ADP® Timekeeping Plus Scheduling Support Center Guide
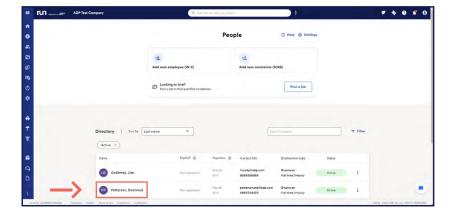
Customizing PTO for individual employees

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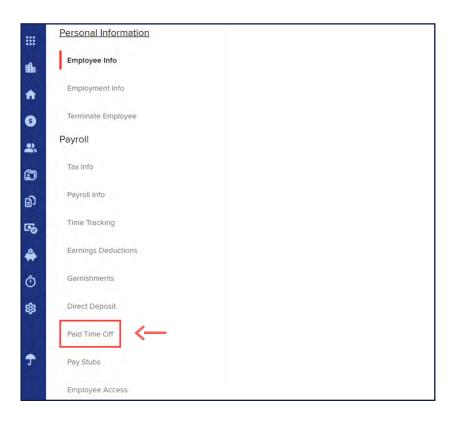**1** From RUN, navigate to **People** on the left-hand side.

2 Click on the name of the person you want to make changes to.
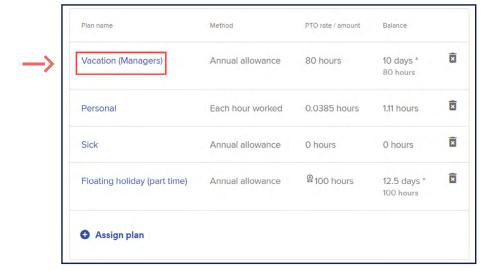
3 After you select the person you will customize the PTO plan for, click the **Paid Time Off** option on the left-hand side.
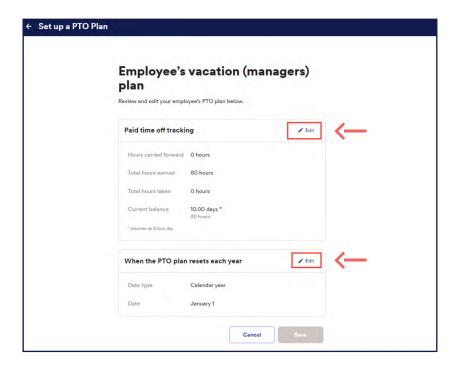
4 Once on the paid time off section, you will see all the plans that are assigned to the employee. From here, you will be able to select the plan you need to work on by clicking on the plan.
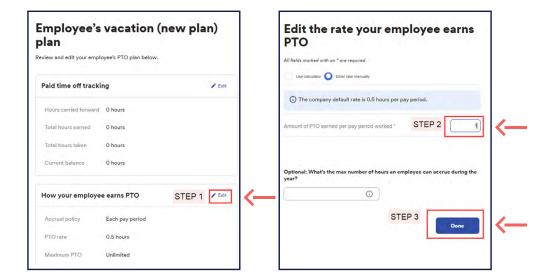
5 After clicking on the PTO plan, you will have the option to make edits to the settings and values under each category. From the **Edit** icon, you will be able to change the amount and change how the employee accrues carry over and reset.

6 Example: Let's change the amount the employee accrues per pay period. After selecting the option below, you will be able to update the new accrue amount and hit **Done**.

Note: Now you have completed the update for the customized employee **Paid Time off setting**.