

(For managers with salaried associate direct reports)

#### Follow these steps to view salaried associates' time off.

Log into **<u>GTA Timesheet</u>** using One.Walmart.com and select the **"Time Off**" tab.

<b>;;</b> •	obal Time & Attendance			
Timesheet Time	e Off My Reports			
Filter By	Request history			
Date	Manual Date Range	✓ Start:	🛗 End:	<b>=</b>
Associate		III)		
Team				

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.

RT_FORM_001	Timesheet Mass Edit Ti	me Off M	y Reports Proxy and Dele	gates		
Pending Requests	Request History			_		
Filter By						
Date	Manual Date Range	✓ Sta	irt: 📋 End:	<u> </u>		
Associate		FQ.				
Team		10				
Status	NOT_WORKED CANCELLED ~					
Рау Туре	SALARY 🗸					
Only actioned by r	ne 🗋					
Group results by a	issociate and date 🕑					
Submit Reset	I					
Submitted Date (C	T) 🔺 Date	WIN	Associate Name	Team	Position	Total Hours Requested
08/23/2022 13:37	08/17/2022 - 08/18/2022		MONTGOMERY, BENJAMIN	1000488596_8692	SUPVIICONTACTCTROPS	00:00
08/23/2022 13:36	08/24/2022		MONTGOMERY, BENJAMIN	1000488596_8692	SUPVIICONTACTCTROPS	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	12/31/2022 - 01/01/2023		RABER, TERIN	1000496374_10681	default	00:00



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





Select "Time Off Request Reports," then "Time Off Requests Status Report."

My Reports > Time Off Request Reports

My Reports
 Minor School Reports
 Balance Reports
 Exception Reports
 Timesheet Reports
 Time Off Request Reports

Pending Time Off Requests Report

Time Off Requests Status Report

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

ाद स्व स्व	For Hourly associates, the Time Off Request balanceport displays time off requests with Approved, Rejected, or a series of a second sec
~	The report dedual shows all associates in a facility or reporting to a position number and can be filtered to only show houry or salary. If desired. It can be generated to view time of requests actioned by a user or actioned by the system as well display a specific time of request status or type.
	*Denotes a required field.
~	

4 View

View report.

Submit Cancel

2, <	Global Time (	& Attenda	nce												SHREDA JEFFRIES 🗗
Mossagos (0)	îmesheet M	ass Edit	Attendance	Tirne Off	My Reports E	xceptions	Proxy and De	ogatos Moai	Waiver h	Ainor School					?
															CC (C) (C) (C) (C) (C) (C) (C) (C) (C) (
							Glo	al Time and At	endance tus Report					Run by:	JEFFRIES, SHRED 07/21/2022 11:
							Exclude	s Pending Time	Off Requests						offenter (1)
Teem:			00303												
Status: Time Off Request Type:			-												
Pay Type:			All												
Start Date: End Date:			0//01/202	2											
Order By:			Actioned b	8											
Total Time Off Requ	ests: 63														
Facility: 00303															
Actioned by	Actioned Date		Status	WIN	Associate Nar	me Pay Ty	pe Team	Date Submittee	Request Da	ste Type	Reason	Paid Time Requested	Team Members Approved O	er	
DENSON, COURTNEY I	07/06/2022	OWICELLE	D .	0.040	DENSON, COURTN	VEY D Selery	00303-01-993	07/06/2022	07/06/2022	PTO Full Day	Vacation				
DENSON, COURTNEY D	07/13/2022	CANCELLE	D	2129605	DENSON, COURTN	VEY D Salary	00303-01-993	07/06/2022	07/06/2022	PTO Half Day	Sick				
DENSON, COURTNEY I	07/06/2022	ONKELLE	0	10.08000	DENSON, COURTH	EYD Solery	00303-01-993	07/06/2022	07/01/2022	PTD Hell Day	Holisber				



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#### Follow these steps to view the Salary PTO Details Report.

