



ADP® Timekeeping Plus Scheduling Support Center Guide

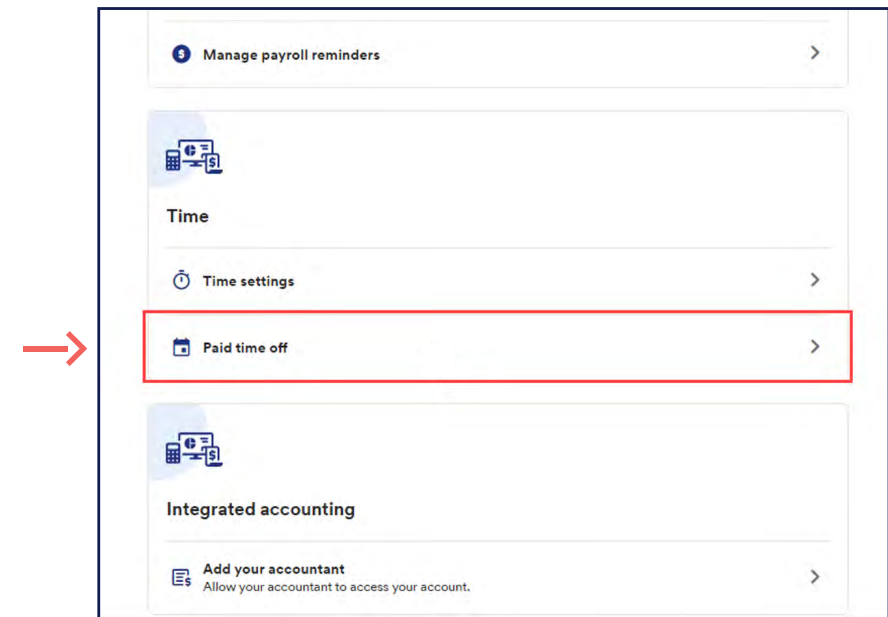
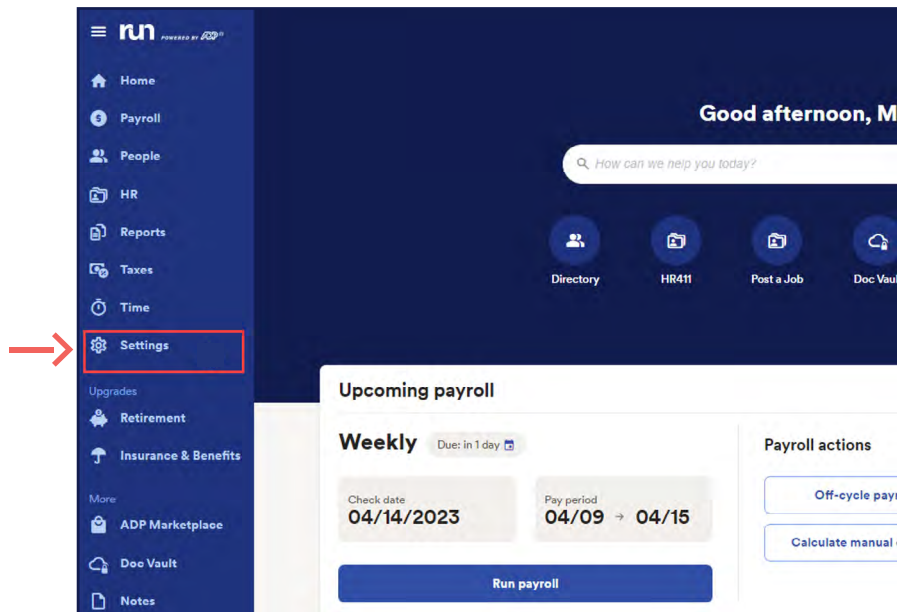
Multiple PTO plans

Proprietary and Confidential.

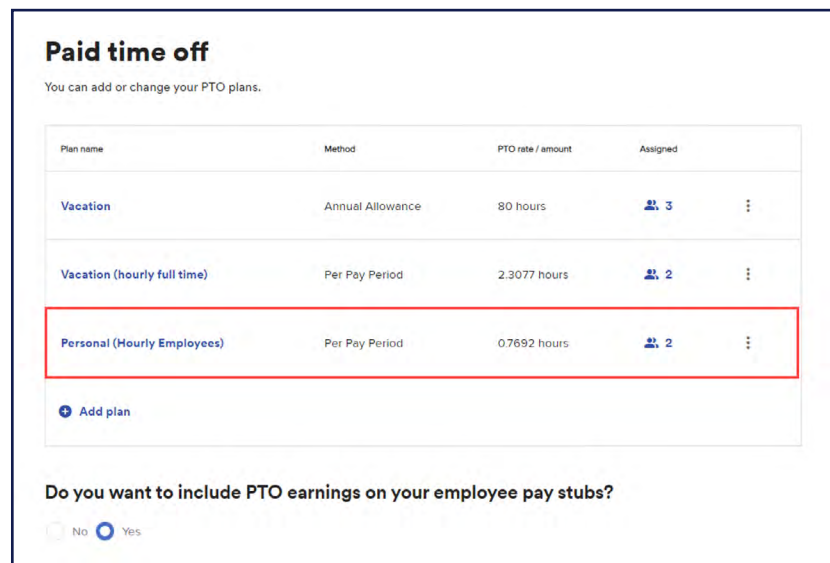


1 To get to the paid time off plans, click on **Settings**.

2 Then, under the **Time** section, select **Paid time off**.



3 Here, we can see there is already a **Personal** paid time off plan for hourly employees. Timekeeping Plus Scheduling allows you to create multiple plans of the same type for different employee groups.



