ADP Workforce Now® Managing Time Off (PTO) Demonstration

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Multiple Award Policies

Purpose

We will be demonstrating a Multiple Award policy that allows a client to set up one policy with different award rules for different groups of employees.

Example:

The client's vacation policy allows newly-hired hourly employees to earn different vacation amounts based on the calendar month of hire than employees who have been with the company for over 1 year and whose awards are based on years of service.





Scenario - Hourly Employees

- Hourly employees receive a flat amount of hours upon new hire depending on the month they are hired
- On an annual basis the amount of paid vacation an employee is eligible to receive on Jan 1, is based on the length of employment.
- Employees who are unable to use all allotted vacation days during the calendar year, are allowed to roll over a maximum of 80 hours to the following year.
- At the end of the calendar year, employees forfeit any unused vacation days in excess of 80 hours.





Scenario - Hourly Employees (continued)

Annual Vacation Award						
Years of Service	Vacation Hours					
0-0	See Pro-rated					
1-4	80					
5-6	88					
7-10	96					
11-15	104					
16 or Higher	120					

Pro-Rated Vacation Award							
Hire Month	# of Hours	Hire Month	# of Hours	Hire Month	# of Hours	Hire Month	# of Hours
Jan	80	Apr	64	Jul	40	Oct	24
Feb	72	May	56	Aug	40	Nov	16
Mar	72	Jun	48	Sep	32	Dec	16





Scenario - Hourly Employees (continued)

Rules

 Multiple awards must be entered in sequence, with the earliest expected award listed first

Benefits

- Saves time because you can set up one policy with multiple qualifiers
- Avoids having to manually move new hires from one policy to another
- More flexibility to base the awards on different lengths of service (years vs. month of year).





Demonstration



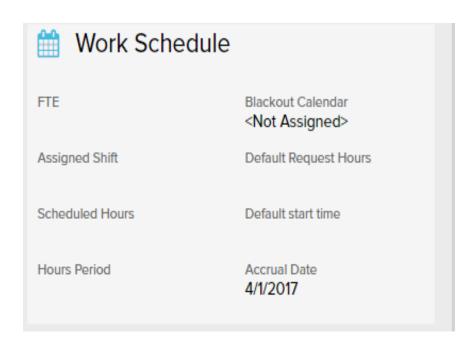




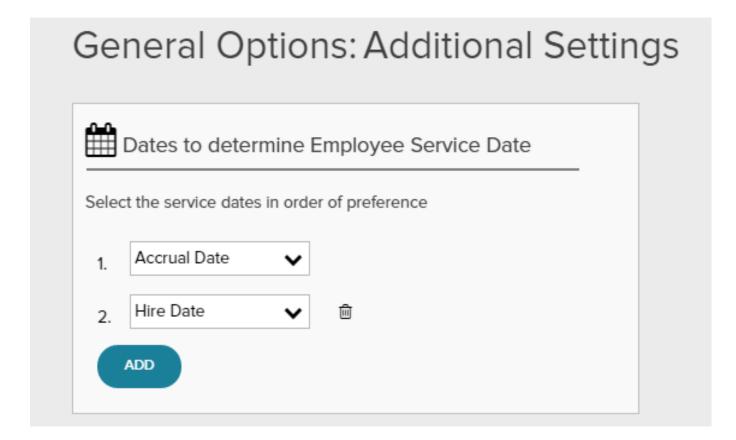
 Assign the policy to employee that has no other assignments for clarity. Use the accrual date field if hire date is past or you can assign to any current new hire. Roll out the calendar to make sure accrual performs as expected. Forecasting will display roll overs and resets, but will not display transfers in from another policy.







