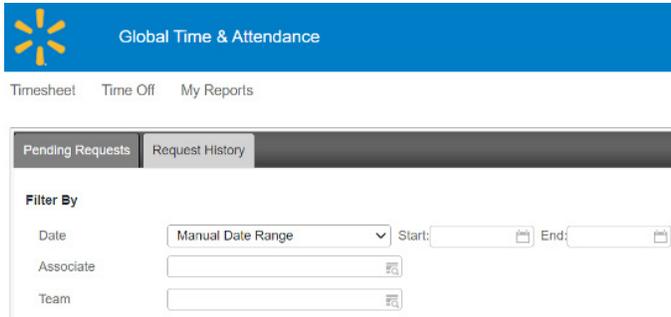


Viewing Salaried PTO in the GTA Timesheet

(For managers with salaried associate direct reports)

Follow these steps to view salaried associates' time off.

- 1 Log into [GTA Timesheet](#) using One.Walmart.com and select the "Time Off" tab.



- 2 In the "Time Off" tab, managers can view PTO requests for both hourly and salary direct reports by selecting the **Pay Type** and choosing: ALL, HOURLY or SALARY.

ART_FORM_001 Timesheet Mass Edit Time Off My Reports Proxy and Delegates

Submitted Date (CT)	Date	WIN	Associate Name	Team	Position	Total Hours Requested
08/23/2022 13:37	08/17/2022 - 08/18/2022		MONTGOMERY, BENJAMIN	1000488596_8692	SUPVICONTACTCTROPS	00:00
08/23/2022 13:36	08/24/2022		MONTGOMERY, BENJAMIN	1000488596_8692	SUPVICONTACTCTROPS	00:00
08/19/2022 11:07	08/13/2022		VEGA, JAMES	1000496374_10681	ASSET PROTECTION COACH	00:00
08/19/2022 11:06	08/13/2022		VEGA, JAMES	1000496374_10681	ASSET PROTECTION COACH	00:00
08/19/2022 11:04	08/15/2022		VEGA, JAMES	1000496374_10681	ASSET PROTECTION COACH	00:00
08/19/2022 08:51	10/02/2022		RABER, TERIN	1000496374_10681	default	00:00
08/19/2022 08:50	10/02/2022		RABER, TERIN	1000496374_10681	default	00:00
08/19/2022 08:33	12/31/2022 - 01/01/2023		RABER, TERIN	1000496374_10681	default	00:00

Viewing Salaried PTO in the GTA Timesheet

(For managers with salaried associate direct reports)

Follow these steps to view the Time Off Requests Status Report.

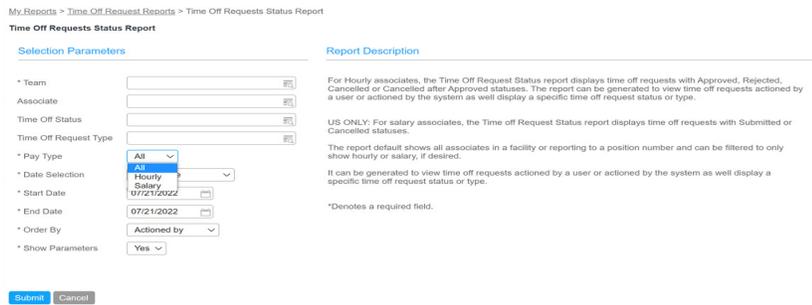
1 Select the “My Reports” tab.



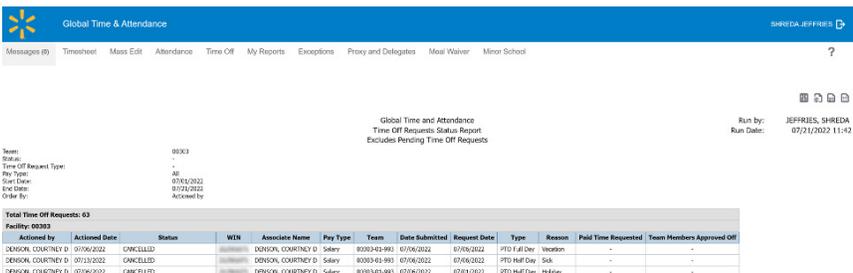
2 Select “Time Off Request Reports,” then “Time Off Requests Status Report.”



3 Select your “Team,” then “Salary” for pay type and desired date parameters.



4 View report.



Viewing Salaried PTO in the GTA Timesheet

(For managers with salaried associate direct reports)

Follow these steps to view the Salary PTO Details Report.

1 Under the “My Reports” tab select “Balance Reports,” then “Salary PTO Details Report.”

[My Reports](#) > Balance Reports

-  **My Reports**
 -  Minor School Reports
 -  Attendance Tracking Reports
 -  Year at a Glance
 -  **Balance Reports**
 -  Balance Report
 -  Salary PTO Details Report - US Only
 -  Salary PTO History Report – US Only

2 Search for the team and/or associate and click “Submit.”

[My Reports](#) > [Balance Reports](#) > Salary PTO Details Report - US Only

Salary PTO Details Report - US Only

Selection Parameters

Team

Associate

* Show Parameters

Report Description

Paid Time Off (PTO) summary for salaried associates based on associate’s entries and resulting system calculations.

