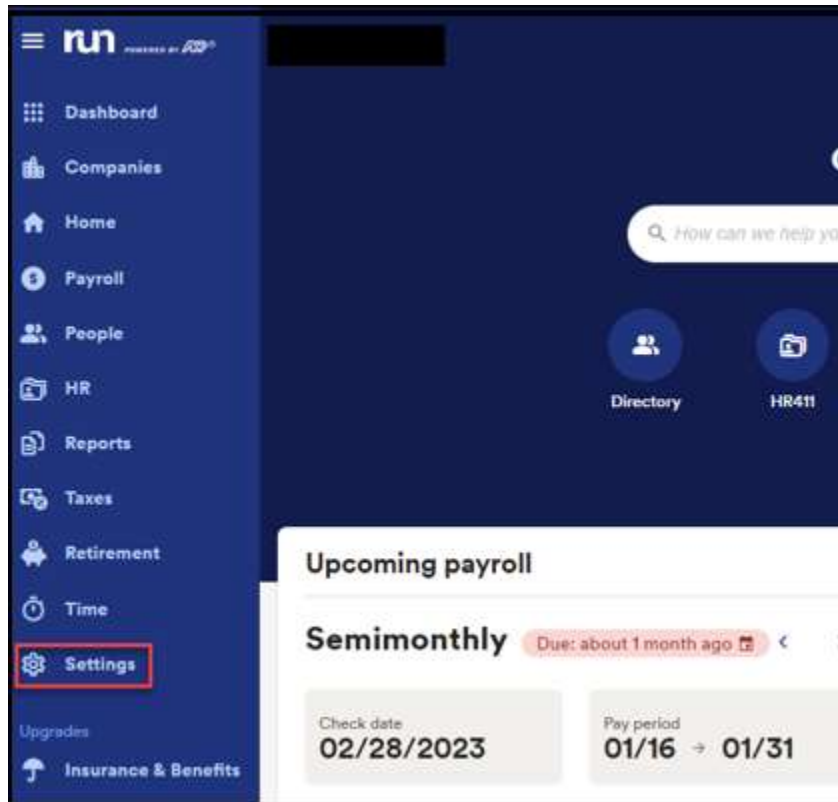
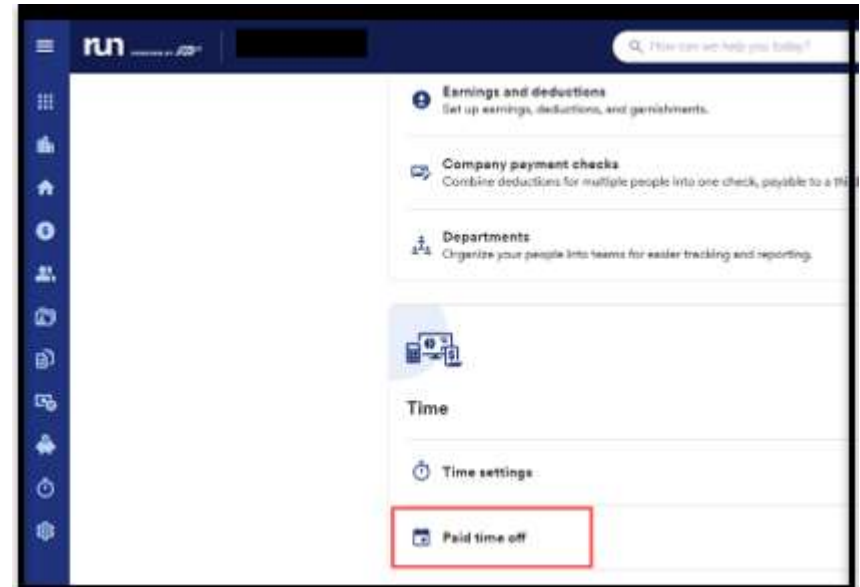


Anniversary Award

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



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



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**

Paid time off
You can add or change your PTO plans.

| Plan name | Method | PTO rate / amount | Assigned | |
|-----------------------------|------------------|-------------------|----------|---|
| Vacation | Annual Allowance | 80 hours | 3 | ⋮ |
| Vacation (hourly full time) | Per Pay Period | 2.3077 hours | 2 | ⋮ |
| Personal (Hourly Employees) | Per Pay Period | 0.7692 hours | 2 | ⋮ |
| Personal (Salary Employees) | Annual Allowance | 40 hours | 2 | ⋮ |

⊕ Add plan

Edit Plan

Delete Plan

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

Edit your Vacation plan
Edit your employees' PTO plan below.

Plan details [Edit](#)

Plan name: **Vacation**
Method: **Annual allowance**
Default hours: **80 hours**

Work anniversary awards [Learn more](#)

You haven't created any work anniversaries awards yet.

+ Add work 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 *

- 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 want to add work anniversary 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). [Learn more about work anniversary awards](#)

Default Amount: 80 hours per year

| Anniversary | New PTO allowance | |
|-------------|-------------------|---|
| 2 | 120 hours | <input type="button" value="edit"/> <input type="button" value="delete"/> |