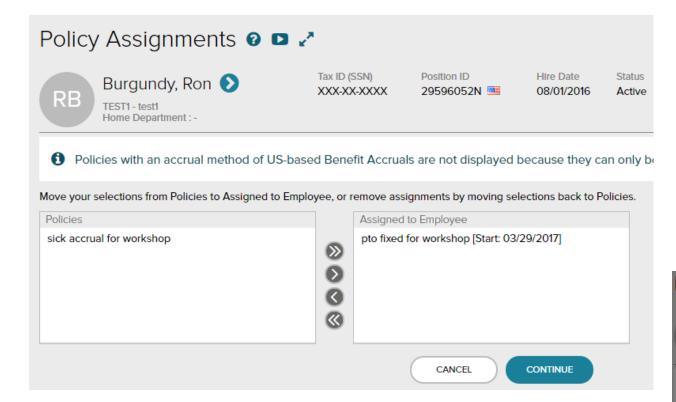
Use accrual date in conjunction with policy for testing

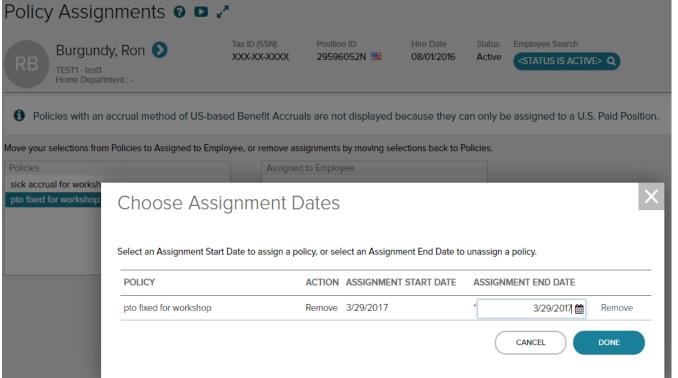






Assigning your policy

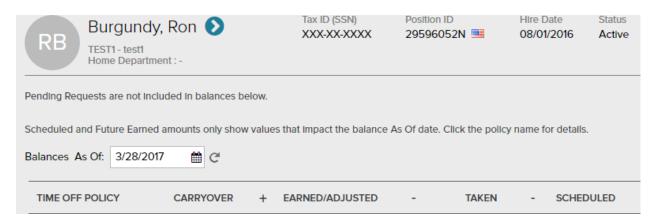




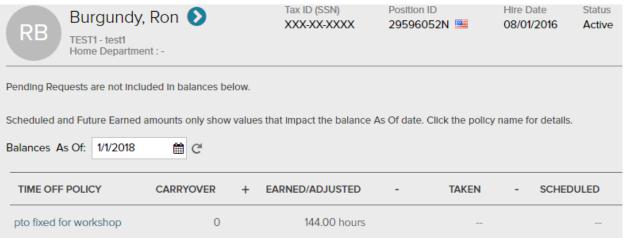




People, Time Off, Time Off Balances



$(RB)_{TE}$	Surgundy, EST1 - test1 ome Departmer			Tax ID (SSN) XXX-XX-XXXX	Position 295960	_	Hire Dai 08/01/2			ployee Search STATUS IS ACTIVE> Q
Pending Requests are not included in balances below.										
Scheduled and Future Earned amounts only show values that Impact the balance As Of date. Click the policy name for details.										
Balances As C	of: 4/1/2017	≅ C⁴								
TIME OFF PO	LICY	CARRYOVER	+ E	ARNED/ADJUSTED	-	TAKEN	-	SCHEDULED	+	FUTURE EARNED
pto fixed for v	vorkshop	0		64.00 hours						





Scenario two: Accrual type per payroll

- Employee receives a sick accrual of 1.54 hours per payroll.
- The maximum is 40.00 per year.
- Carryover is allowed up to 80 hours.
- Calendar year cycle, Jan 1st reset.
- Employee cannot request time until 3 month probation period is over.





Demonstration







Deleting your test

People, Time Off, Policy assignments, Show Inactive.

