Anniversary Award

1 From RUN, navigate to **Settings on Left – hand side**.



2 Click on the **Paid Time off.**

= run	Q ₂ Phine rare see Ander you builty f
	Earnings and deductions Eat up samings, deductions, and genial/ments.
10 10	Company payment checks Combine deductions for multiple people into one check, payable to a thi
0	t. Departments
.ax.	 Crigerize your people little teams for easilier tracking and seporting.
8	-01
B)	国 王恒
5	Time
+	A B
0	U Time settings
0	Paid time off

1

Copyright © 2021 ADP, Inc. ALL RIGHTS RESERVED. ADP RUN Powered by ADP, and Employee Access are registered trademarks of ADP, Inc and/or its affiliates. ADP PROPRIETARY AND CONFIDENTIAL

Anniversary Award

3 To add an anniversary award to a PTO plan. Select the three dots on the right of plan. Then you will click on **Edit Plan**

u can add or change your PTO plans.				
Plan name	Method	PTO rate / amount	Assigned	
Vacation	Annual Allowance	80 hours	2, 3	:
Vacation (hourly full time)	Per Pay Period	2.3077 hours	2	:
Personal (Hourly Employees)	Per Pay Period	0.7692 hours	2	Edit Plan Delete Pl
Personal (Salary Employees)	Annual Allowance	40 hours	2	:

4 Once on the edit screen, go under work anniversary awards and select Add work anniversary award:

Plan details		/ Edit
Plan name	Vacation	
Method	Annual allowance	
Default hours	80 hours	
Work anniversary awa	ards	(i) Learn more
You h	aven't created any work anniversa	aries awards yet.
A	Add work anniversary a	award

Copyright © 2021 ADP, Inc. ALL RIGHTS RESERVED. ADP RUN Powered by ADP, and Employee Access are registered trademarks of ADP, Inc and/or its affiliates. ADP PROPRIETARY AND CONFIDENTIAL

Anniversary Award

5 From that page you will be able to add the anniversary years and the amount you want the PTO to be increased to and click **Add Award.**

Edit PTO plan	
	Add your work anniversary award
	All fields marked with an * are required
	When does the award start? (At how many years of work?)
STEP 1	Anniversary (years) *
	Default Amount: 80 hours per year
	How many hours would you like to increase the allowance to?
STEP 2	Increase PTO allowance to * 120,0000
	Cancel STEP 3 Add award

6 Now you will see the updated anniversary amount as well as the option to add more. Once you are done adding anniversary amounts, you may click **Done.**

Edit PTO plan							
	Do you v annivers	Do you want to add work anniversary awards?					
	You can reward yo worked for the cor awards.)	You can reward your employees with extra PTO based on how long they've worked for the company. (Some companies call these awards tenure-based PTO awards.) PTO increases will occur after the PTO annual reset date (the annual allowance reset). <u>Learn more about work anniversary awards</u>					
	PTO increase allowance n						
	Default Amount: 8	0 hours per year					
	Anniversary	New PTO allowance					
	2	120 hours	1	Ō			
	Add work and	niversary award					
				Done			

Copyright © 2021 ADP, Inc. ALL RIGHTS RESERVED. ADP RUN Powered by ADP, and Employee Access are registered trademarks of ADP, Inc and/or its affiliates. ADP PROPRIETARY AND CONFIDENTIAL