



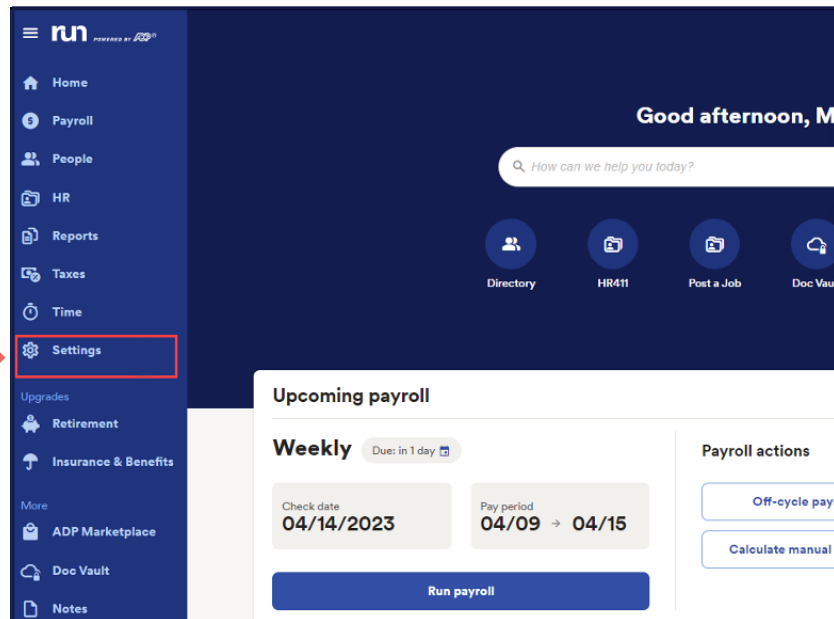
# ADP® Timekeeping Plus Scheduling Centro de guía y apoyo

