

Work Instruction: Tracking PTO in ADP (For Employees)

1. Audience

All Full Time Employees and Supervisors

2. Objective:

To explain how to read PTO time off balances.

3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
N	07/27/2021	Original issue.	Glawe
001	10/28/2022	Updated to reflect conversion to ADP	Glawe
002	02/29/2024	Updated New HR Department #	Glawe

4. Scope

This requirement covers all regular full time employees.

5. Prerequisites

Supervisors should have a login and password for ADP and be designated a supervisor in the app.

6. Records

- None

7. Associated Documents

- Employee Accrual Report (electronic)

8. Evaluative Factors

None

9. Responsibility

HR is responsible for maintaining this work instruction.

10. Instructions

Employees can request new PTO and monitor their balances in ADP.

- Monitoring PTO (Computer Version) Begins on p.2
- Requesting PTO (Computer Version) Begins on p. 4

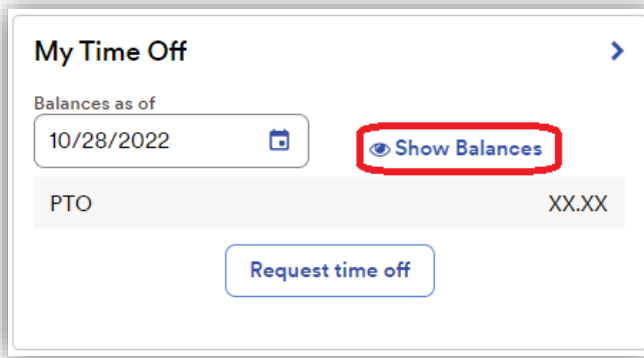
Monitoring PTO (Computer Version)

Step 1

Log in to ADP.

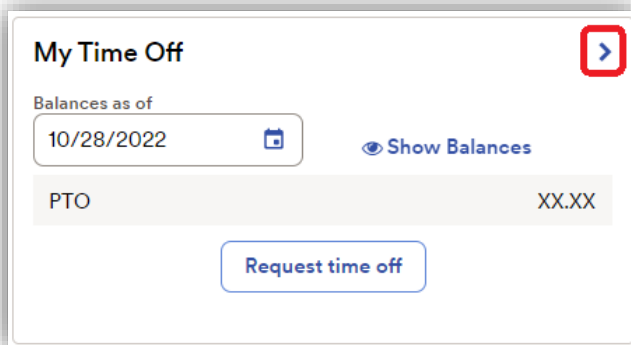
Step 2

From your home page, find the “My Time Off” tile. You can show your balance by clicking on “Show Balances.”



Step 3

To see how the balance was calculated, click the arrow in the upper right corner.



Step 4

Click “View More Details” to see how the balance is calculated.

Balances [View more details](#)

Position :

Status : Active

Balances as of *

10/28/2022

PTO **62.65 hours**

Balances do not include pending requests

[Request time off](#)

Step 5

Carryover –the PTO available on the previous check. You can check this against your last paycheck for accuracy.

Earned – the amount that was added to your balance on the current check.

Taken – If you used PTO, the hours will be deducted here.

Scheduled – This reflects any future PTO you have scheduled and approved, but not yet taken. Basically, ADP tags those hours as allocated, like we do with parts in M1 when looking at what’s available on hand vs. what’s tagged for orders.

Future Earned – This information is dependent on the date you selected in Step 4. ADP will show you the additional hours you will have earned as of the date you selected.

Balance – This is the total of Carryover + Earned – Taken – Scheduled + Future Earned

Balances as of	
10/21/2022	
65.27 hours	Carryover Time off carried over from the previous accrual period
+ 6.15 hours	Earned Time off earned in the current accrual period through the Balances as of date
- 0.00 hours	Taken Time off taken in the current accrual period before the Balances as of date
- 40.00 hours	Scheduled Approved time off after the As of date impacting the available balance
+ 29.22 hours	Future Earned Time Off scheduled to be received after the As Of date until the impacted scheduled request date
= 60.64 hours	Balance Time off available for use through the Balances as of date

Requesting PTO (Computer Version)

Step 1

From the home page My Time Off tile, click on Request Time Off.

My Time Off >

Balances as of

10/28/2022

[Show Balances](#)

PTO	XX.XX
-----	-------

[Request time off](#)

Step 2

On the next screen, click “Request time” off again.

[View more details](#)

Position :

Status : Active

Balances as of *

10/28/2022

PTO	62.65 hours
-----	-------------

Balances do not include pending requests

[Request time off](#)

Step 3

A new window will open. Enter the information and click

Review

[← Back](#) **Time Off Request**

Start Date *	End Date *
01/09/2023	01/13/2023
Time Off Policy *	
PTO	
Reason Code *	Duration Type
PTO	Hours
<input type="checkbox"/> Make Recurring ?	
Start Time *	Hours Per Day *
8:00 AM	8.00

