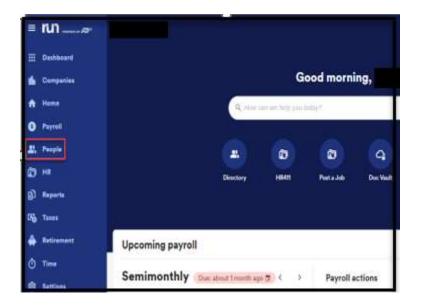
**1** From RUN, navigate to **People** on the left – hand side.



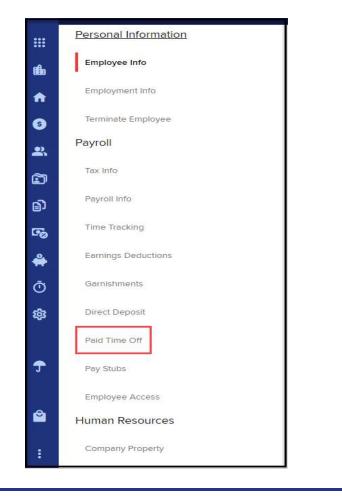
2 Click on the **name** of the person you want to make changes to.

run			Q How	can we help you today?	#	<b>\$ ?</b>	\$
Onbo	parding						
Nam	Name My prog H3 Harley Quinn		My progress		New hire progress		
На							:
Direc	Sort by Last nam	ne 🔻	·		Search people		∓ Filt
Act	tive ×						
Act		MyADP ①	Paperless 🛈	Contact info	Employment type	Status	
	e	MyADP ③	Payroll	Missing email	Employee	Status Active	:
Nam	e						i
Nam	e		Payroll	Missing email	Employee		:
Nam	e Annual Allowance, Annie Asdfsdf, Adsfdsf	Not registered	Payroll W-2 Payroll W-2	Missing email Missing phone Missing email Missing phone	Employee Full time   Salary Employee Full time   Houriy	Active	ł
Nam	e Annual Allowance, Annie Asdfsdf, Adsfdsf	Not registered	Payroll W-2 Payroll	Missing email Missing phone Missing email	Employee Full time   Salary Employee	Active	
Nam	e Annual Allowance, Annie Asdfsdf, Adsfdsf Banana, Hannah Kristine	Not registered	Payroll W-2 Payroll W-2 Payroll	Missing email Missing phone Missing phone tmwagg@outlook.com	Employee Full time   Salary Employee Full time   Houriy Employee	Active	i

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**3** After you select the person, you will customize the PTO plan for, Click on 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**.

Plan name	Method	PTO rate / amount	Balance	
Vacation (Managers)	Annual allowance	80 hours	10 days * 80 hours	E
Personal	Each hour worked	0.0385 hours	1.11 hours	1 Real
Sick	Annual allowance	0 hours	0 hours	E
Floating holiday (part time)	Annual allowance	<sup>©</sup> 100 hours	12.5 days * 100 hours	

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

Employee's vacation (managers) plan Review and edit your employee's PTO plan below.
Paid time off tracking
Hours carried forward O hours
Total hours earned 80 hours
Total hours taken 0 hours
Current balance 10.00 days * 80 hours
second seco
When the PTO plan resets each year
Date type Calendar year
Date January 1
Cancel

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

mployee's		new plan)
Paid time off tracki	ng	🖌 Edit
Hours carried forward	0 hours	
Total hours earned	0 hours	
Total hours taken	0 hours	
Current balance	0 hours	
How your employed	e earns PTO	STEP 1 🖊 Edit
Accrual policy	Each pay period	
PTO rate	0.5 hours	
Maximum PTO	Unlimited	

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Edit the rate your employee earns PTO
All fields marked with an * are required.
Use calculator O Enter rate manually
i 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

\*\*Now you have completed the update for the customized employee **Paid Time off Setting.** 

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