**Asignando Empleados a los Planes  
de Tiempo Pagado Fuera**

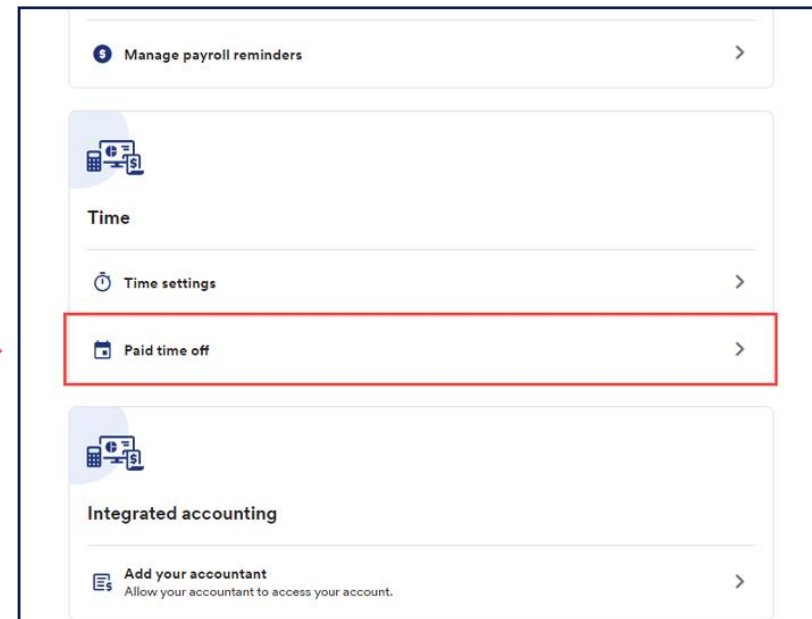
Confidencial y Propietario



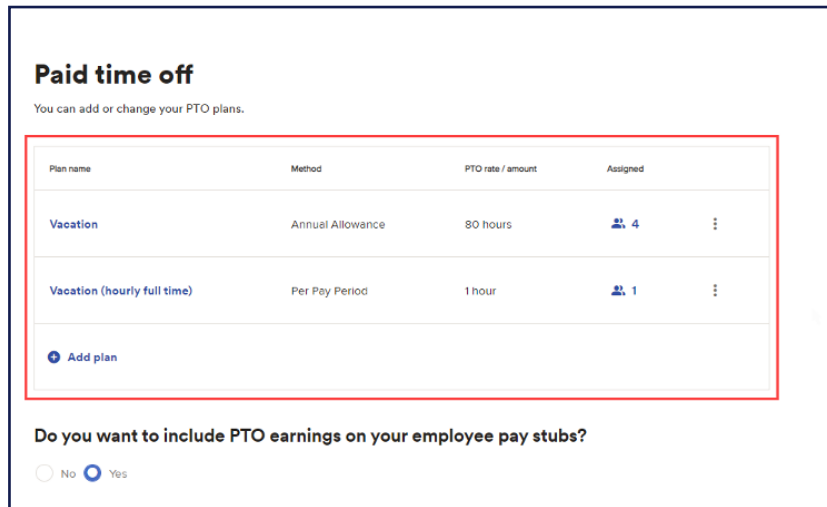
1 En RUN, navegue a **Settings (Configuraciones)** a la mano izquierda.



2 Después delice hacia abajo hasta la sección de **Time (Tiempo)** y seleccione **Paid Time Off (Tiempo Pagado Fuera)**.



**3** Aquí podemos ver todos los planes de tiempo pagado fuera que usted ha creado.



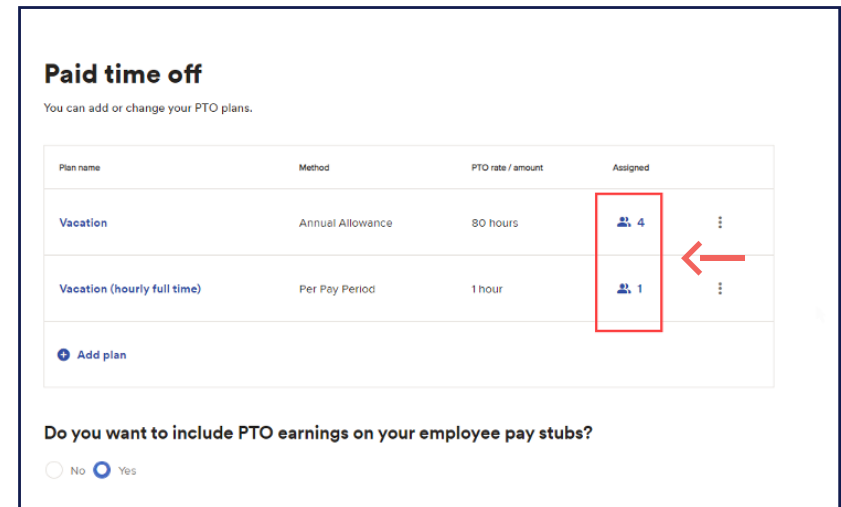
**Paid time off**  
You can add or change your PTO plans.

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	4
Vacation (hourly full time)	Per Pay Period	1 hour	1

[Add plan](#)

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

**4** Usted puede ver fácilmente cuantos empleados estan asignados a cada plan.



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

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	4
Vacation (hourly full time)	Per Pay Period	1 hour	1

[Add plan](#)

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

**5** Para ver los detalles o para añadir a algún empleado a un plan, presione el icono que ve en la imagen.

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

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	4
Vacation (hourly full time)	Per Pay Period	1 hour	1

+ Add plan

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

**6** Si algún empleado ya está asignado a este plan, entonces tendrá una palomita gris enseguida de su nombre.

**Who do you want to assign to this Vacation (hourly full time) plan?**  
Select the employees you want to assign to this plan.