Note: If the associate has yet to complete fields on the PTO Details tab in GTA Portal some report columns will display as “N/A”.

Excludes Puerto Rico.

*Denotes a required field.

3 View report.



Global Time and Attendance
Salary PTO Details Report
Report as of 08/25/2022

Run by: RODAWALT, ROBERT S
Run Date: 08/25/2022 14:34

Team: 05029
Associate:

Associate Name	WIN	Hire Date	Unused PTO from last year	Postponed PTO from last year	Work Schedule	Negotiated PTO	PTO Service Year Band	Annual PTO to be Earned	Total PTO for Use this year	PTO Used	Current PTO Available
BLOCKING, KARL J		10/28/2006	0.00	N/A	3	N/A	15+	22.00	22.00	2.00	20.00
GALATI, JOSHUA B		10/15/2009	10.00	3.00	5	N/A	10 - 14	32.00	42.00	0.00	42.00
GRIESINGER, JASON A		09/13/2017	20.00	14.00	5	N/A	3 - 5	25.00	45.00	8.00	37.00
HERBSTER, MICHELLE L		11/07/2006	0.00	N/A	3	N/A	15+	22.00	22.00	0.00	22.00
IGNATOWICZ, ADAM M		09/27/2020	6.00	2.00	5	Yes	3 - 5	26.00	32.00	0.00	32.00
KAUFMAN, GARRETT		05/19/2015	4.00	1.00	4	Yes	10 - 14	27.00	31.00	1.00	30.00
NELSON, JEFFREY		08/21/2018	0.00	N/A	5	N/A	3 - 5	26.00	26.00	1.00	25.00
SEEVERS, JAMES T		09/13/2007	6.50	1.50	5	N/A	15+	36.00	42.50	0.50	42.00
SMITH, IAN T		04/03/2019	7.00	1.00	4	N/A	3 - 5	20.00	27.00	1.00	26.00
STRIKER, THOMAS		03/24/2003	5.00	N/A	5	N/A	15+	36.00	41.00	0.00	36.00
TUSSING, KRISTEN L		04/02/2007	0.00	N/A	5	N/A	15+	36.00	36.00	6.00	30.00
VINSON, JUSTIN H		11/14/2015	8.00	N/A	5	N/A	6 - 9	28.00	36.00	2.00	34.00
WARGACKI, KORI M		05/27/2004	0.00	N/A	5	N/A	15+	36.00	36.00	0.00	36.00
WRIGHT, MICHAEL J		08/22/2006	4.00	3.00	3	N/A	15+	22.00	26.00	2.00	24.00
YOUSTER, HILARY J		07/08/2015	1.00	4.00	5	N/A	6 - 9	31.00	32.00	8.50	22.50
ZEMSKI, TARA		04/27/2015	0.00	N/A	5	N/A	6 - 9	0.00	0.00	0.00	0.00

Viewing Salaried PTO in the GTA Timesheet

(For managers with salaried associate direct reports)

Follow these steps to view the Salary PTO History Report.

Note: The Salary PTO History Report will be available on October 11, 2022.

1 Under the “My Reports” tab select “Balance Reports,” then “Salary PTO History Report.”

[My Reports](#) > Balance Reports

My Reports

- Minor School Reports
- Attendance Tracking Reports
- Year at a Glance
- Balance Reports**
 - Balance Report
 - Salary PTO Details Report - US Only
 - Salary PTO History Report – US Only

2 Search for the associate and click “Submit.”

[My Reports](#) > [Balance Reports](#) > Salary PTO History Report – US Only

Salary PTO History Report – US Only

Selection Parameters

* Associate

* Show Parameters ▾

Report Description

US Salaried Associate Only: The Salary PTO History Report displays historical PTO balances, PTO Unused, PTO Summary and detailed Time off requests submitted and/or cancelled. It can be only generated for an individual associate at a time using the associate's win number.

Note: Excludes Puerto Rico

*Denotes a required field.

3 View report.



Global Time and Attendance
Salary PTO History Report
Report as of 08/23/2022

Run by: SUPPORT_SUPPORT
Run Date: 08/23/2022 18:53

WIN: 106758411

PTO Balances

Win Number	PTO Earned	Updated Date
11.00	06/22/2022 00:00	
10.00	06/23/2022 00:00	
-21.00	03/01/2023 00:00	
4.50	02/01/2023 00:00	

PTO Unused

Win Number	PTO Unused	Created Date
7.00	08/23/2022 00:00	
17.50	01/31/2023 00:00	

PTO Summary

Win Number	PTO Earned	PTO Total Days	PTO days exercised
4.50	29.00	1.50	

Time Off Request History

Win Number	PTO Date	Status	Amount exercised	Create timestamp
	08/22/2022 00:00	Active	1.00	08/23/2022 13:32
	08/23/2022 00:00	Active	0.50	08/23/2022 13:28
	08/23/2022 00:00	Cancelled	1.00	08/23/2022 13:25