

FAQs: GTA Portal for Salaried Associates

Last updated: January 1, 2024

GENERAL QUESTIONS

What is the GTA Portal?

GTA stands for Global Time and Attendance, part of the People systems at Walmart, Inc. [GTA Portal](#) provides associates a way to submit time off requests. The GTA Portal replaced the previous Salary PTO Tracker that many salaried associates had used to manage their paid time off (PTO).

Do I have to use GTA Portal to manage my PTO?

PTO tracking in GTA Portal **is required** for all salaried associates working in Arizona, California, Massachusetts, and Minnesota under company policy. Associates in other locations are encouraged to use GTA Portal for their PTO tracking needs.

My Work Location has the FlexPTO plan, and I work one of the states that is required to use GTA Portal to track my paid time off. How do I use GTA Portal?

Using GTA Portal when you have FlexPTO is easy! Discuss your time off request with your manager and get it approved, then submit your time off request into GTA Portal using the Time Off tab. Note that the PTO Details set up is not required for associates on the FlexPTO plan.

Why should I track my PTO if it isn't required for me?

Most associates say paid time off is one of the rewards they value the most. Tracking lets you and your manager know how much you've taken. For associates who receive Salaried PTO, knowing how much PTO you have available to use will help you plan your time off throughout the year so you can maintain a good work-life balance. It will also help you and your manager have ready access to your PTO details if you go on leave of absence or leave the company. If you have salaried direct reports, tracking helps you plan your business, spot problems, and have the information you need to approve time off requests.

Does entering my planned time off in the tracker mean that the time off is approved?

Not quite. You still need to discuss your time off request with your manager and get it approved before you take the time off. This includes time off requests for holidays that fall on a regular workday, even if your work location is closed. GTA Portal does not yet have a systemic approval method for your manager to review your request and approve it online.

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GENERAL QUESTIONS (Cont'd)

Will my manager get an email notification that I've submitted time off in GTA Portal?

Yes. Additionally, Managers with direct reports can view submitted time off and run reports for their associates in GTA Timesheet. The Viewing Salaried PTO in the GTA Timesheet help document is located in the Resources section of the [Salaried PTO tools](#) page in the PTO Toolkit.

SCENARIOS

What do I do if I have a future time off request in the portal, but I've changed my plans?

First, talk to your manager to work out the details of the changes. Then, go into GTA Portal and either "Edit" or "Cancel" the request in the [Current Requests] tab. Existing requests can be edited up to 7 days in the past and/or 6 months into the future.

I took time off two weeks ago, but the GTA Portal does not let me enter the request. What do I do?

GTA Portal systemically can only process requests up to 7 days in the past. The People Services – PTO Team can help adjust your available balance to reflect PTO 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.



My PTO Service Year Band calculated from my hire date appears incorrect in the PTO Details screen. How do I correct it?

GTA Portal uses information from HR systems to display your PTO Service Year Band. Your service band is based on the years of service you *will* celebrate during the plan year. For example, if you work a 5 Day Work Week and you'll celebrate your 3rd service year on November 28, your PTO Service Year Band will display as "3 – 5 years = 26 Annual PTO Days". If your service band looks incorrect, reach out to your People Partner to verify your hire date is correct in HR systems. After your hire date is corrected in HR systems, the PTO Details screen will update approximately 24-48 hours afterwards.

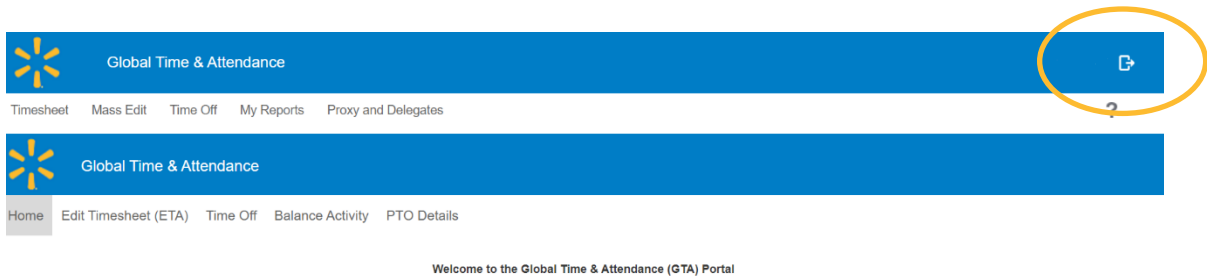
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GTA SYSTEM HELP

I'm a manager with direct reports. When I log into the system, I see two menu banners? What do I do?

You must exit one session before opening another – meaning you cannot view GTA Portal and GTA Timesheet at the same time. To fix the issue, use the Log Out icon in the upper right corner of the screen. Always use the Log Out icon in the upper right corner to move between the portal and timesheet screens in GTA.



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