

ADP[®] Timekeeping Plus Scheduling Support Center Guide

Anniversary award



Proprietary and Confidential.

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From RUN, navigate to **Settings** on left-hand side.









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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**.

Method:	PTO rate / amount	Assigned	
Annual Allowance	80 hours	2. 3	E.
Per Pay Períod	2.3077 hours	2, 2	
Per Pay Period	07692 hours	2, 2	Edit Plan Delete Plan
Annual Allowance	40 hours	2, 2	1
	Method Annual Allowance Per Pay Period Per Pay Period Annual Allowance	Method PTO rate / emount Annual Allowance 80 hours Per Pay Period 2.3077 hours Per Pey Period 07692 hours Annual Allowance 40 hours	Method PTO rate / amount Assigned Annual Allowance 80 hours 2. 3 Per Pay Period 2.3077 hours 2. 2 Per Pey Period 07692 hours 2. 2 Annual Allowance 40 hours 2. 2

Once on the edit screen, go under work anniversary awards and select add **work anniversary awards**.

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Edit your Wacation plan Edit your employees' PTO plan below. Plan details Plan name Vacation Method Annual allowance Default hours 80 hours Work anniversary awards Ou haven't created any work anniversaries awards yet. Ou haven't created any work anniversaries awards yet.



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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**.

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**.

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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
STEP	work?) P1 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

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.)
O. 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 PTC allowance