Submitting Time Off in the GTA Portal

(For salaried associates only)

Follow these steps to submit time off in the GTA Portal.

Note: If you used the **Salary PTO Tracker** prior to the GTA Portal and had future time off entries in it before using GTA Portal, you'll need to re-enter and submit those time off requests.

> **Start:** Discuss time off requests with your manager and get approval **before** submitting PTO usage into the GTA Portal.

1 After logging into **GTA Portal** using One.Walmart.com select the **"Time Off"** tab.

2 Click the **"New Request"** button.
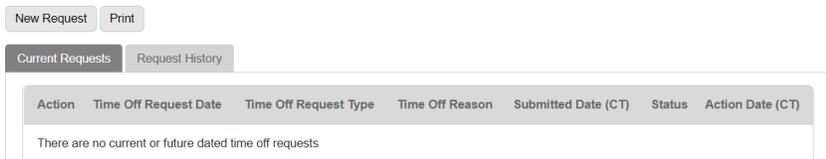
3 Select the date(s) on the calendar. Click **"Next."**

4 Select **"PTO Full Day"** or **"PTO Half Day."**

5 Select the **Time Off Reason**: Family Care, Holiday, Other, Personal, Sick, or Vacation.

Create Time Off Request

Date	Time Off Type	Time Off Reason
Tue 08/23/22	PTO Full Day ⌄	Please Select ⌄

Please Select
Family Care
Holiday
Other
Personal
Sick
Vacation
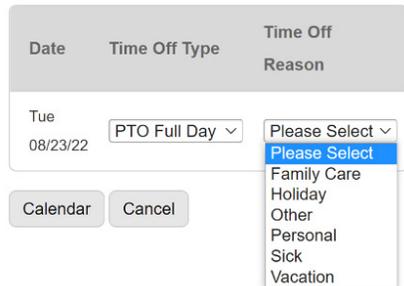
Calendar   Cancel

6 Click the **"Submit"** button.

Create Time Off Request

Date	Time Off Type	Time Off Reason
Tue 08/23/22	PTO Full Day ⌄	Holiday ⌄

Calendar   Cancel   Submit

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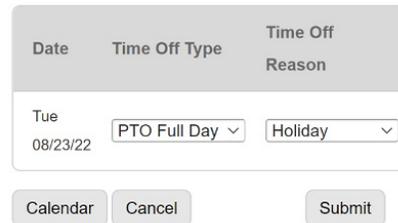
7 Submitted time off displays in **"Current Requests"** until the calendar date of use. If needed, use the **"Edit"** or **"Cancel"** buttons to edit or cancel the request. Time off entries can only be edited or canceled if the requested date(s) fall within the last seven days or in the next six months. Time off used displays in the **"Request History"** tab.
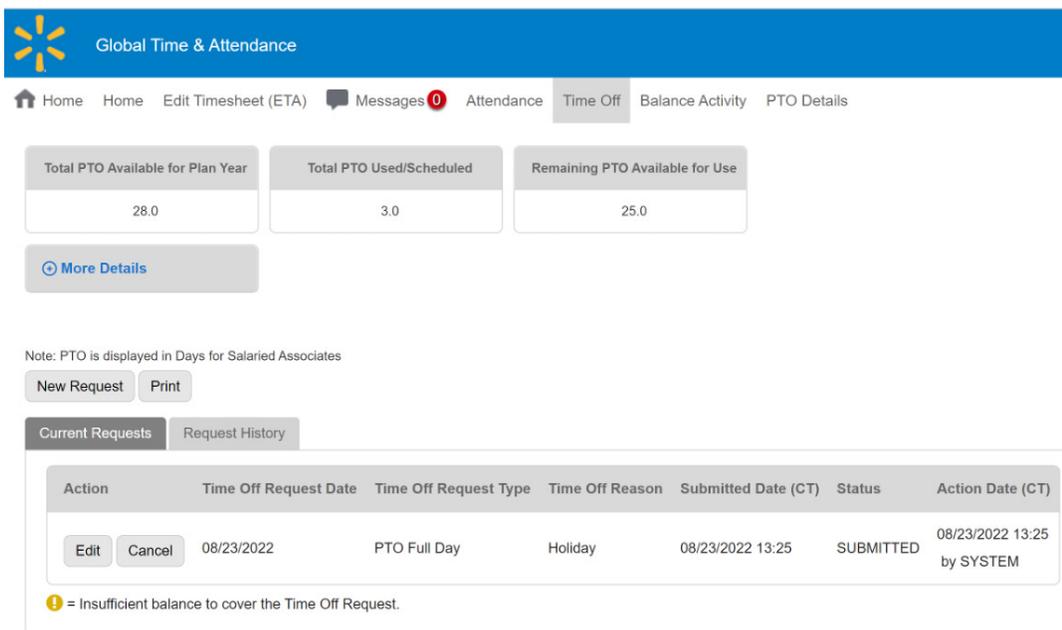
Global Time & Attendance

🏠 Home   Home   Edit Timesheet (ETA)   💬 Messages **0**   Attendance   Time Off   Balance Activity   PTO Details

Total PTO Available for Plan Year	Total PTO Used/Scheduled	Remaining PTO Available for Use
28.0	3.0	25.0

⊕ More Details

Note: PTO is displayed in Days for Salaried Associates

New Request   Print

Current Requests   Request History

Action	Time Off Request Date	Time Off Request Type	Time Off Reason	Submitted Date (CT)	Status	Action Date (CT)
Edit Cancel	08/23/2022	PTO Full Day	Holiday	08/23/2022 13:25	SUBMITTED	08/23/2022 13:25 by SYSTEM

⚠ = Insufficient balance to cover the Time Off Request.

> ⚠ The system displays "!" next to the 'Time Off Request Date' if you do not have enough available balance to cover the Time Off Request.

To adjust your available balance and reflect PTO taken/not taken more than seven days in the past, ask your manager or People Partner to submit a **Paid Time Off (PTO/PPTO) Adjustment Request** to correct it.

If you are having balance-related issues with the GTA Portal, you can open a case with People Services by signing into OneWalmart while on VPN and going to Work > HR Services > **Paid Time Off (PTO/PPTO) Adjustment Request**.