

ADP® Timekeeping Plus Scheduling Support Center Guide

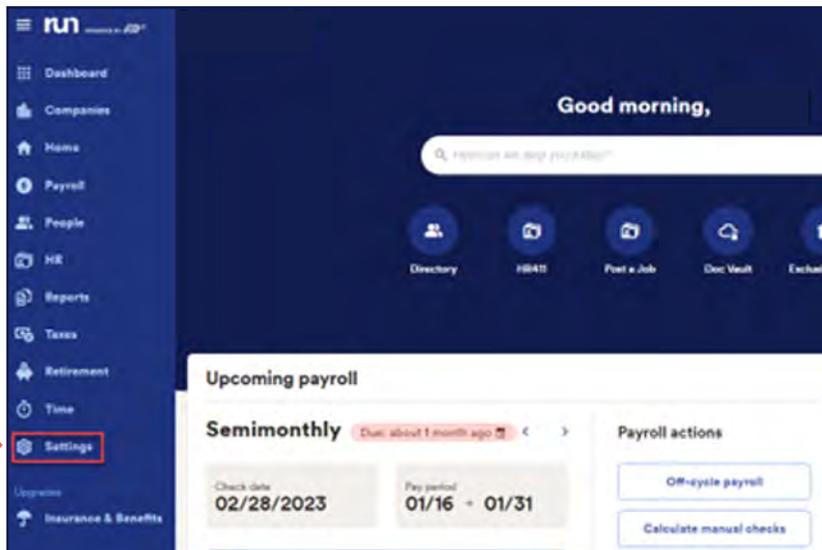
Adding a PTO plan

Proprietary and Confidential.

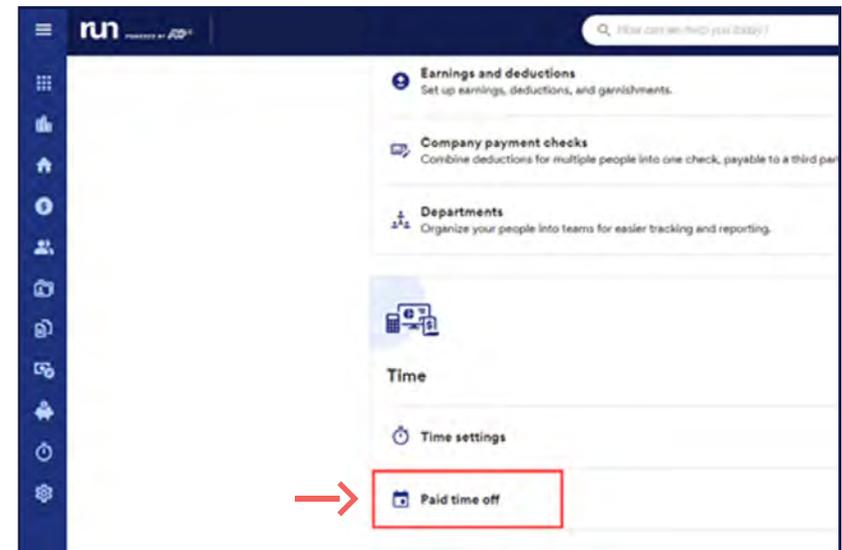


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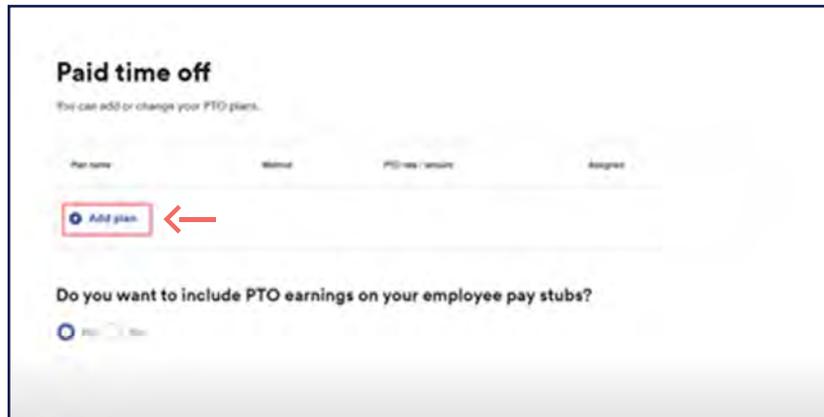
1 From RUN, navigate to the **Settings** option on the left-hand side.



