ADP® Timekeeping Plus Scheduling Support Center Guide
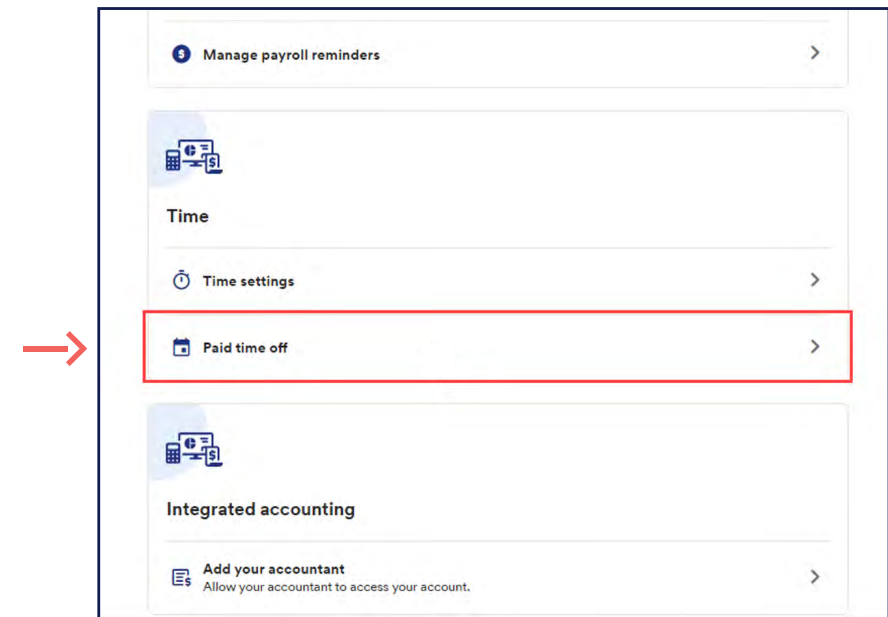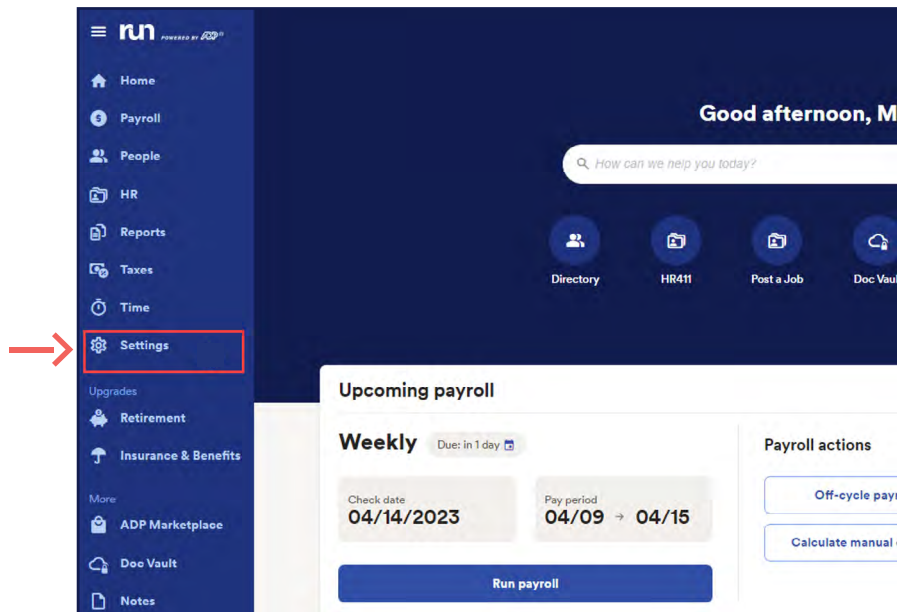
Multiple PTO plans

