



# ADP® Timekeeping Plus Scheduling Support Center Guide

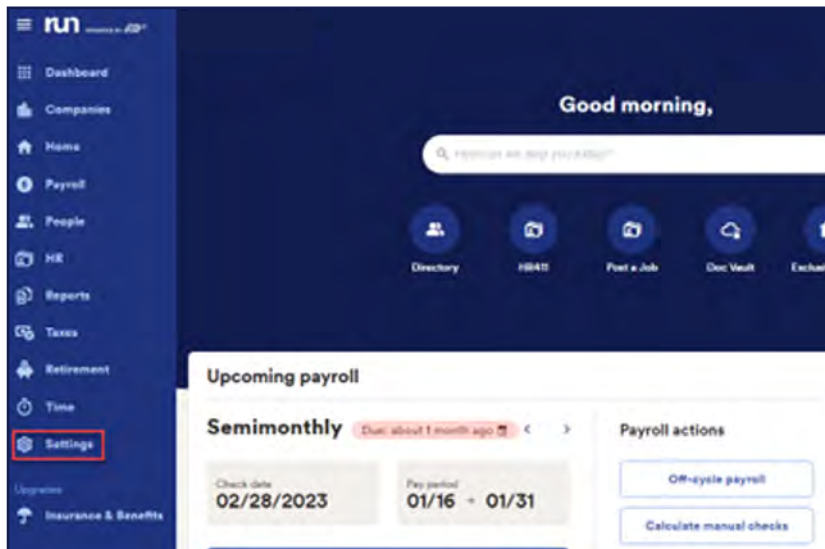
**Anniversary award**

Proprietary and Confidential.

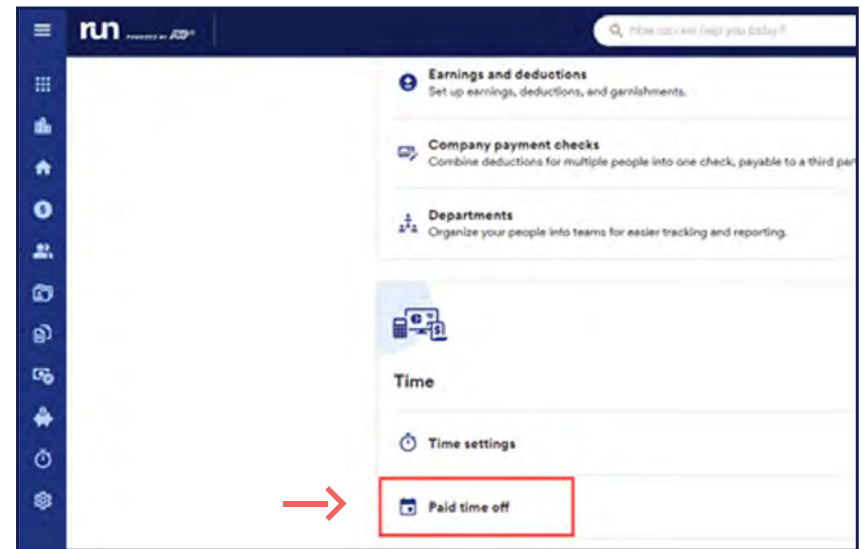


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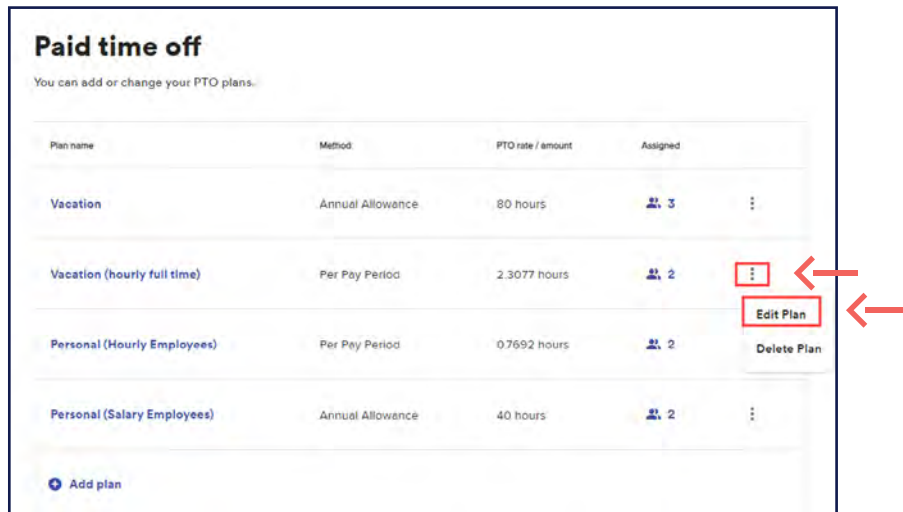
1 From RUN, navigate to **Settings** on left-hand side.



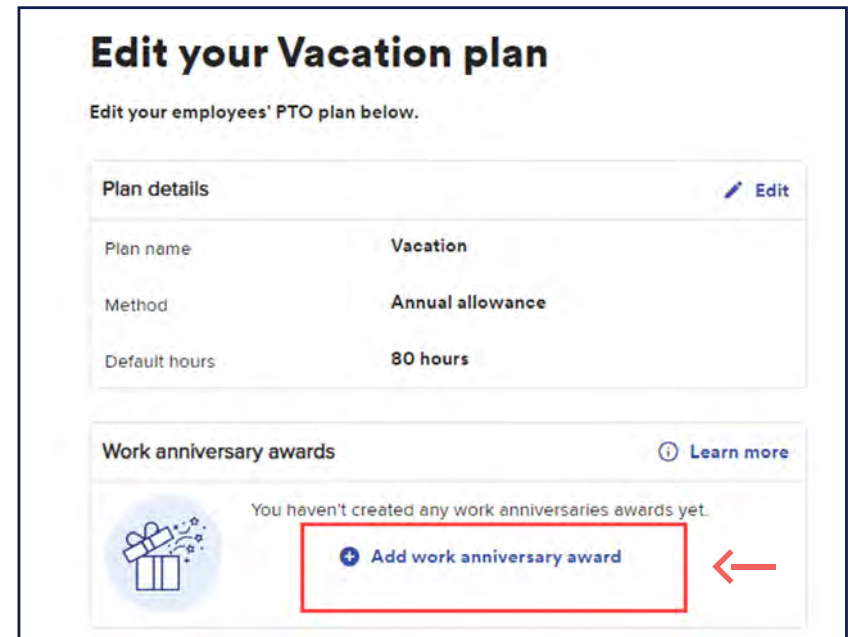
2 Click on **Paid time off**.



**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**.



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



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 (year) \*

Default Amount: 80 hours per year

**How many hours would you like to increase the allowance to?**

STEP 2 increase PTO allowance to \*

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 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

**Add work anniversary award**

**Done**