



# ADP® Timekeeping Plus Scheduling Support Center Guide

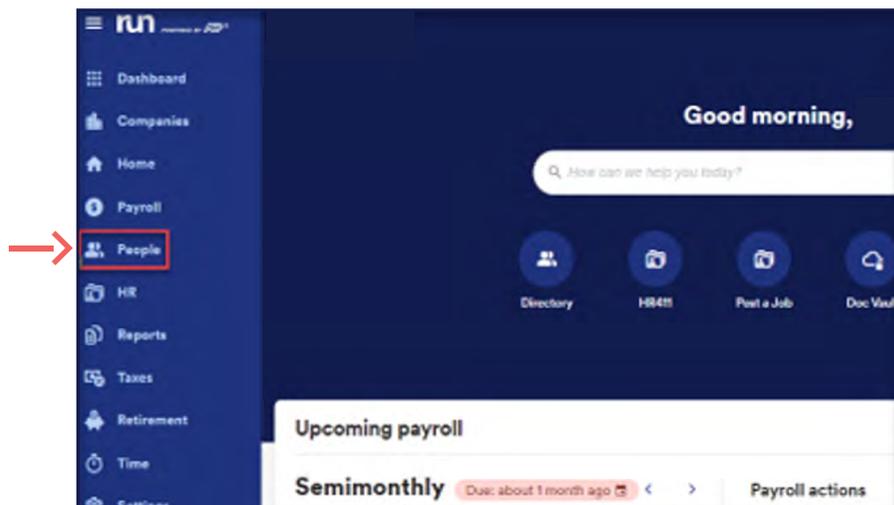
**Customizing PTO for  
individual employees**



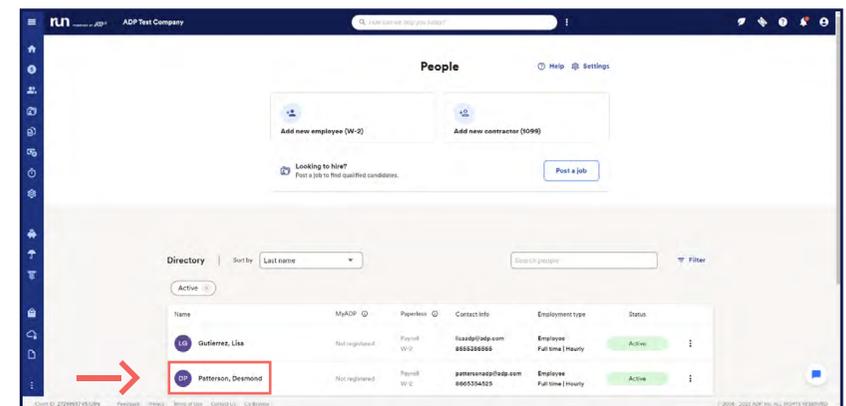
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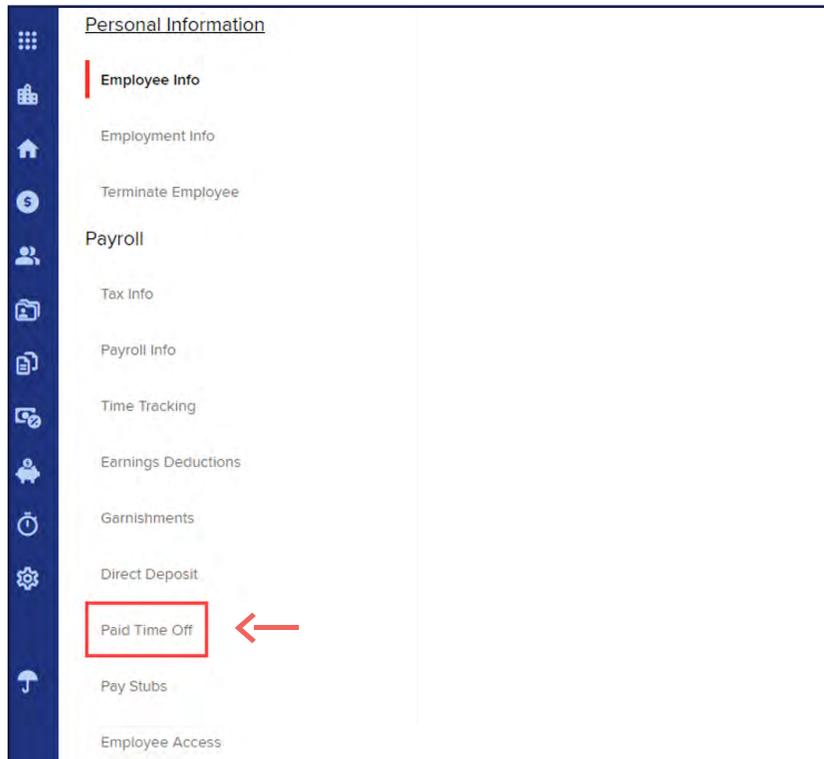
1 From RUN, navigate to **People** on the left-hand side.



