

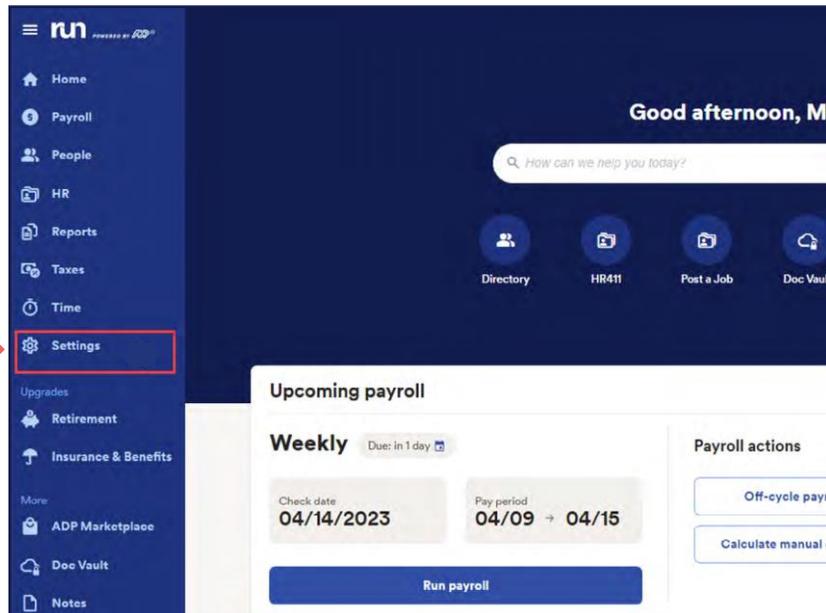
ADP® Timekeeping Plus Scheduling Centro de guía y apoyo

**Multiples Planes de Tiempo
Pagado Fuera**

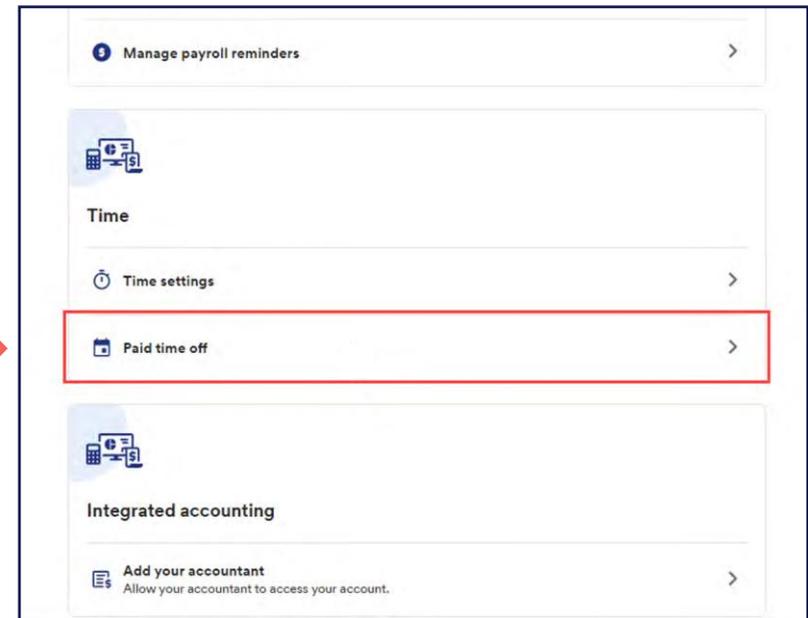
Confidencial y Propietario



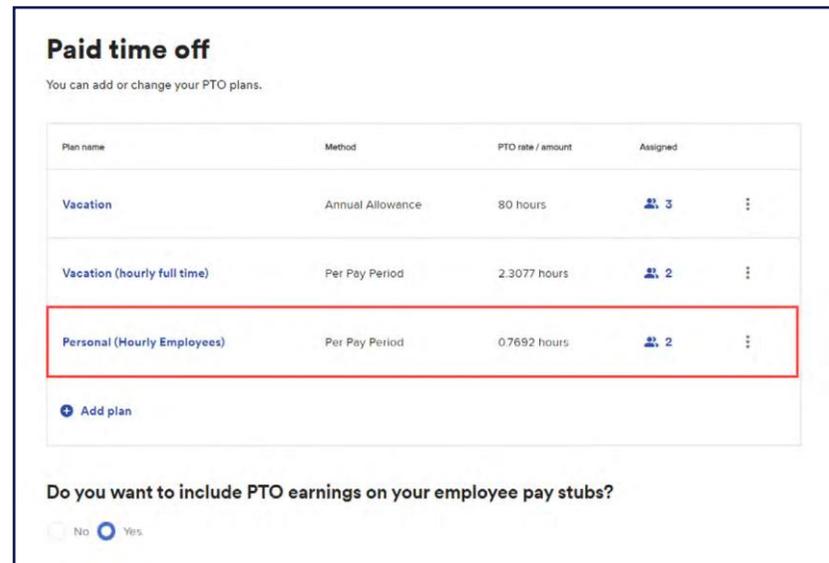
1 En RUN, navegue a **Settings (Configuraciones)** a la mano izquierda.



