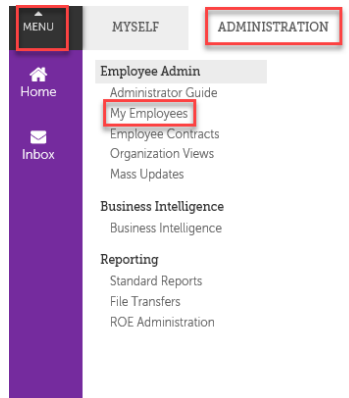


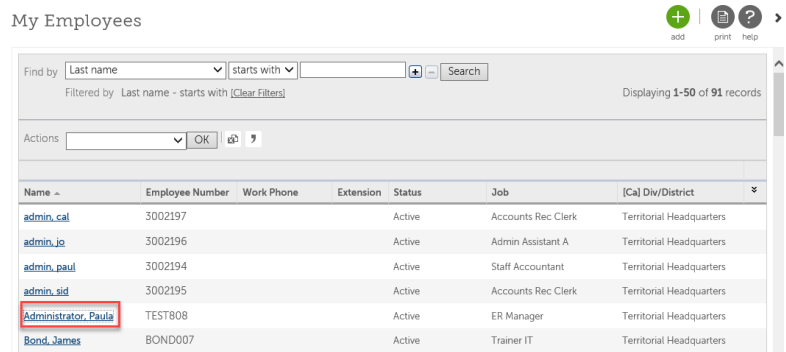
Editing PTO Balances in UltiPro

The Employee Administrator is responsible for adding new employees, and editing existing employee personal, pay and job/salary information. This job aid explains how to change the Paid Time Off (PTO) balances of employees. You must have Employee Administrator security access.

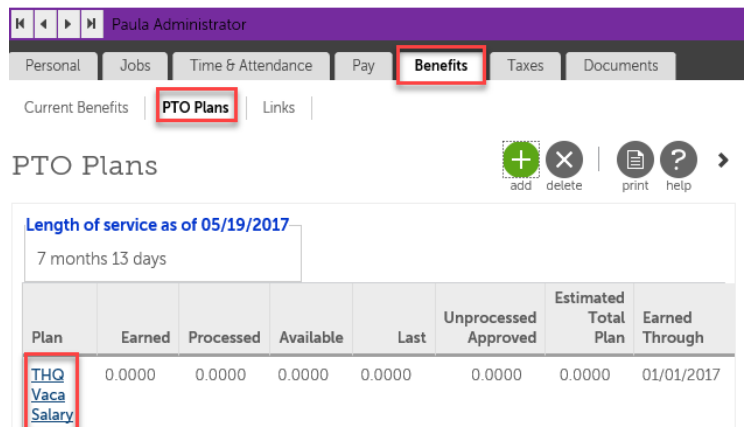
1. From the UltiPro home screen, click **Menu**.
2. Click **Administration**.
3. Select **My Employees**.



4. Search for the desired employee.
5. Click the employee's name.



6. Click **Benefits**.
7. Click **PTO Plans**.
8. Click the **Plan** name you want to update.



9. **Earned** represents the beginning balance. Click In the **Earned** field and type the correct value.

Seniority Date is the actual hire date.
Earned Through Date represents the last pay period in which an accrual was deposited into the PTO balance. This day should always align with the Pay Period END date.
Reset Date is the date when the PTO plan "resets". The date is based on the PTO plan.

Current Benefits | **PTO Plans** | Links

Paid time off delete save reset cancel print help >

Length of service as of 06/30/2017
 9 days

Plan • Med/Per FT/PT

Hours/Wages Hours

Earned • 80.0000

Taken • 0.0000

Available 80.0000

Seniority 06/21/2017

Earned through • 06/30/2017

Reset • 12/31/2017

Example: An employee works at THQ and has the TSA vacation plan. The TSA vacation plan runs from Jan 1 to Dec 31 every year. This means that every Dec 31, this plan will reset and on Jan 1 the vacation balance will be updated to the annual allotment.

- If someone is hired in the middle of 2018, then their reset date will be Dec 31, 2018.
- For employees governed by a Collective Bargaining Agreement the reset date is the last day of the annual cycle.

NOTE: If adding or adjusting **PTO PAYOUT** plans ensure the **EARNED THROUGH** and **RESET DATES** are the same. Both fields should be set to the end date of the previous pay period.

10. Click **Save**.

11. No comments are required. Click **Submit**.

Summary submit cancel print help

! You must select Submit to complete this request.

Comments

Request Information Show All fields

Paid time off

	Before	Submitted
Plan	VACAT - unavailable	VACAT - unavailable
Earned	0.0000	75.0000