

## 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

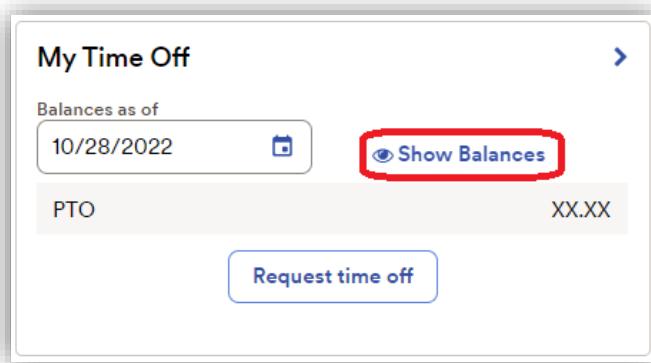
## Monitoring PTO (Computer Version)

### Step 1

Log in to ADP.

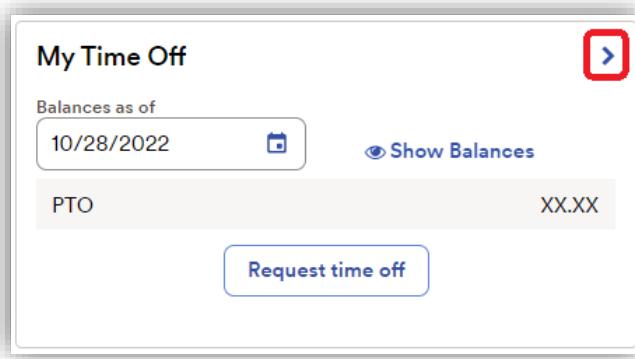
### Step 2

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

Position : **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.

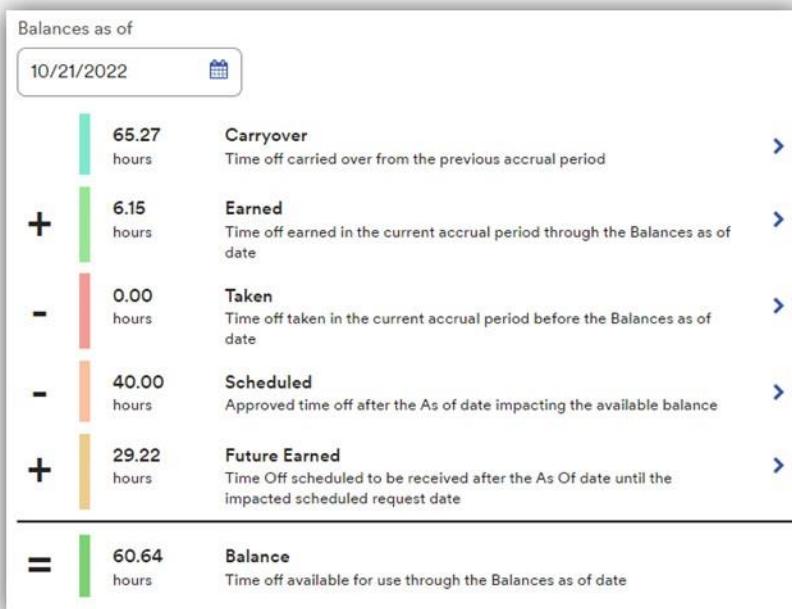
**Earned** – the amount that was added to your balance on the current check.

**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.

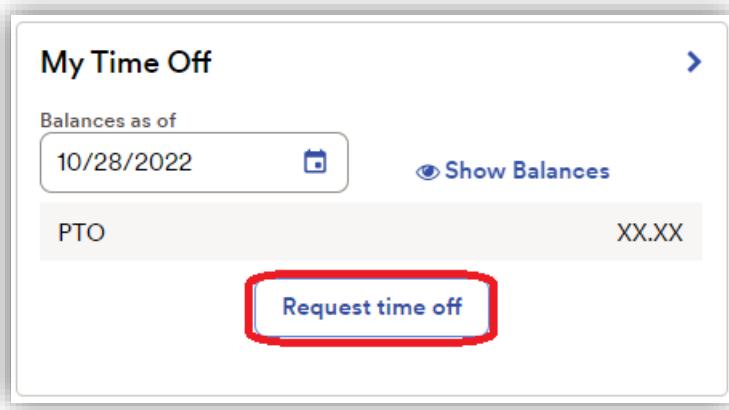
**Balance** – This is the total of Carryover + Earned – Taken – Scheduled + Future Earned



## Requesting PTO (Computer Version)

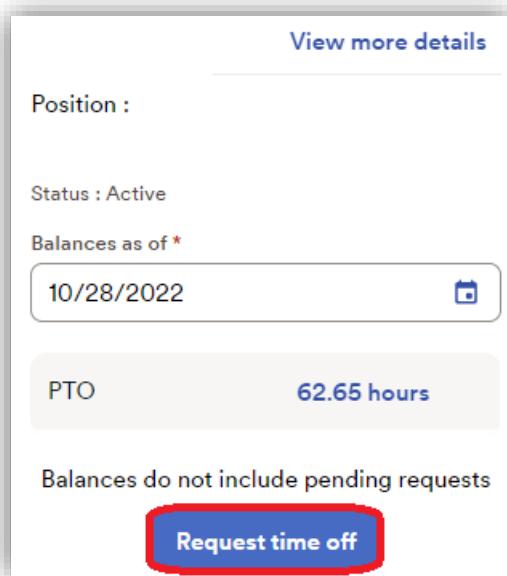
### Step 1

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



### Step 2

On the next screen, click "Request time" off again.



## Step 3

A new window will open. Enter the information and click **Review**.

[← Back](#) **Time Off Request**

Start Date \* 01/09/2023

End Date \* 01/13/2023

Time Off Policy \* PTO

Reason Code \* PTO

Duration Type Hours

Start Time \* 8:00 AM

Hours Per Day \* 8.00

Make Recurring [?](#)