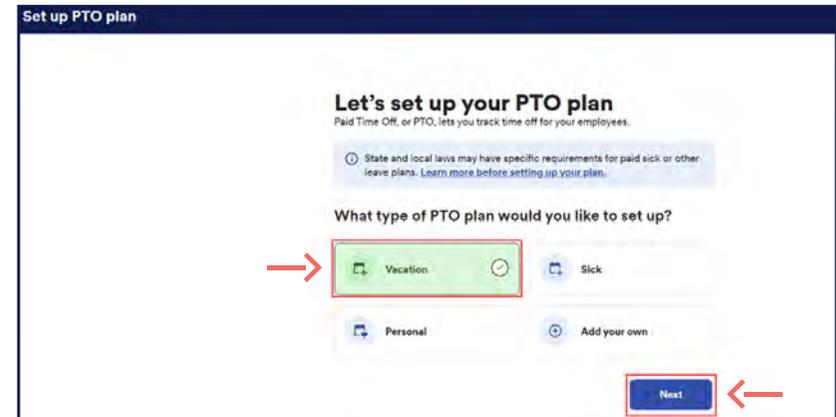
2 You will scroll down to the **Time** section and select **Paid time off**.



3 To add a new plan, you will select **Add plan**.



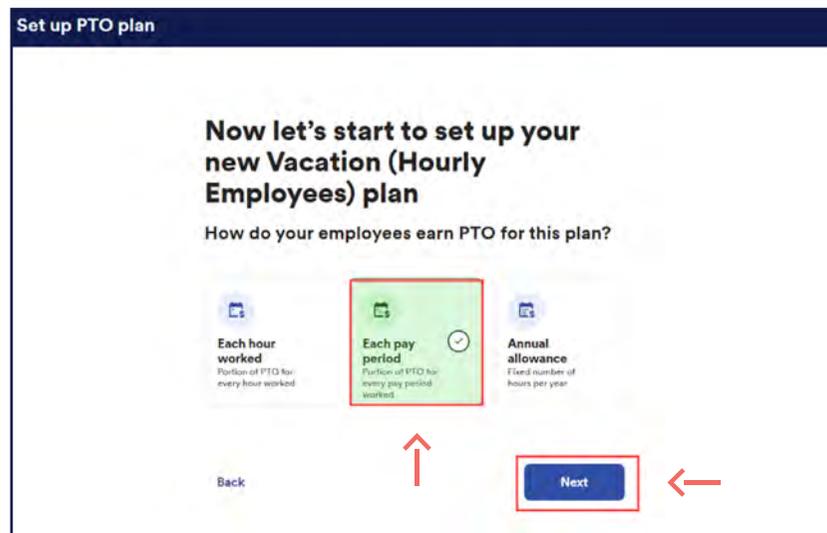
4 Let's select **Vacation** and click **Next**.



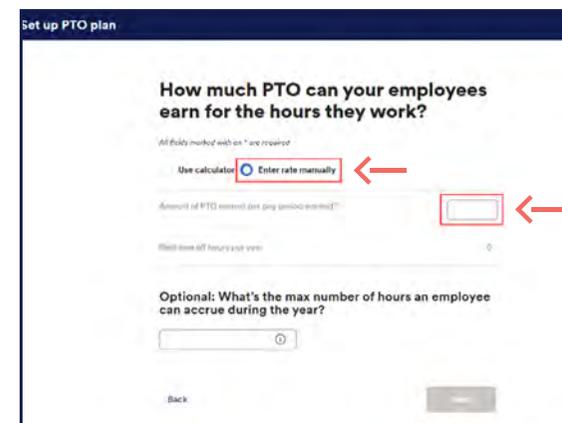
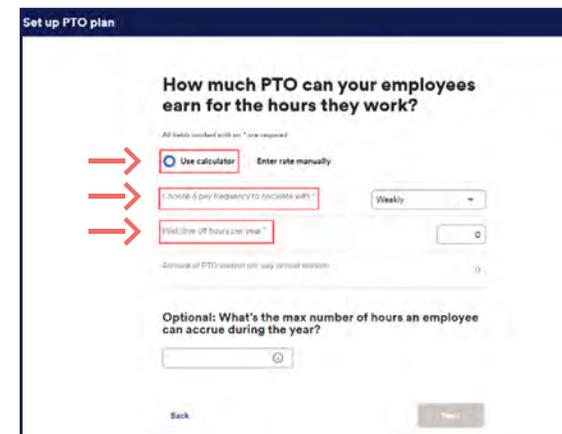
- 5 After clicking **Next**, the system will ask about the employees that will be in that plan. Make sure to type in your selection; then click **Next**.