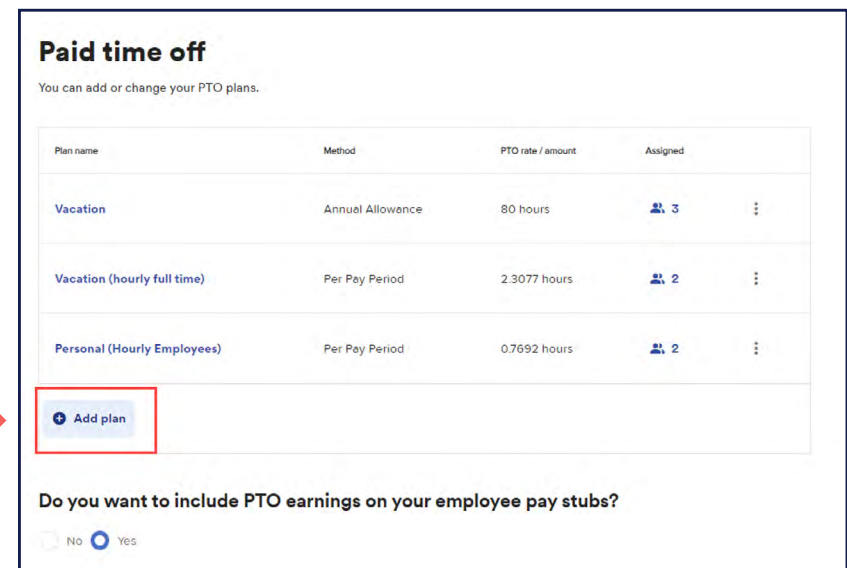
Paid time off
You can add or change your PTO plans.

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	3
Vacation (hourly full time)	Per Pay Period	2.3077 hours	2
Personal (Hourly Employees)	Per Pay Period	0.7692 hours	2

+ Add plan

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

4 To do this, click on **Add plan**. This will start an intuitive walk-through experience that will assist you in setting up a new plan.



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 No Yes

5 Let's add a new personal plan for salary employees. Choose **Personal**, then click **Next**.

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

6 Since this is for **Salary Employees**, let's call it as such. Then, click **Next**.

Tell us about the employees in this plan.

You can set up different plans for different groups of employees, for example, full time, part time, salaried, hourly, or any other employee group with a unique PTO plan.

Salary Employees

Back **Next**

7 Here, we can choose how the **PTO accrues**. In this example, we are using **Annual allowance** for salary employees. We can also enter the amount of 40 hours. Then, click **Next**.

Now let's start to set up your new Personal (Salary Employees) plan

How do your employees earn PTO for this plan?

Each hour worked
Portion of PTO for every hour worked

Each pay period
Portion of PTO for every pay period worked

Annual allowance ✓
Fixed number of hours per year

Default available hours for the year
40 ⓘ

Back Next

8 Next, you have the option to **Add work anniversary award** to reward your employees with additional PTO hours based on how long they have worked for the company. We can hit **Next** to continue.

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: 40 hours per year

Anniversary	New PTO allowance
+ Add work anniversary award	

Back Next

9 Here, we can choose a reset date for the plan. In this example, we will select **Calendar year** for January 1, then click **Next**.

The screenshot shows a selection screen titled "When does this plan reset every year?". It features three options: "Calendar year" (highlighted with a red box and a checkmark), "Hire date", and "Custom date". A red arrow points to the "Calendar year" option, and another red arrow points to the "Next" button at the bottom right. A "Back" button is located at the bottom left.

10 The next section will allow you to choose how you handle unused hours. Selecting **Clear hours** will purge all balances at the end of the year, while the **Carry over hours** option will let you enter an amount employees are allowed to carry over. Hit **Next** once done.

The screenshot shows a selection screen titled "How do you handle unused hours for this plan?". It features two options: "Clear hours" (highlighted with a red box and a checkmark) and "Carry over hours". A red arrow points to the "Clear hours" option, and another red arrow points to the "Next" button at the bottom right. A "Back" button is located at the bottom left. An information banner at the top states: "Balances are either cleared or carried over with your first payroll after the plan resets every year. Learn more".

11 Finally, we have the **Additional options**. In this example, we don't want to assign employees automatically to the plan since this will be a separate plan only for **Salary** employees. **Uncheck** the box and click **Next**.

Additional options

Automatically add new employees to this plan
When you hire employees, we'll add them to the plan automatically. You'll be able to override this for individual hires if you want to.