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



3 Aquí podemos ver que ya existe un plan llamado Personal for los empleados por hora. Timekeeping Plus le permite crear multiples planes del mismo tipo para diversos grupos de empleados.



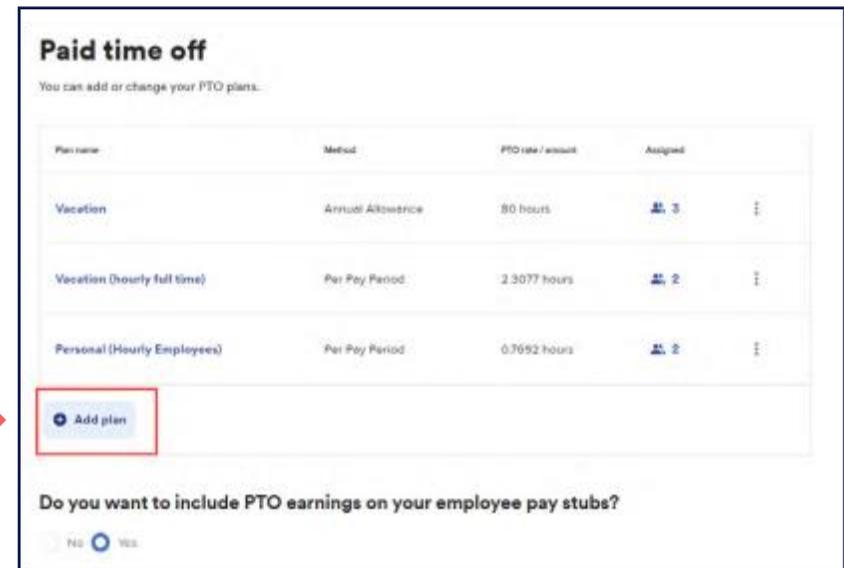
Paid time off
You can add or change your PTO plans.

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 Para hacer esto, presione **Add Plan (Agregar Plan)** para comenzar a agregar este nuevo plan.



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

5 Vamos a agregar un nuevo plan Personal para Empleados de Salario, así que escoja Personal y después presione **Next (Siguiete)**.

Let's set up your PTO plan
Paid Time Off, or PTO, lets you track time off for your employees.

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 Como este plan es para empleados de salario, le pondremos ese mismo título. Ahora presione **Next (Siguiete)**.

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 Aquí podemos escoger la manera que los empleados reciban sus horas. En este ejemplo vamos a escoger que reciban las horas cada año. También pondremos que los empleados reciban 40 horas y presionaremos para continuar.

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 A continuación, usted tiene la opción de crear niveles de asignación de horas basados en el aniversario de contratación para recompensar a sus empleados con horas adicionales pagadas fuera basado en cuanto tiempo tienen trabajando para la compañía. Después presionaremos para continuar.

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

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Aqui podemos elegir una fecha de reinicio para este plan. En este ejemplo, escogeremos que el plan reinicie cada Enero 1, y despues presionaremos para continuar.

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". Below the options are "Back" and "Next" buttons, with the "Next" button also highlighted by a red box. A red arrow points to the "Calendar year" option from the left, and another red arrow points to the "Next" button from the right.

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La siguiente seccion le permitira decidir que hacer con las horas no usadas. Si selecciona **Clear Hours (Borrar Horas)** esto borrara los balances cuando el plan reinicie. Si selecciona **Carry Over (Prolongar)**, esto le permitira decidir cuantas horas los empleados pueden llevar al siguiente ciclo. Presione para continuar una vez que haya terminado.

