



## Make PTO work for you.

Improve the PTO experience for both you and your employees when you partner with PPS and isolved to manage your company's policies.

### Customize Your Plans

We work with you and your company's preferences and policies.

- Keep your approval process as-is
- Customize names for your company's PTO plans
- Determine each employee's eligibility

### Increase PTO Visibility

With increased visibility, both you and your employees can get a better handle on PTO.

- PTO accruals and balances are printed on each paycheck.
- Consolidated reports accurately reflect PTO usage by type

## How does it work?



**1 We program your PTO plan(s) into isolved.**  
PPS takes care of the programming for eligible employees. Plans such as Vacation, Sick, Personal, etc. can receive custom names according to your company policies and preferences.

**2 Enter approved PTO into time entry grid.**  
Your approval process can stay the same. When it comes time for an employee to be paid for time off, use the appropriate column in the time entry grid to enter the amount of hours the employee is using for each type of PTO.

**3 Maintain Leave Accruals**  
Once programmed, the plan will be assigned to the employee, and you are responsible for maintaining Leave Accruals. Any changes, overrides, or updated balances must be managed by you or your team to ensure correct data is being reported.

**4 isolved does the rest!**  
Leave accruals are updated in the system, and employees are able to view their PTO balances with each paystub. Employees will be able to see beginning balance, hours taken, and available balance under "Leave Accruals".

Not only will your employees have increased visibility, but you will too! Consolidated reports will accurately reflect usage for each plan.

**Contact your sales rep to get started today!**

isolved time  
solutions



Time & Attendance\*  
Scheduling\*  
Workforce Scheduling\*

\*additional PEPM fee