | 48 |
| 2730 | 48 | | 48 |
| 2760 | 48 | | 48 |
| 2790 | 48 | | 48 |
| 2820 | 48 | | 48 |
| 2850 | 48 | | 48 |
| 2880 | 48 | | 48 |
| 2910 | 48 | | 48 |
| 2940 | 48 | | 48 |
| 2970 | 48 | | 48 |
| 3000 | 48 | | 48 |
| 3030 | 48 | | 48 |
| 3060 | 48 | | 48 |
| 3090 | 48 | | 48 |
| 3120 | 48 | | 48 |
| 3150 | 48 | | 48 |
| 3180 | 48 | | 48 |
| 3210 | 48 | | 48 |
| 3240 | 48 | | 48 |
| 3270 | 48 | | 48 |