[Back](#) [Next](#)

12 Perform one last check of the plan before finalizing it by clicking **Confirm and add**.

Review your Personal (Salary Employees) plan before saving

Review and edit your employees' PTO plan below.

Plan details Edit	
Plan name	Personal (Salary Employees)
Method	Annual allowance
Default hours	40 hours

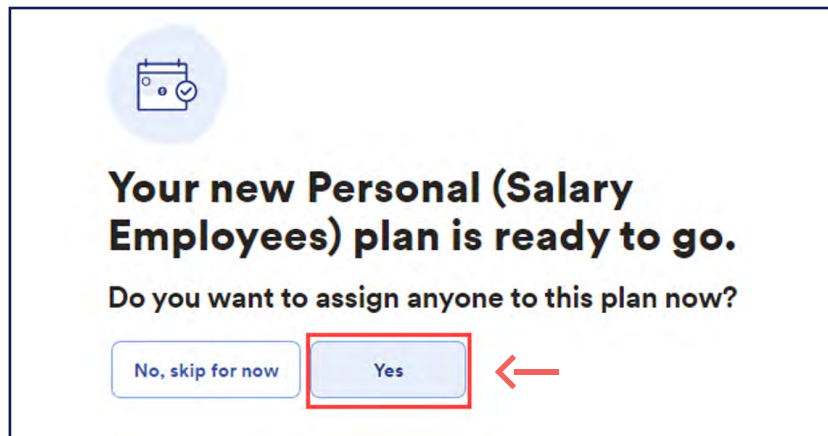
Work anniversary awards Learn more	
	You haven't created any work anniversaries awards yet.
	Add work anniversary award

How does the plan behave? Edit	
Plan resets	Calendar year (Jan 1st)
Unused hours	Clear hours

Additional options Edit	
Automatically add employees to this plan	No

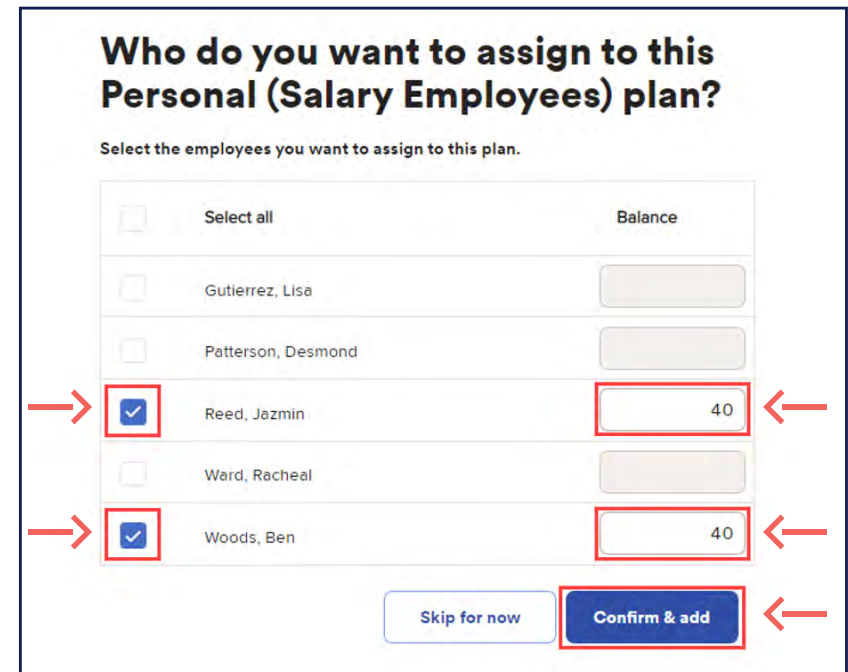
[Back](#) [Confirm and add](#)

13 Next, a window will pop up letting you know the plan is ready to go. Let's add our **Salary Employees** to the plan by selecting **Yes**.



The screenshot shows a confirmation dialog box with a calendar icon and a checkmark. The text reads: "Your new Personal (Salary Employees) plan is ready to go. Do you want to assign anyone to this plan now?" Below the text are two buttons: "No, skip for now" and "Yes". The "Yes" button is highlighted with a red box and a red arrow pointing to it from the right.

14 We can choose to assign an employee to the plan by checking the box next to their name, adding in a balance for them, then clicking **Confirm & add**.



The screenshot shows a table titled "Who do you want to assign to this Personal (Salary Employees) plan?". Below the title is the instruction "Select the employees you want to assign to this plan." The table has two columns: "Select all" and "Balance". The rows are:

Select all	Balance
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	40
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	40

At the bottom of the table are two buttons: "Skip for now" and "Confirm & add". The "Confirm & add" button is highlighted with a red box and a red arrow pointing to it from the right. Red arrows also point to the checkboxes for "Reed, Jazmin" and "Woods, Ben", and to the "40" values in the "Balance" column.

15 Now we have successfully set up multiple personal PTO plans.

Paid time off
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Personal (Salary Employees)	Annual Allowance	40 hours	2

[Add plan](#)

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

