



ADP® Timekeeping Plus Scheduling Support Center Guide

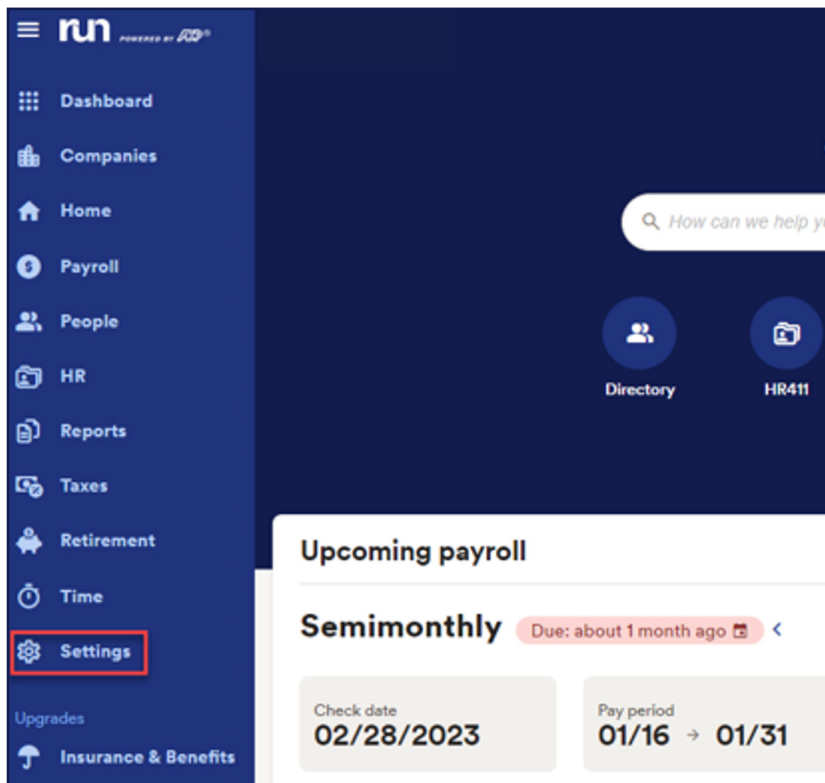
Custom PTO plan

Proprietary and Confidential.

