



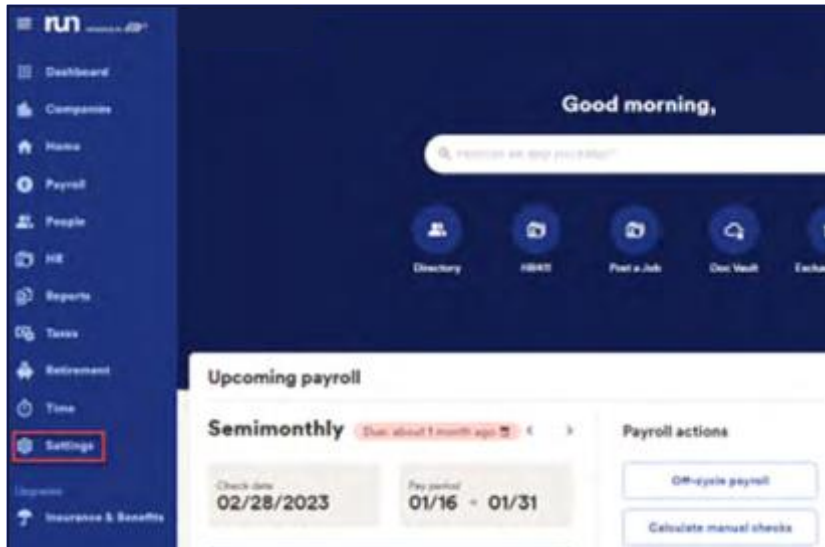
ADP® Timekeeping Plus Scheduling Centro de guía y apoyo

Asignacion de Horas por Aniversario

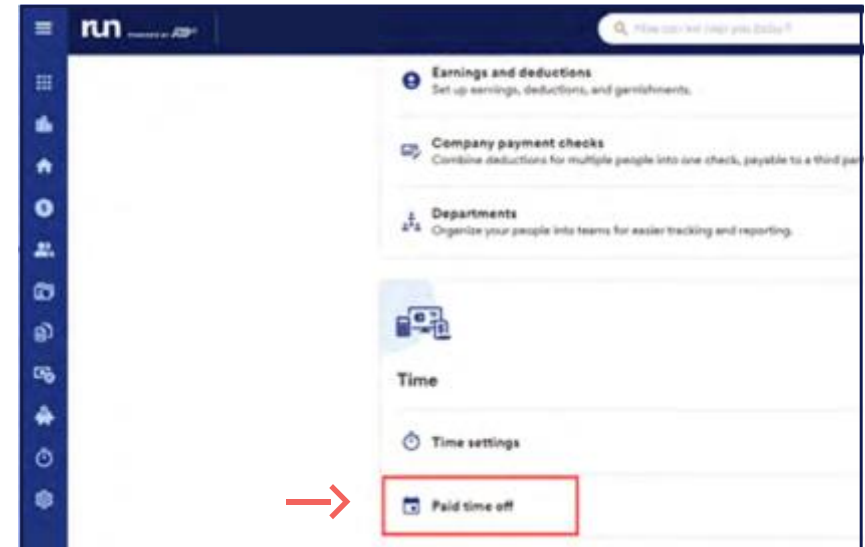
Confidencial y Propietario



1 En RUN, navegue a **Settings (Configuraciones)** a la mano izquierda.



2 Despues delize hacia abajo hasta la seccion de **Time (Tiempo)** y seleccione **Paid Time Off (Tiempo Pagado Fuera)**.



3

Para agregar asignacion de horas pagadas fuera por aniversario, seleccione los tres puntos a la derecha de cada plan y despues presione **Edit (Editar)**.

| 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 |
| Personal (Salary Employees) | Annual Allowance | 40 hours | 2 |

4

Una vez aqui, presione en **Add work anniversary award (Agregar asignacion de horas por aniversario)**.

Edit your Vacation plan

Edit your employees' PTO plan below.

Plan details [Edit](#)

Plan name: Vacation
Method: Annual allowance
Default hours: 80 hours

Work anniversary awards [Learn more](#)

You haven't created any work anniversaries awards yet.

[+ Add work anniversary award](#)

5 En esta pagina podra usted especificar el numero de aniversario y la cantidad de horas pagadas fuera correspondiente. Cuando ya lo haya hecho solo presione en **Add Award (Agregar Asignacion de Horas)**.

Edit PTO plan

Add your work anniversary award

All fields marked with * are required

When does the award start? (At how many years of work?)

STEP 1 Anniversary (year) * ←

Default Amount: 80 hours per year

How many hours would you like to increase the allowance to?

STEP 2 Increase PTO allowance to * ←

←

6 Ahora usted vera la lista de aniversarios con su respectiva cantidad de horas asignadas y tambien tendra la opcion de seguir agregando cuantos aniversarios le sean necesarios. Una vez terminado, presione **Done (Terminar)**.

Edit PTO plan

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: 80 hours per year

| Anniversary | New PTO allowance |
|-------------|-------------------|
| 2 | 120 hours |

→

→

←