- 6 There are three ways that a PTO plan can accrue:
1. **Each hour worked:** Portion of PTO for every hour worked
 2. **Each pay period:** Portion of PTO per pay period
 3. **Annual allowance:** Set amount of hours given per year

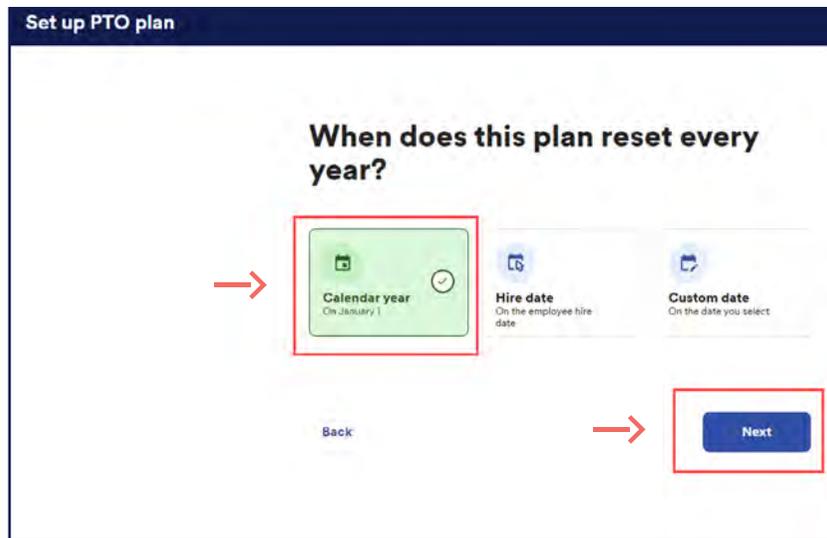
7 Let's choose the **Each pay period** option and click **Next**.



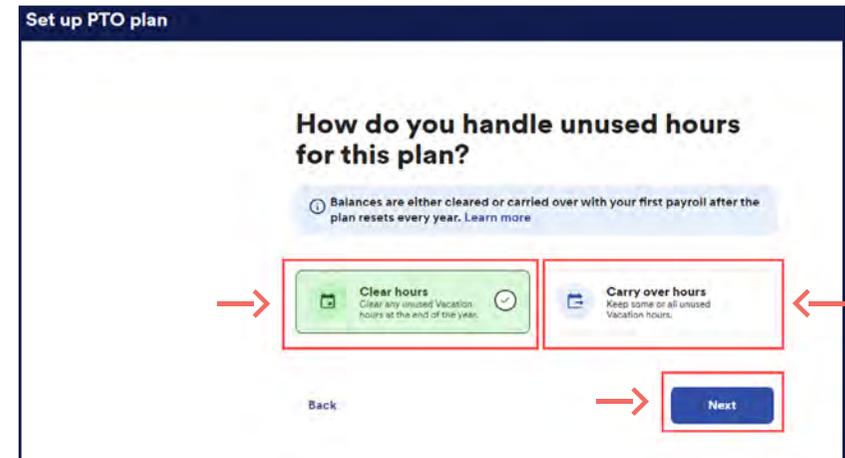
8 If you already know how much to award per pay period, you can enter the amount manually. You may also use the **Calculator** feature to receive assistance with calculating the pay period awards.