Under the <b>"My Reports"</b> tab select " <b>B</b>	alance Reports," then "Salary PTO Details Report."
<u>My Reports</u> > Balance Reports	
<ul> <li>My Reports</li> <li>Minor School Reports</li> <li>Attendance Tracking Reports</li> <li>Year at a Glance</li> <li>Balance Reports</li> <li>Balance Report</li> <li>Salary PTO Details Report - US Only</li> <li>Salary PTO History Report - US Only</li> </ul>	
Search for the team and/or associate a         My.Reports > Balance Reports > Salary PTO Details Report - US Only         Salary PTO Details Report - US Only	and click <b>"Submit."</b>
Selection Parameters	Report Description
Team Associate * Show Parameters Yes v	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.
Submit Cancel	

3 View report.

TUSSING, KRISTEN L

VINSON, JUSTIN M WARGACKI, KORI M

WRIGHT, MICHAEL J

YOUSTER, HILARY J

ZEMSKI, TARA

04/02/2007

11/14/2015 05/27/2004

08/22/2006

07/08/2015

04/27/2015

0.00

8.00

0.00

4.00

1.00

N/A

N/A N/A

3.00

4.00

N/A

Global Time and Attendance Salary PTO Details Report Report as of 08/25/2022 RODAWALT, ROBERT S 08/25/2022 14:34 Run by: Run Date: Team: Associate: 05029 Unused PTO from last year Postponed PTO from Work Schedule PTO Service Year Band Earned Total PTO for Use this year Current PTO Available Hire Date Negotiated PTO PTO Used Associate Name WIN 20.00 42.00 BLOCKING, KARL J 10/28/2006 0.00 N/A N/A 22.00 22.00 2.00 GALATI, JOSHUA B 10/15/2009 10.00 3.00 N/A N/A 10 - 14 32.00 42.00 0.00 GRIESINGER, JASON A 09/13/2017 20.00 14.00 3 - 5 25.00 45.00 8.00 37.00 HERBSTER, MICHELLE L IGNATOWICZ, ADAM M 11/07/2006 09/27/2020 0.00 N/A N/A Yes 15+ 22.00 22.00 0.00 22.00 6.00 2.00 3 - 5 32.00 0.00 32.00 26.00 Yes N/A N/A N/A KAUFMAN, GARRETT 05/19/2015 4.00 1.00 10 - 14 27.00 31.00 1.00 30.00 NELSON, JEFFREY 08/21/2018 0.00 N/A 3 - 5 26.00 26.00 1.00 25.00 SEEVERS, JAMES T 09/13/2007 42.50 0.50 42.00 6.50 1.50 15+ 36.00 SMITH, IAN T 04/03/2019 7.00 1.00 3 - 5 20.00 27.00 1.00 26.00 STRIKER, THOMAS 03/24/2003 N/A N/A 36.00 30.00 5.00 N/A 15+ 36.00 41.00 0.00

15+

6 - 9 15+

15+

N/A N/A

N/A

N/A N/A

36.00

36.00

36.00

26.00

32.00

0.00

36.00

28.00

36.00

22.00

31.00 0.00

6.00

2.00

2.00

8.50

0.00

34.00 36.00

24.00

22.50

0.00



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#### 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
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- 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

Salary PTO History Report – US Only				
Selection Parameters	Report Description			
* Associate * Show Parameters Yes ~	US Salaried Associate Only: Summary and detailed Time associate at a time using the Note: Excludes Puerto Rico *Denotes a required field.	The Salary PTO History Report displays historica off requests submitted and/or cancelled. It can be associate's win number.	I PTO balances, PTO Unused, only generated for an individua	d, PTC ual
Submit Cancel				
Submit Cancel View report.	Global Time and Atten	dance	But br: SUPPO	i i i iii
Submit Cancel	Giobal Time and Atten Salary PTO History R Report as of 08/23/2	dance port 022	Run by: SUPPO Run Date: 08/2	ම බ බ PORT, S 8/23/20
Submit Cancel View report.	Global Time and Atten Salary PTO History R Report as of 08/23/2 PTO Unused	dance eport 922 <b>PTO Summary</b>	Run Date: 08/2	0 8) 6 PORT, S 8/23/20
Submit         Cancel           View report.         06750411           PTO Balances         06750411           View report.         0100 0000           910 0000         0100 0000           1000 0002/0020 0000         02002/0020 0000           1000 0022/0020 0000         02002/0020 0000           1000 0022/0020 0000         02002/0020 0000	Global Time and Atten Salary PTO History R Report as of 08/23/2 PTO Unused TO Unused TO Unused 2.00 06/23/002 08:00 17.50 81/31/2023 08:00	dance port 022 <b>PTO Summary</b> <u>Win Number (PTO Famed) (PTO Total Days) (PTO days over 4.50 29:00</u>	Run Dy: SUPPO Run Date: 08/2	PORT, S 8/23/20