

ADP® Timekeeping Plus Scheduling Centro de guía y apoyo

Personalizando el plan de tiempo fuera individualmente para empleados

Confidencial y Propietario



En RUN, navegue **a People** (Personas) a la mano izquierda. Presione en el nombre del empleado para el cual desea hacer cambios.



• run	Test Company	Q Junio	an kat dagi yan katagi		1			 ¢ e
			Peop	ole	🕐 Help 🌐 Settings			
		a)		2				
		Add new employee (W-2)		Add new contractor (10	(99)			
		Post a job to find qualified candid	ne.		Postajob			
	Directory Sorby Last	name •			CR producer 1		T Filer	
	Name	MeADP @	Paperless (2)	Contact Infe	Employment type	Otative		
1.1	Gutierrez, Lisa	that impolanted	Pagnall W-2	licandp@edp.com #555256565	Employee Full time (Hourly	Action	I.	
	Patterson, Desmond	Not regimend	Peyroll W-2	pattersonadp/fladp.com #665354525	Employee Full time (Hourty	Active	1	



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Cuando ya haya entrado al perfil de dicho empleado, presione **Paid Time Off (Tiempo Pagado Fuera)** a la mano izquierda.

	Personal Information
66a	Employee Info
^	Employment Info
6	Terminate Employee
2	Payroll
Ē	Tax Info
Ð	Payroll Info
6	Time Tracking
#	Earnings Deductions
Ō	Garnishments
\$	Direct Deposit
	Paid Time Off
.	Pay Stubs
	Employee Access

Aqui vera usted los planes a los que este empleado ha sido agregado. Presione en el nombre del plan que desea editar.

Vacation (Managers)	Appual allowance	80 hours	10 days *	
vacation (wanagers)	Annual anowance	00110013	80 hours	
Personal	Each hour worked	0.0385 hours	1.11 hours	
Sick	Annual allowance	0 hours	0 hours	
Floating holiday (part time)	Annual allowance	🖁 100 hours	12.5 days *	



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Ahora podra usted editar la seccion que guste, incluyendo cambiar la cantidad de horas asignadas y si el empleado puede llevar horas no usadas al siguiente año. Por ejemplo, vamos a cambiar el numero de horas que este empleado recibe por cada periodo de pago. Despues de actualizar las horas presione **Done** (Terminar).

Employee's vacation (managers) plan	
Review and edit your employee's PTO plan below.	
Paid time off tracking	
House carried forward. O houre	
Tetal/Issue surred BD hours	
Tatal Nuclei Islam O Neurs	
Current Indexce 10.00 days *	
recover on Rivers day	
When the PTO plan resets each year	
Elizie type Calendar year	
Date January 1	
Court Law	

Employee's olan	vacation (ne	w plan)	Edit the rate your employee earns PTO
eview and edit your emple	oyee's PTO plan below.		All fields marked with an * are required.
Paid time off tracki	ng	Z Edit	Use calculator 🔘 Enter new manually
Hours carried forward	0 hours		① The company default rate is 0.5 hours per pay period.
Total hours earned	0 hours		Amount of PTO earned per pay period worked * STEP 2 1
Total hours taken	0 hours		
Current balance	0 hours		Optional: What's the max number of hours an employee can accrue during the year?
How your employe	e earns PTO		0
Accrual policy	Each pay period		STEP 3
PTO rate	0.5 hours		Done
Maximum PTO	Unlimited		

Nota: ahora ha terminado de personalizar el plan para solo este empleado.