View / delete history







Balance Carry Over Tip

Option	Description	Example
Employee Service Date	The carryover occurs on the employee service dates selected in Step I-General Options (i.e. Hire Date)	Carryover balances on employees' anniversary date
Specific Date (MM/DD)	Enter the specific calendar date for carryover to take place	Carryover Balances on 01/01.
At the time of the awards		Carryover balances at the beginning of each month when the awards are granted. Reset the Balances on 01/01.





Mapping Policies

Time Off Policy Mapping Guidelines

Differences in Mapping Requirements based on Policy Accrual Engine

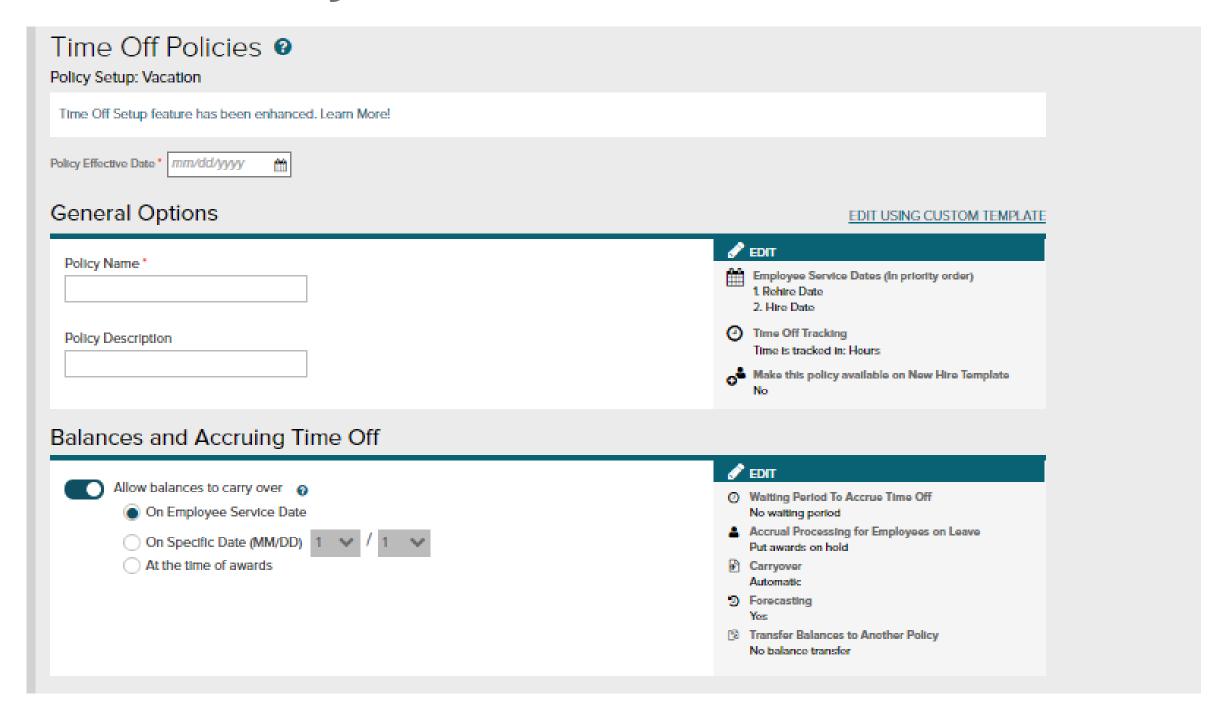
If the Accrual Engine Is:	Map the Time Off Reason Code to:	To Send:		
Workforce Now Time Off	Payroll Hours and Earnings code	Time taken to a paydata batch		
	Time & Attendance Earnings code	Time taken to timecards and schedules. This mapping also enables time off entered directly on timecards to automatically generate a time off request		
	Payroll Memo codes***Optional	Balances to mainframe for display on pay statements		
AutoPay	Time & Attendance Earnings code	Time taken to timecards and schedules. This mapping also enables time off entered directly on timecards to automatically generate a time off request		
	Payroll Allowed and Taken Codes	Time taken to the paydata batch and then to AutoPay. This mapping also enables WFN Time Off to receive balances back from AutoPay via the YTD file		