Select all	Balance
<input checked="" type="checkbox"/> Gutierrez, Lisa	80
<input type="checkbox"/> Patterson, Desmond	
<input type="checkbox"/> Reed, Jazmin	
<input type="checkbox"/> Ward, Racheal	
<input type="checkbox"/> Woods, Ben	

Confirm & add

**7** Si algun empleado es elegible para ser añadido a un plan, marque la caja enseguida de su nombre. Además, puede agregar un balance de horas de ser necesario. Cuando ya este listo, presione en **Confirm and Add (Confirmar y Agregar)**.

**Who do you want to assign to this Vacation (hourly full time) plan?**

Select the employees you want to assign to this plan.

Select all	Balance
<input type="checkbox"/>	
<input checked="" type="checkbox"/> Gutierrez, Lisa	80
<input checked="" type="checkbox"/> Pettersen, Desmond <small>Reassigning Desmond from Vacation plan to Vacation (hourly full time)</small>	<input type="text"/>
<input type="checkbox"/> Reed, Jazmin	<input type="text"/>
<input type="checkbox"/> Ward, Recheal	<input type="text"/>
<input type="checkbox"/> Woods, Ben	<input type="text"/>

**Confirm & add**

**8** Como puede ver, el numero de empleados se ha actualizado.

**Paid time off**

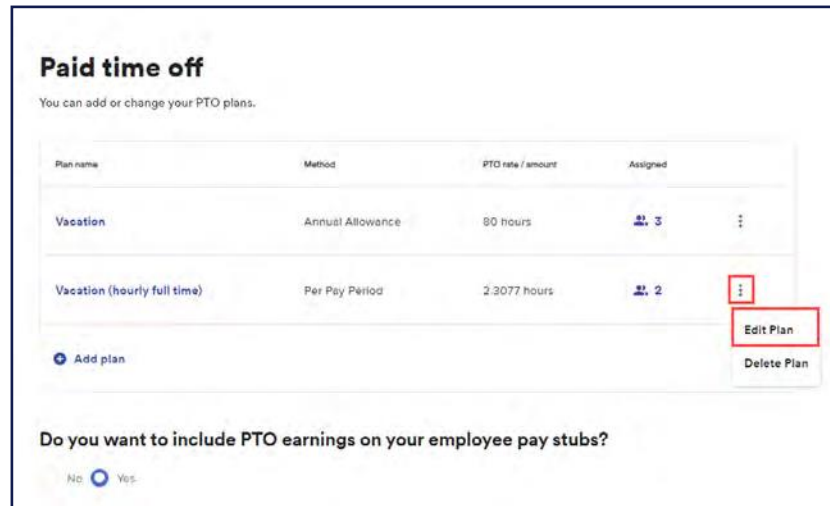
You can add or change your PTO plans.

Plan name	Method	PTO rate / amount	Assigned
Vacation	Annual Allowance	80 hours	2
Vacation (hourly full time)	Per Pay Period	1 hour	2