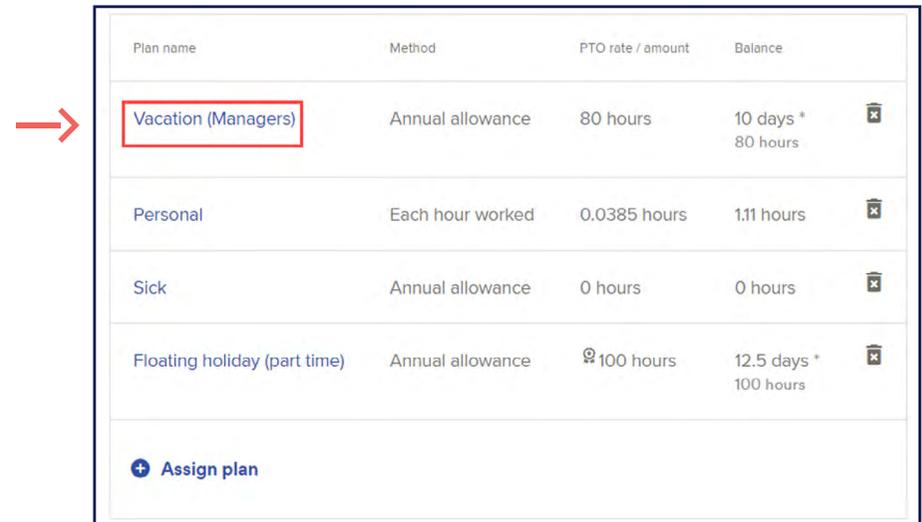
2 Click on the name of the person you want to make changes to.



3 After you select the person you will customize the PTO plan for, click the **Paid Time Off** option on the left-hand side.



4 Once on the paid time off section, you will see all the plans that are assigned to the employee. From here, you will be able to select the plan you need to work on by clicking on the plan.



5 After clicking on the PTO plan, you will have the option to make edits to the settings and values under each category. From the **Edit** icon, you will be able to change the amount and change how the employee accrues carry over and reset.

← Set up a PTO Plan

### Employee's vacation (managers) plan

Review and edit your employee's PTO plan below.

Paid time off tracking		Edit
Hours carried forward	0 hours	←
Total hours earned	80 hours	
Total hours taken	0 hours	
Current balance	10.00 days * 80 hours	

\* assumes an 8 hour day

When the PTO plan resets each year		Edit
Date type	Calendar year	←
Date	January 1	

Cancel Save

6 Example: Let's change the amount the employee accrues per pay period. After selecting the option below, you will be able to update the new accrue amount and hit **Done**.

### Employee's vacation (new plan)

Review and edit your employee's PTO plan below.

Paid time off tracking		Edit
Hours carried forward	0 hours	
Total hours earned	0 hours	
Total hours taken	0 hours	
Current balance	0 hours	

How your employee earns PTO		STEP 1	Edit
Accrual policy	Each pay period	←	
PTO rate	0.5 hours		
Maximum PTO	Unlimited		

### Edit the rate your employee earns PTO

All fields marked with an \* are required.

Use calculator  Enter rate manually

The company default rate is 0.5 hours per pay period.

Amount of PTO earned per pay period worked \* STEP 2  ←

Optional: What's the max number of hours an employee can accrue during the year?

STEP 3  ←

Note: Now you have completed the update for the customized employee **Paid Time off setting**.