Appendix A

Time Off Policy

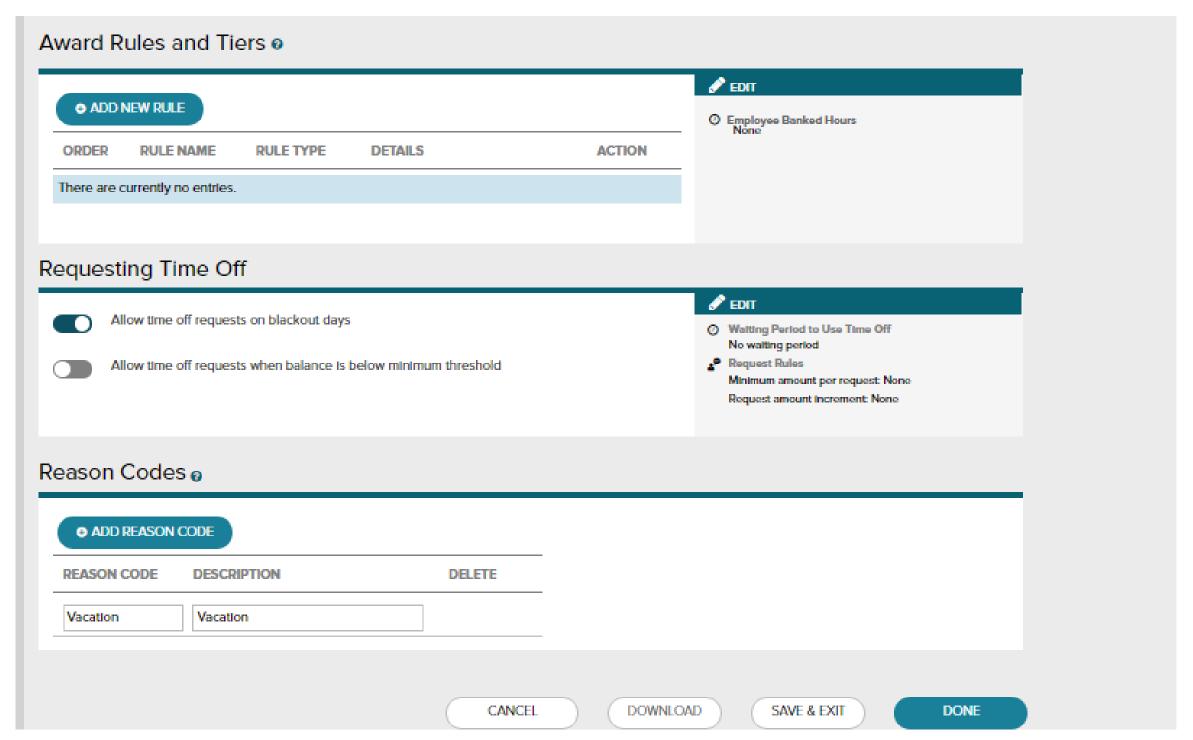






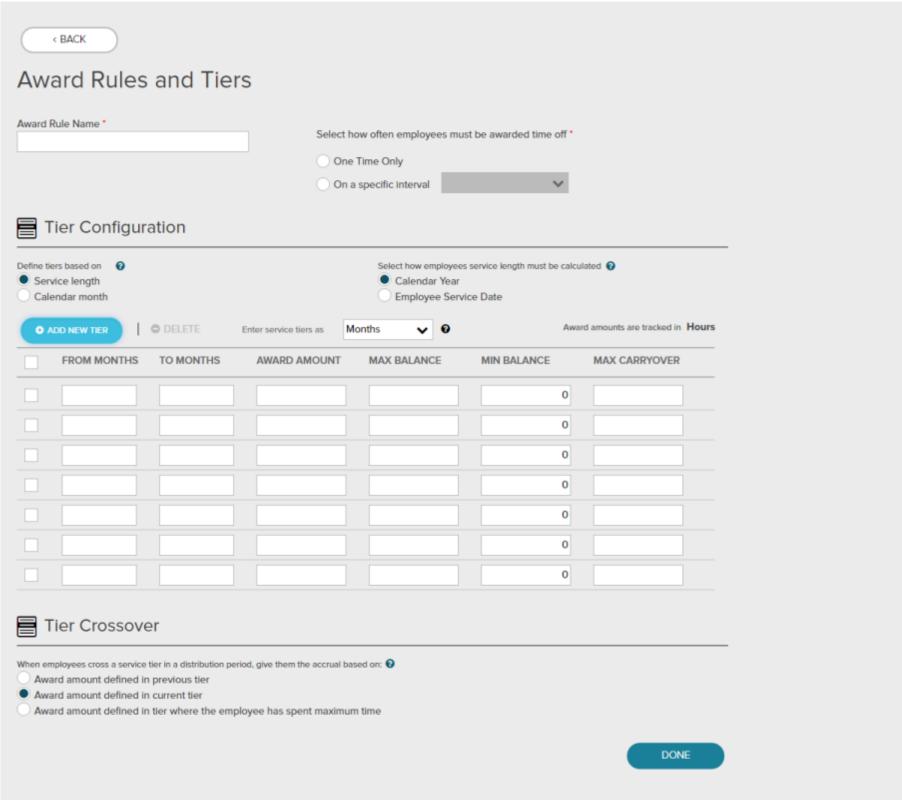
Appendix B

Time Off Policy (cont.)