The screenshot shows a selection screen titled "How do you handle unused hours for this plan?". It includes an informational message: "Balances are either cleared or carried over with your first payroll after the plan resets every year. Learn more". Below this are two options: "Clear hours" (highlighted with a red box and a checkmark) and "Carry over hours". At the bottom are "Back" and "Next" buttons, with the "Next" button highlighted by a red box. A red arrow points to the "Clear hours" option from the left, and another red arrow points to the "Next" button from the right.

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Finalmente, tenemos opciones adicionales. En este ejemplo, no queremos asignar a los empleados automáticamente a este plan porque este plan es solo para empleados por salario. Así que deseleccionaremos la opción y presionaremos para continuar.

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.

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Revisaremos los detalles una vez más y después confirmaremos y agregaremos el plan.

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](#)

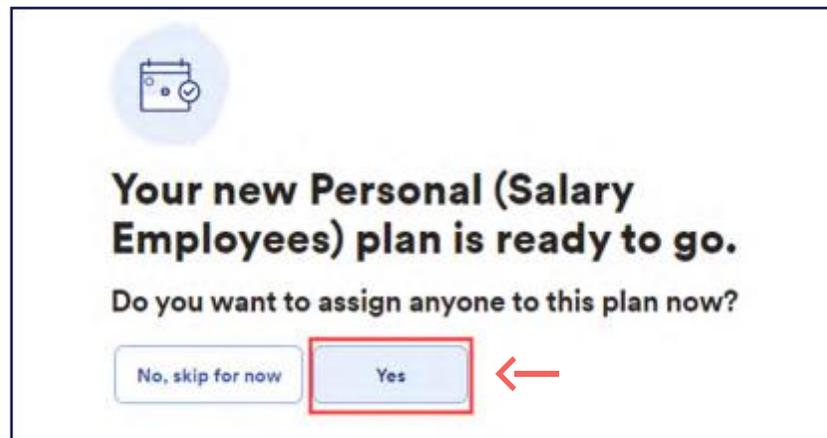
How does the plan behave? Edit	
Plan resets	Calendar year (Jan 1st)
Unused hours	Clear hours

Additional options Edit	
Automatically add employees to this plan	No

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

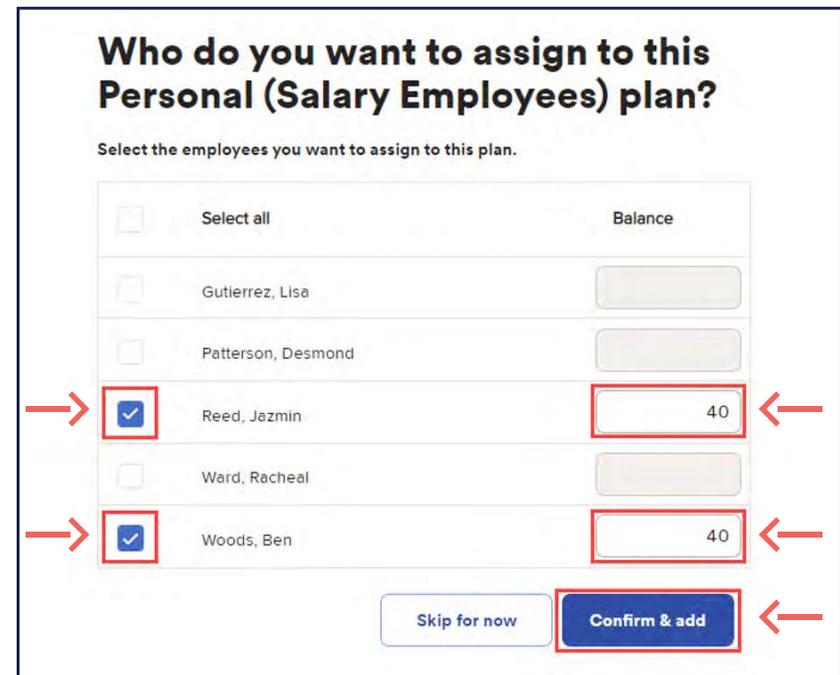
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Ahora usted vera un mensaje dejandole saber que el plan esta listo, asi que presionaremos en **Yes (Si)** para asignar empleados a este plan.



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Para asignar un empleado, simplemente escoja la caja a la izquierda de el nombre de el empleado y tambien puede añadir el balance actual y despues presionar en Confirmar y Agregar.



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Hemos creado multiples planes Personales!

Paid time off
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Personal (Hourly Employees)	Per Pay Period	0.7692 hours	2
Personal (Salary Employees)	Annual Allowance	40 hours	2

[Add plan](#)

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