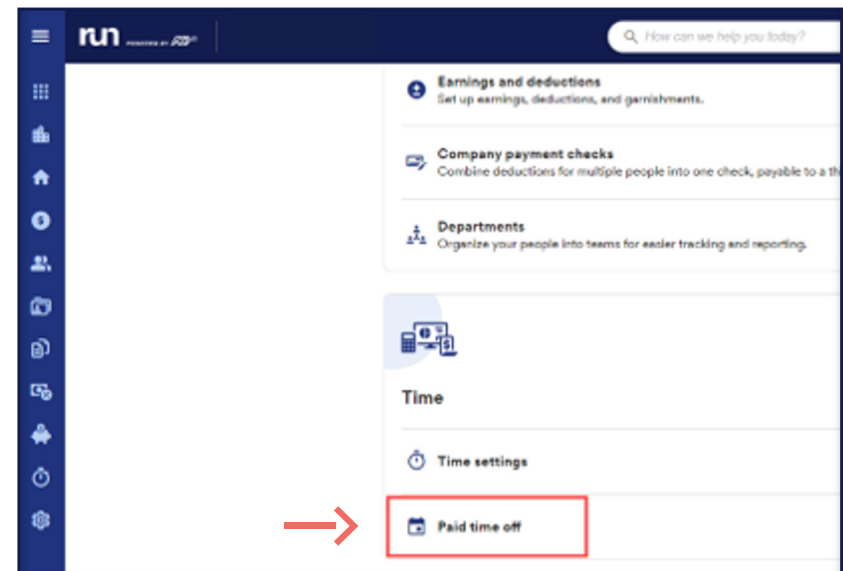


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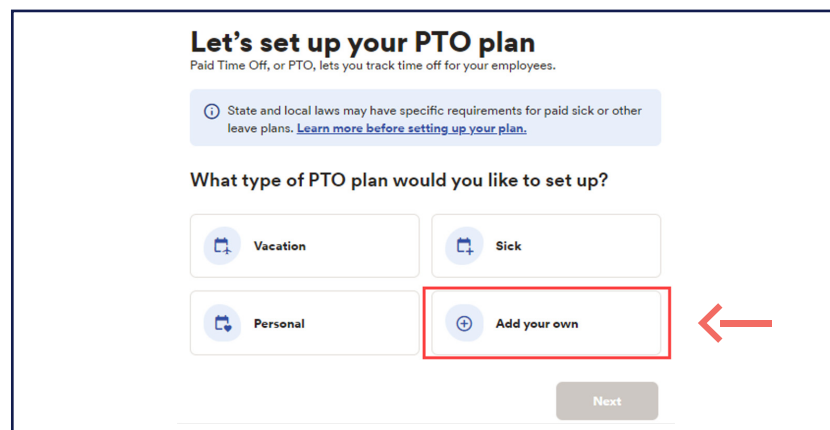
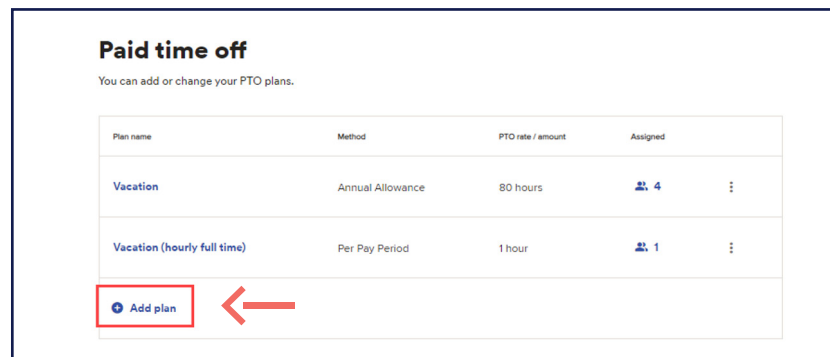
1 From RUN, navigate to the **Settings** option on the left-hand side.



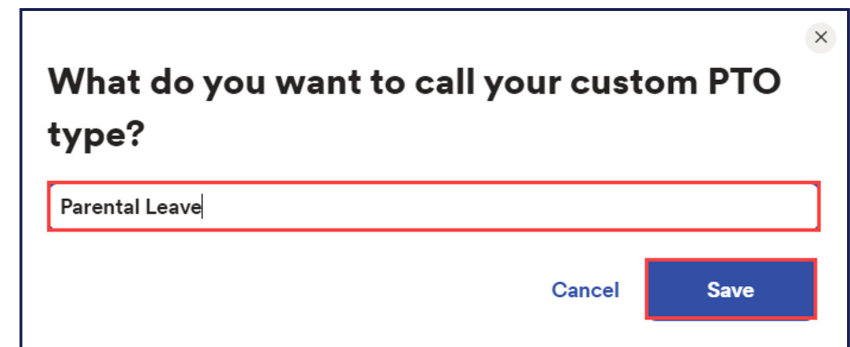
2 You will scroll down to the **Time** section and select **Paid time off**.



3 To create a custom plan, you will select **Add plan**, then click **Add your own**.



4 Here, we can set up two custom PTO types that are separate from vacation, sick and personal. For example, a parental leave option can be used for any new parents who need some time off. In this example, we will name our custom PTO plan **Parental Leave** and press **Save**.




- 5 Once you rename your custom PTO plan and select **Next**, the set up would be the same as how you previously set up your other PTO plans.


Let's set up your PTO plan


Paid Time Off, or PTO, lets you track time off for your employees.


i State and local laws may have specific requirements for paid sick or other leave plans. [Learn more before setting up your plan.](#)


What type of PTO plan would you like to set up?


 Vacation

 Sick

 Personal

 Parental Leave

 Add your own

 Edit custom PTO types

Next

