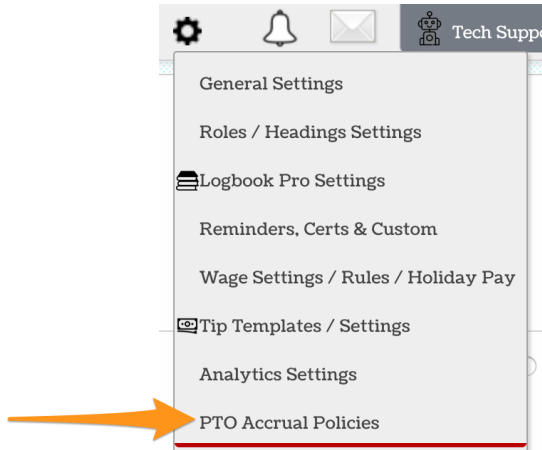


# PTO Creating Policies

Last Modified on 12/24/2023 9:56 am MST

## Creating PTO Policies

Gearwheel Menu > PTO Accrual Policies



Create policies and fill in policy data.

**PTO Accrual Policies**

Create a new PTO Accrual Policy  No PTO Employee Default

**Corporate PTO-2 weeks**  PTO Employee Default

Starting Jul 3, 2019 Minimum Allowed Request of 0 hours per day

Enable Accrual Start Accrual 0 Days after Hired Date. Start Eligibility 90 Days after Hired Date.

Type	Year 1	Year 2	Year 3	Year 4 and after
Hours Accrued per Employee Worked Hour	0.03846	0.03846	0.03846	0.03846
Max Hours Allowed in Year	0			
Percent of Accrued Hours Allowed to Carry over	0%			
Max Hours Allowed to Carry over	80			
Max Hours Allowed to Withdraw	0			

**Corporate PTO-3 weeks**  PTO Employee Default

Starting Jul 3, 2019 Minimum Allowed Request of 0 hours per day

Enable Accrual Start Accrual 0 Days after Hired Date. Start Eligibility 90 Days after Hired Date.

Type	Year 1	Year 2	Year 3	Year 4 and after
Hours Accrued per Employee Worked Hour	0.0577	0.0577	0.0577	0.0577
Max Hours Allowed in Year	0			
Percent of Accrued Hours Allowed to Carry over	0%			
Max Hours Allowed to Carry over	80			
Max Hours Allowed to Withdraw	0			

## Activate Select Locations / Departments for PTO or Other Earnings Use

Gearwheel Menu > **General Settings** > Scroll to **Locations**

For each location that you want to implement PTO tracking

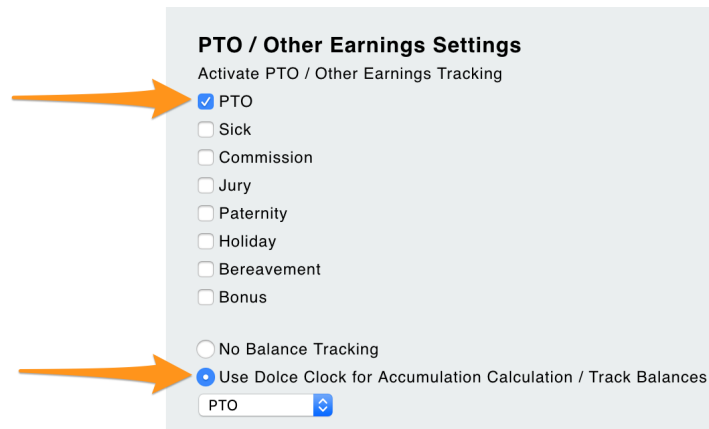
Use the "+" sign to reveal location options



1. Check Activate **PTO Tracking**. The ability to manually add and request use of PTO is

now engaged.

2. If you are using Teamwork to track accumulate hours, select **Use Teamwork for Accumulation**, and select PTO from the dropdown menu.



**PTO / Other Earnings Settings**  
Activate PTO / Other Earnings Tracking

- PTO
- Sick
- Commission
- Jury
- Paternity
- Holiday
- Bereavement
- Bonus

No Balance Tracking  
 Use Dolce Clock for Accumulation Calculation / Track Balances

PTO