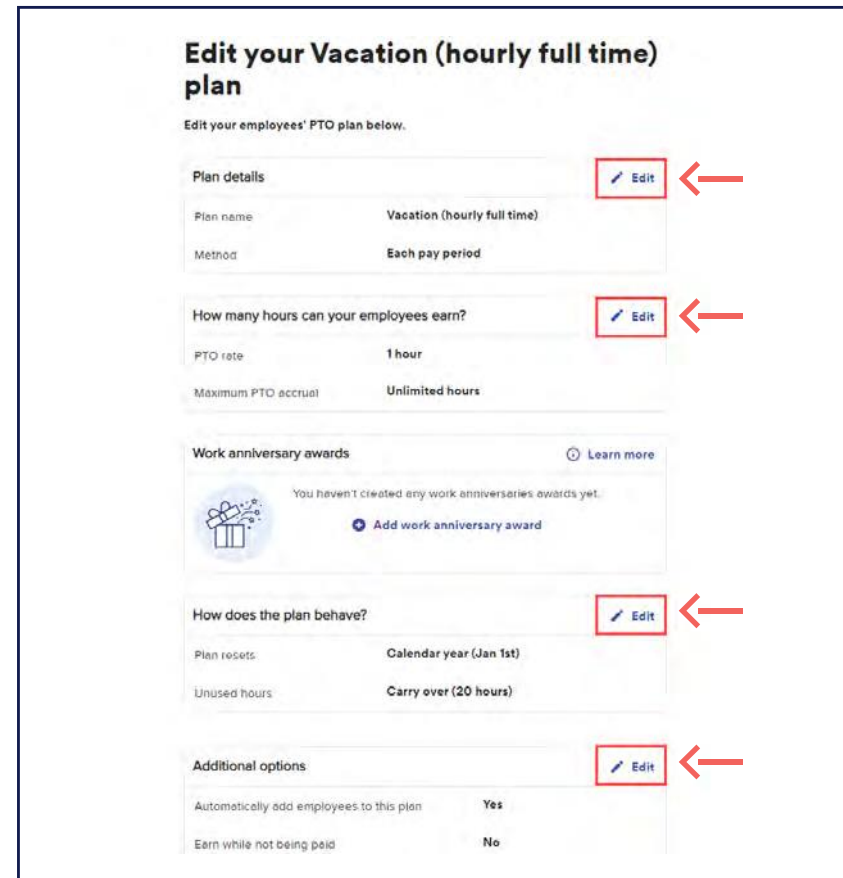
Do you want to include PTO earnings on your employee pay stubs?

No  Yes

9 Si quiere editar el plan en si, presione en los tres puntos a la derecha de el plan y despues presione **Edit (Editar)**.



10 Esto lo llevara a el resumen del plan, de donde puede presionar **Edit (Editar)** a su derecha.



11

Presione en la opción de editar de la sección correspondiente.

**Edit your Vacation (hourly full time) plan**

Edit your employees' PTO plan below.

**Plan details** [Edit](#)

Plan name: Vacation (hourly full time)

Method: Zoom Each pay period

**How many hours can your employees earn?** [Edit](#) ←

PTO rate: 1 hour

Maximum PTO accrual: Unlimited 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: Carry over (20 hours)

12

Aquí podemos modificar la cantidad de horas que serán acumuladas.

**How much PTO can your employees earn for the hours they work?**

All fields marked with an \* are required

Use calculator  Enter rate manually

Choose a pay frequency to calculate with \* Weekly

Paid time off hours per year \* 80.00 ←

Amount of PTO earned per pay period worked 1.5385

**Optional: What's the max number of hours an employee can accrue during the year?**

[Done](#)



**13** Ponga el total de horas nuevo en la calculadora y ADP hara el resto. Despues presione **Done (Terminar)**.

**How much PTO can your employees earn for the hours they work?**

All fields marked with an \* are required

Use calculator  Enter rate manually

Choose a pay frequency to calculate with \* Weekly

Paid time off hours per year \* 120.00

Amount of PTO earned per pay period worked 2.3077

**Optional: What's the max number of hours an employee can accrue during the year?**

**Done**

**14** Si no hay mas cambios necesarios, presione **Save (Guardar)**.

**Plan details** [Edit](#)

Plan name **Vacation (hourly full time)**

Method **Each pay period**

**How many hours can your employees earn?** [Edit](#)

PTO rate **2.3077 hours**

Maximum PTO accrual **Unlimited 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 **Carry over (20 hours)**

**Additional options** [Edit](#)

Automatically add employees to this plan **Yes**

Earn while not being paid **No**

Earn while on LOA **No**

**Save**



## 15

El plan de tiempo pagado fuera ha sido actualizado y esto se reflejara la siguiente fecha de asignacion de horas.

**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

[Add plan](#) Share with

**Do you want to include PTO earnings on your employee pay stubs?**

No  Yes