9 Next, we must choose when the plan will reset. You can choose to reset at the **Calendar year**, on the employee's **Hire date** or a **Custom date** of your choosing. Let's choose the calendar year for this one and click **Next**.



10 After clicking next, you will be able to choose if the hours carry over or if they are cleared.



11 If doing carry-over hours, you will be able to enter the max hours to carry, or you can select unlimited carry-over, then click **Next**.

Set up PTO plan

How do you handle unused hours for this plan?

Balances are either cleared or carried over with your first payroll after the plan resets every year. [Learn more](#)

Clear hours
Clear any unused Vacation hours at the end of the year.

Carry over hours
Keep some of all unused Vacation hours.

Maximum number of hours to carry over: 20,00

Or, unlimited hours

[Back](#) [Next](#)

12 You will also have your additional options: We can automatically add employees to the plan. If you want to make it so that employees can earn vacation even if they have no hours on the payroll, you can select that option as well. Finally, you can choose to award vacation hours while the employee is on a leave of absence. After making your selection, click **Next**.

Set up PTO plan

Additional options

Automatically add new employees to this plan
When you hire employees, we'll add them to the plan automatically. You'll be able to override this for individual hires if you want to.

Earn Vacation (hourly full time) hours when not being paid
Allow employees to earn hours each pay period, even when they aren't being paid.

Earn Vacation (hourly full time) hours when on Leave of absence (LOA)
Allow employees to earn hours even when they're out on leave.

[Back](#) [Next](#)

13 If you need to make edits, you will be able to select the edit option.

Review your Vacation (hourly full time) plan before saving
Review and edit your employees' PTO plan below.

Plan details [Edit](#)

Plan name: Vacation (hourly full time)
Method: Each pay period

How many hours can your employees earn? [Edit](#)

PTO rate: 1 hour
Maximum PTO accrual: Unlimited hours

Work anniversary awards [Learn more](#)

You haven't created any work anniversary awards yet.
[Add work anniversary award](#)

How does the plan behave? [Edit](#)

Plan resets: Calendar year (Jan 1st)
Unused hours: Carry over (20 hours)

14 If everything looks correct, you may click **Confirm and add**.

Review your Vacation (hourly full time) plan before saving
Review and edit your employees' PTO plan below.

Plan details [Edit](#)

Plan name: Vacation (hourly full time)
Method: Each pay period

How many hours can your employees earn? [Edit](#)

PTO rate: 1 hour
Maximum PTO accrual: Unlimited hours

Work anniversary awards [Learn more](#)

You haven't created any work anniversary awards yet.
[Add work anniversary award](#)

How does the plan behave? [Edit](#)

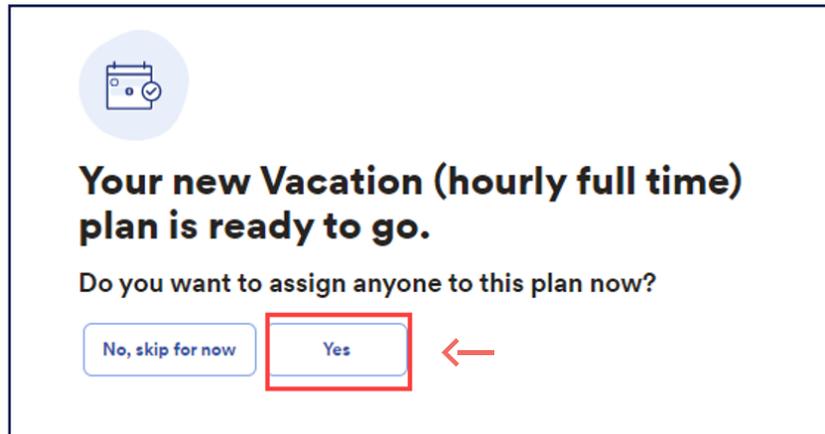
Plan resets: Calendar year (Jan 1st)
Unused hours: Carry over (20 hours)

Additional options [Edit](#)

Automatically add employees to this plan: Yes
Earn while not being paid: No
Earn while on LDK: No

[Back](#) [Confirm and add](#)

