



# ADP® Timekeeping Plus Scheduling Support Center Guide

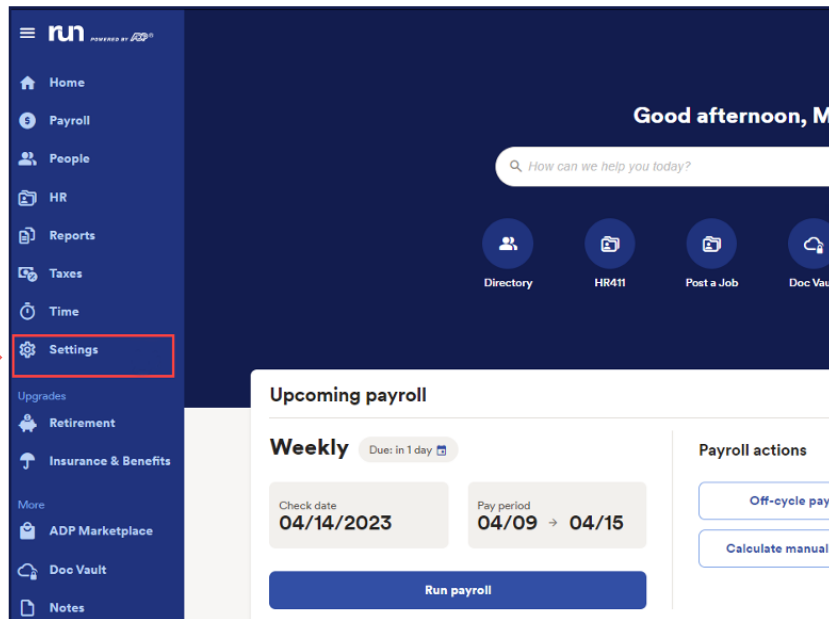
## Assigning employees to a PTO plan

Proprietary and Confidential.

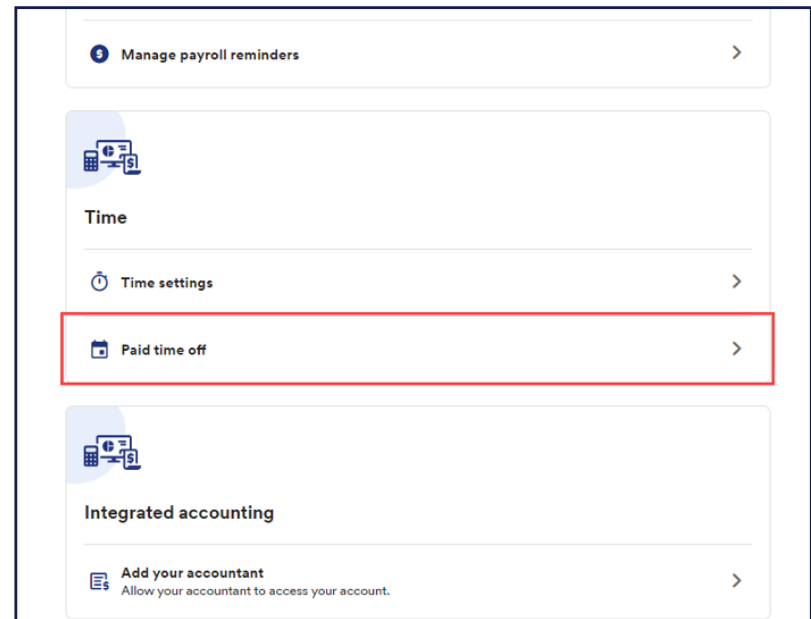


Always Designing  
for People®

1 To get to the **Paid time off plans**, click on **Settings**.



2 Then, scroll down to the **Time** section and click **Paid time off**.



3 Here, we can see all the **Paid time off** plans that you have created.

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

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	4
Vacation (hourly full time)	Per Pay Period	1 hour	1

[Add plan](#)

Do you want to include PTO earnings on your employee pay stubs?  
 No  Yes

4 You can see very quickly how many employees are **Assigned** to each plan here.

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

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	4
Vacation (hourly full time)	Per Pay Period	1 hour	1

[Add plan](#)

Do you want to include PTO earnings on your employee pay stubs?  
 No  Yes

5 To see specifics or to add an employee who has not yet been assigned to the plan, click the **People** icon shown below.

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

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	4
Vacation (hourly full time)	Per Pay Period	1 hour	1

+ Add plan

Do you want to include PTO earnings on your employee pay stubs?  
 No  Yes

6 If an employee is already added to the plan, they will have a gray check mark next to their name.

**Who do you want to assign to this Vacation (hourly full time) plan?**  
Select the employees you want to assign to this plan.