ADP
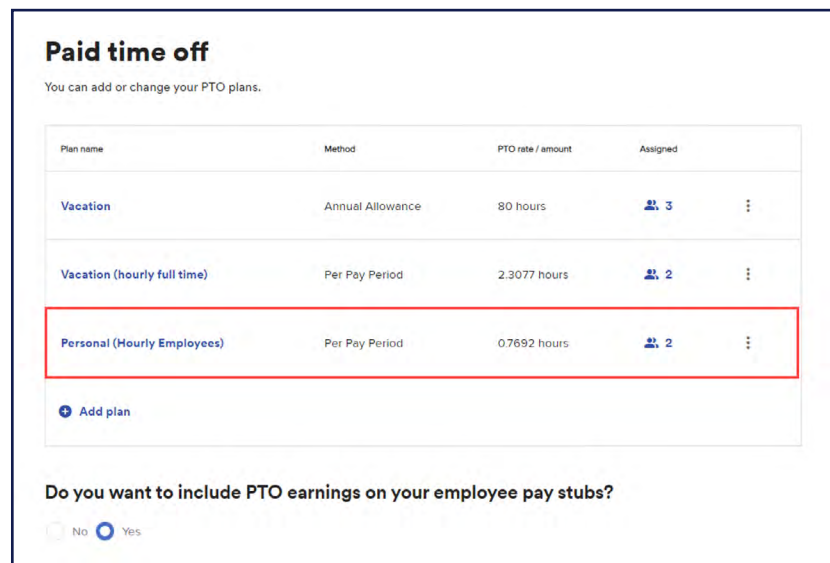Always Designing for People®

Multiple PTO plans

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.
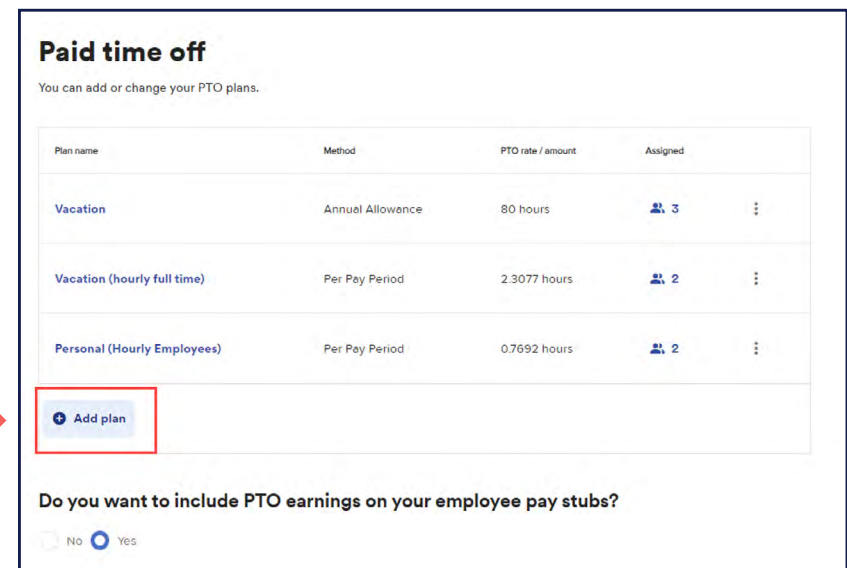

4 To do this, click on **Add plan**. This will start an intuitive walk-through experience that will assist you in setting up a new plan.

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

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

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.

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

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**.

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.

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)**
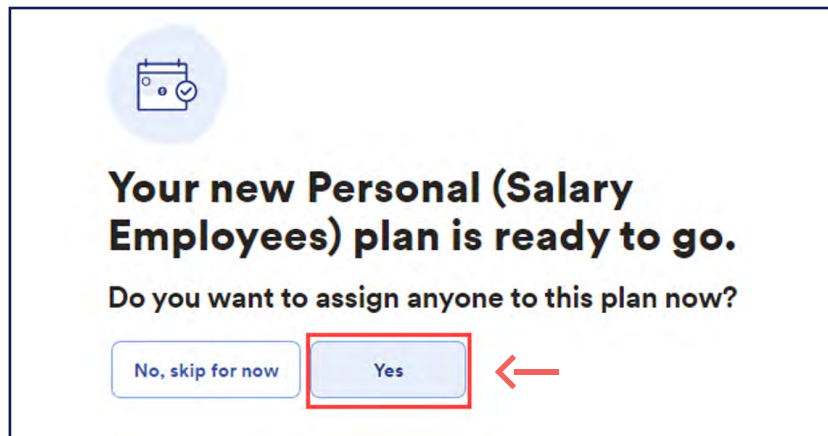
Method   **Annual allowance**

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**
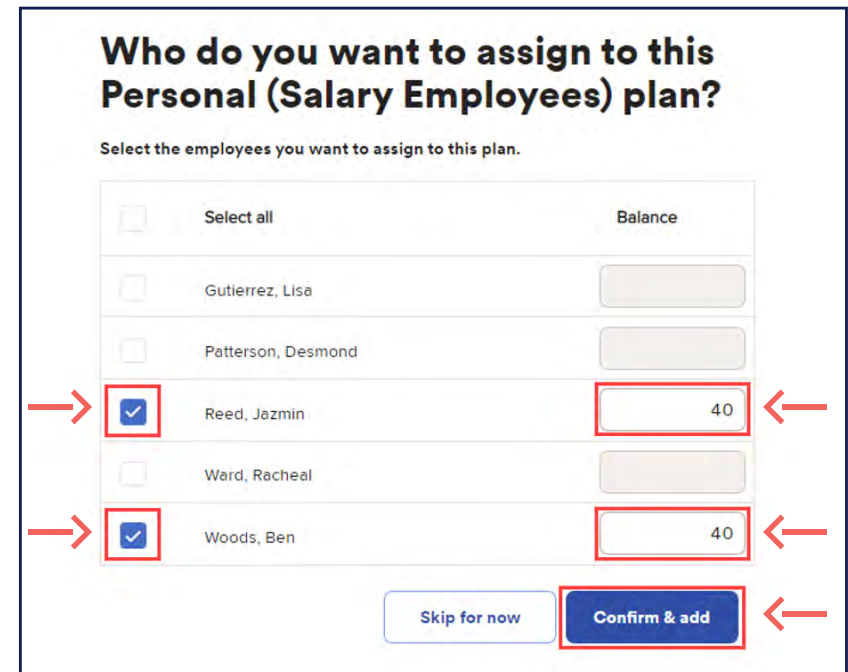
Back   **Confirm and add**

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**.

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**.

Your new Personal (Salary Employees) plan is ready to go.

Do you want to assign anyone to this plan now?

| No, skip for now | Yes |

Who do you want to assign to this Personal (Salary Employees) plan?

Select the employees you want to assign to this plan.

	Select all	Balance
☐	Gutierrez, Lisa	
☐	Patterson, Desmond	
☑	Reed, Jazmin	40
☐	Ward, Racheal	
☑	Woods, Ben	40

| Skip for now | Confirm & add |

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