15 Now you will be able to assign employees to this paid time off plan.



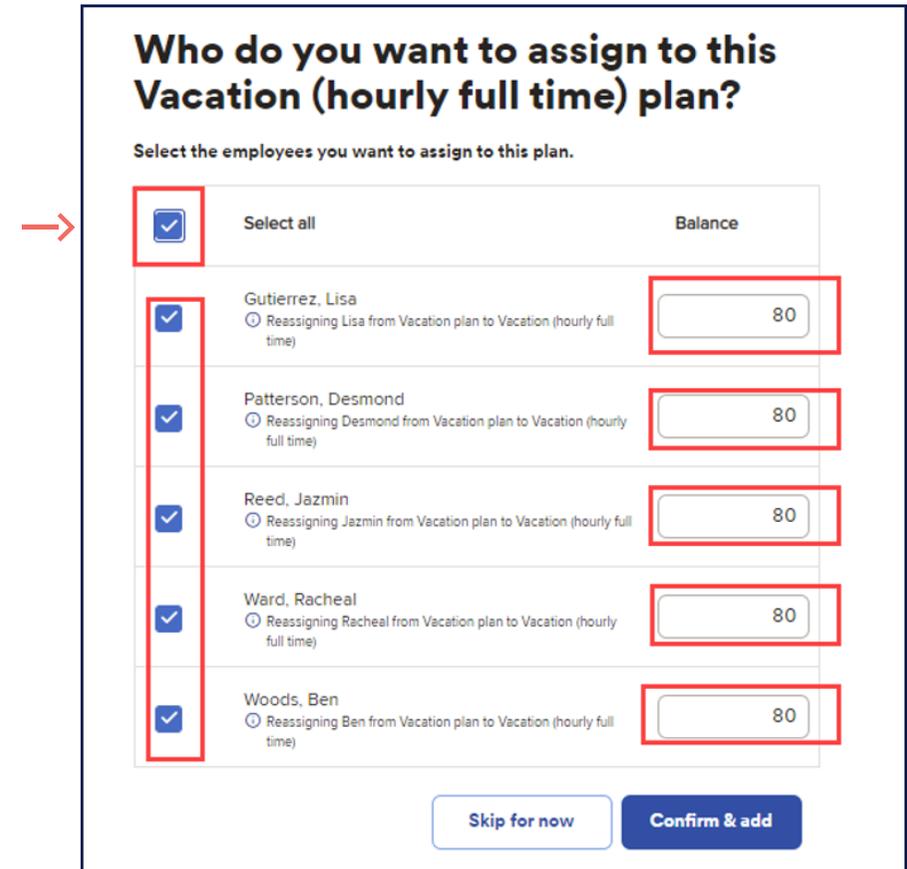


Your new Vacation (hourly full time) plan is ready to go.

Do you want to assign anyone to this plan now?

←

16 You will be able to update balance to start them off with, if needed.



Who do you want to assign to this Vacation (hourly full time) plan?

Select the employees you want to assign to this plan.

<input checked="" type="checkbox"/>	Select all	Balance
<input checked="" type="checkbox"/>	Gutierrez, Lisa <small>Reassigning Lisa from Vacation plan to Vacation (hourly full time)</small>	<input type="text" value="80"/>
<input checked="" type="checkbox"/>	Patterson, Desmond <small>Reassigning Desmond from Vacation plan to Vacation (hourly full time)</small>	<input type="text" value="80"/>
<input checked="" type="checkbox"/>	Reed, Jazmin <small>Reassigning Jazmin from Vacation plan to Vacation (hourly full time)</small>	<input type="text" value="80"/>
<input checked="" type="checkbox"/>	Ward, Racheal <small>Reassigning Racheal from Vacation plan to Vacation (hourly full time)</small>	<input type="text" value="80"/>
<input checked="" type="checkbox"/>	Woods, Ben <small>Reassigning Ben from Vacation plan to Vacation (hourly full time)</small>	<input type="text" value="80"/>

17 You will be able to assign employees to the paid time off settings from here. Or, even delete the set up.

Company settings

Paid time off

You can add or change your PTO plans.

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	4
Vacation (hourly full time)	Per Pay Period	1 hour	1

[Add plan](#)

Do you want to include PTO earnings on your employee pay stubs?

No Yes