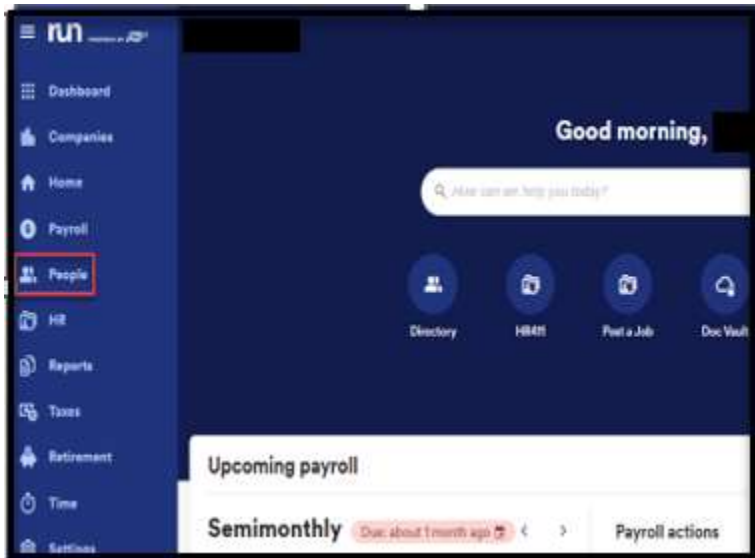
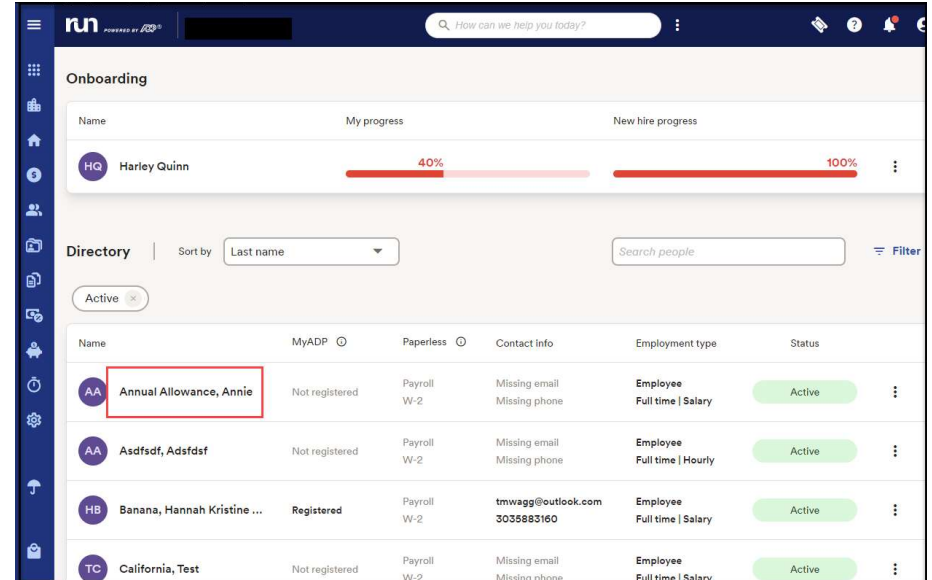


Customizing Individual Employees PTO

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

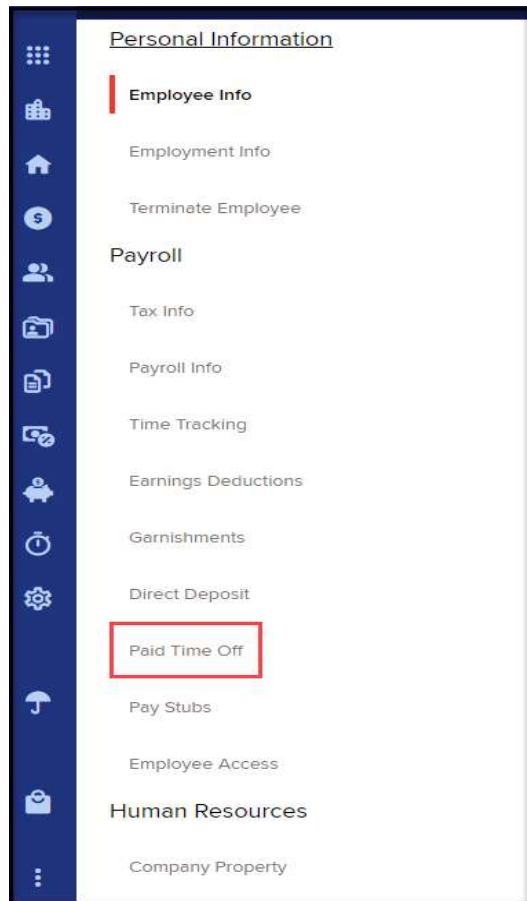


2 Click on the **name** of the person you want to make changes to.



Customizing Individual Employees PTO

- 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	
Personal	Each hour worked	0.0385 hours	1.11 hours	
Sick	Annual allowance	0 hours	0 hours	
Floating holiday (part time)	Annual allowance	100 hours	12.5 days * 100 hours	
+ Assign plan				

Customizing Individual Employees PTO

- 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.

← 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	
<small>* assumes an 8 hour day</small>		

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 get be able to update the new accrue amount and hit **Done**.

Employee's vacation (new plan) 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

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.**