Time Off Summary (cont.)

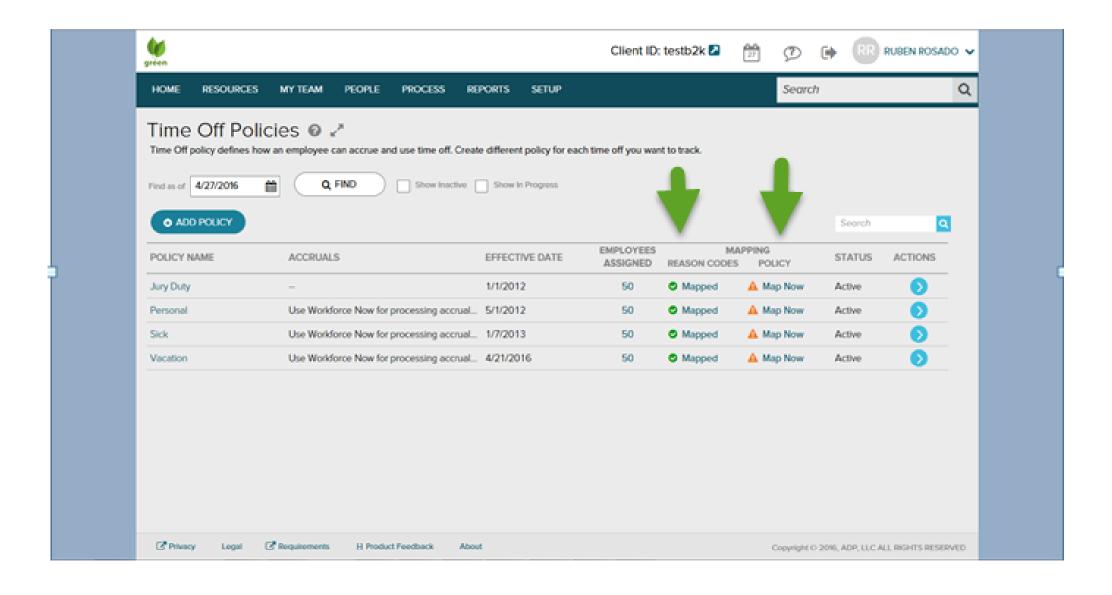






Appendix D

Mapping Your Policy







Any questions on setting up Time Off Policies?