Select all		Balance
<input checked="" type="checkbox"/>	Gutierrez, Lisa	80
<input type="checkbox"/>	Patterson, Desmond	
<input type="checkbox"/>	Reed, Jazmin	
<input type="checkbox"/>	Ward, Racheal	
<input type="checkbox"/>	Woods, Ben	

Confirm & add

7 If an employee is eligible to be added to a plan, you can select the **Checkbox** next to their name. You can also add a **Balance** at the same time, if needed. When you're ready, click on **Confirm & add**.

**Who do you want to assign to this Vacation (hourly full time) plan?**

Select the employees you want to assign to this plan.

Select all	Balance
<input type="checkbox"/>	
<input checked="" type="checkbox"/> Gutierrez, Lisa	80
<input checked="" type="checkbox"/> Petterson, Desmond <small>Reassigning Desmond from Vacation plan to Vacation (hourly full time)</small>	
<input type="checkbox"/> Reed, Jazmin	
<input type="checkbox"/> Ward, Recheal	
<input type="checkbox"/> Woods, Ben	

**Confirm & add**

8 Now we can see that the number of employees has updated.

**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	1 hour	2

**Do you want to include PTO earnings on your employee pay stubs?**

NO  YES

9 To make edits to the PTO plan, click on the **Three dots** to the right of the plan, then click **Edit Plan**.

Plan name	Method	PTO rate / amount	Assigned	
Vacation	Annual Allowance	80 hours	3	⋮
Vacation (hourly full time)	Per Pay Period	2:3077 hours	2	⋮

Do you want to include PTO earnings on your employee pay stubs?

No  Yes

10 This will bring up the **Review** screen from when you added the plan. To make an edit to a plan, click on the **Edit** icon to the right.

### Edit your Vacation (hourly full time) plan

Edit your employees' PTO plan below.

**Plan details** [Edit](#)

Plan name: Vacation (hourly full time)  
Method: Each pay period

**How many hours can your employees earn?** [Edit](#)

PTO rate: 1 hour  
Maximum PTO accrual: Unlimited hours

**Work anniversary awards** [Learn more](#)

You haven't created any work anniversaries awards yet.  
[Add work anniversary award](#)

**How does the plan behave?** [Edit](#)

Plan resets: Calendar year (Jan 1st)  
Unused hours: Carry over (20 hours)

**Additional options** [Edit](#)

Automatically add employees to this plan: Yes  
Earn while not being paid: No

11 Click on the **Edit** option on the right-hand side for the section you want to change.

**Edit your Vacation (hourly full time) plan**

Edit your employees' PTO plan below.

**Plan details** [Edit](#)

Plan name: Vacation (hourly full time)

Method: Zoom Each pay period

**How many hours can your employees earn?** [Edit](#)

PTO rate: 1 hour

Maximum PTO accrual: Unlimited hours

**Work anniversary awards** [Learn more](#)

You haven't created any work anniversaries awards yet.

[Add work anniversary award](#)

**How does the plan behave?** [Edit](#)

Plan resets: Calendar year (Jan 1st)

Unused hours: Carry over (20 hours)

12 Here, we can modify the **Amount of hours** that are accrued.

**How much PTO can your employees earn for the hours they work?**

All fields marked with an \* are required

Use calculator  Enter rate manually

Choose a pay frequency to calculate with \* Weekly

Paid time off hours per year \* 80.00

Amount of PTO earned per pay period worked 1.5385

**Optional: What's the max number of hours an employee can accrue during the year?**

[Done](#)

**13** Put in the new total hours in the calculator, and the system will do the rest. Then, click **Done**.

**How much PTO can your employees earn for the hours they work?**

*All fields marked with an \* are required*

Use calculator  Enter rate manually

Choose a pay frequency to calculate with \* Weekly

Paid time off hours per year \* 120.00

Amount of PTO earned per pay period worked 2.3077

**Optional: What's the max number of hours an employee can accrue during the year?**

**Done**

**14** If there are no more changes to make, click **Save**.

**Plan details** [Edit](#)

Plan name **Vacation (hourly full time)**

Method **Each pay period**

**How many hours can your employees earn?** [Edit](#)

PTO rate **2.3077 hours**

Maximum PTO accrual **Unlimited hours**

**Work anniversary awards** [Learn more](#)

You haven't created any work anniversaries awards yet.

[+ Add work anniversary award](#)

**How does the plan behave?** [Edit](#)

Plan resets **Calendar year (Jan 1st)**

Unused hours **Carry over (20 hours)**

**Additional options** [Edit](#)

Automatically add employees to this plan **Yes**

Earn while not being paid **No**

Earn while on LOA **No**

**Save**



**15** The **PTO plan** is now updated and will be reflected on the next balance award.

**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

[Add plan](#) [Share Web](#)

**Do you want to include PTO earnings on your employee pay stubs?**

No  Yes