

Setting up your PTO Details in the GTA Portal


(For salaried associates only)

Tracking your Paid Time Off (PTO) in the GTA Portal requires a “PTO Details” setup. Be sure to review your entries before clicking “Submit.” Once set up, the system calculates and displays available PTO balances.

You'll need to answer a few questions about:



- 1 **Unused PTO from the last plan year** – Include **all** unused days and indicate if you were asked to postpone already approved PTO due to unavoidable and unforeseen business conditions or circumstances, but were unable to reschedule the time off before January 31.




 - 2 **Your workweek schedule** – Select 5, 4, or 3 days a week. Most salaried associates work one of these three workweeks. If you work an alternate schedule, see your Manager or People Partner to determine which schedule to select.

 - 3 **Negotiated time off (if any)** – The system displays your PTO Service Years and an Annual PTO amount based on your hire date. Indicate if you negotiated more total time off than is shown. Negotiated time off is typically listed on your offer letter.
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If you were hired on or after February 1, 2022, you must reach out to People Services at ptoadjst@walmart.com if you have negotiated PTO at hire.
- 4 **PTO day(s) used this plan year** – Include both half and full days you have used since the plan year beginning February 1 through the date you are completing the PTO Details form. Only include days where the calendar date has passed.

To set up your PTO Details in GTA Portal, select “PTO Details.”

 Global Time & Attendance
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	Current Value	New Value
<i>PTO days can be updated in full and half days. e.g. 4.0, 8.5 .</i>		
1	How many unused PTO days did you have at the end of last plan year on 1/31? <small>Were you asked to postpone approved PTO and unable to reschedule the time off before the end of the plan year?</small>	0.0 days <input type="text"/>
2	What is your current weekly work schedule?  <small>Your PTO Service Year Band calculated from your hire date is 1</small>	5 Day Work Week <input type="text"/>
3	Did you negotiate a different amount of PTO when you were hired?	NO <input type="text"/>
4	How many PTO days have you used from Feb 1st until today? (include full and half days, e.g., 9.5)	0.0 days <input type="text"/>
Preview PTO Details for the Plan Year		
	Annual PTO amount you can earn this plan year 	34.0 days
	Total available PTO for use this plan year (Annual PTO + Unused Days)	34.0 days
	Current available PTO 	34.0 days

Information shown in the tracker is dependent upon the data entered into it and may be adjusted if it is determined that the data entered was not accurate.

For complete information on how PTO is earned, used and more, see the Salaried PTO Policy.