

# Using GTA Portal – Quick Reference

## (For salaried associates only)

Your paid time off plan is linked to your **Cost Center** (the location where your payroll wages are charged to). Salaried associates have either [Salaried PTO](#) (an annual amount that is earned throughout the plan year) or [FlexTO](#) (flexibility to take time off when needed while continuing to manage work responsibilities). Click [here](#) and enter your Cost Center to know if you're eligible for FlexTO. If you need help, reach out to your People Partner.

Salaried PTO	FlexTO
<p><b>If you are using GTA Portal for the first time:</b></p> <ol style="list-style-type: none"> <li>Set up your “PTO Details” in GTA Portal (click <a href="#">here</a> for instructions).</li> </ol> <p><b>Once you have set up your PTO Details in GTA Portal:</b></p> <ol style="list-style-type: none"> <li>Discuss your time off request with your manager for approval.</li> <li>Submit PTO you use in GTA Portal (click <a href="#">here</a> for instructions).</li> <li>If you change weekly work schedules (5, 4, or 3 days a week), use the PTO Details screen to enter your new schedule so your balances are accurate.</li> </ol> <p><b>Crossing over to the new plan year:</b></p> <ul style="list-style-type: none"> <li>You should enter all PTO you've used in the plan year into GTA Portal <b>before</b> the plan year ends on Jan 31.</li> <li><i>Remaining PTO Available for Use</i> balance from the previous plan year automatically carries over to the new plan year.</li> <li>Beginning Feb 1, the system will calculate and display the <i>Total PTO Available</i> for use in the new plan year.</li> <li>If you were asked to postpone approved PTO and were unable to reschedule before plan year end, enter any business approved excess carryover into the PTO Details screen on or after Feb 1.</li> </ul>	<p><b>If you're required/or want to track FlexTO you use in GTA Portal:</b></p> <ol style="list-style-type: none"> <li>The PTO Details screen in GTA Portal is not a required activity for FlexTO users.</li> <li>Discuss your time off request with your manager for approval.</li> <li>Submit PTO you use in GTA Portal (click <a href="#">here</a> for instructions).</li> </ol> <p>Note: The FlexTO plan does not have a set amount of time off to use each year. Beginning on February 1, 2023, GTA Portal only displays the <i>Total PTO Used/Scheduled</i> balance for FlexTO users.</p> <p><b>Crossing over into a new plan year:</b></p> <ul style="list-style-type: none"> <li>On Feb 1, the <i>Total PTO Used/Scheduled</i> balance reflects only PTO taken in the new plan year.</li> </ul>
	<p><b>Important!</b></p> <p>GTA Portal systemically can only process requests up to 7 days in the past. If you need to enter PTO used more than 7 days in the past, including any time you used during the previous plan year but could not submit in GTA Portal, ask your manager or People Partner to submit a <a href="#">Paid Time Off (PTO/PPTO) Adjustment Request</a>. This ensures balances display accurately in GTA Portal.</p>

**Note:** Mandatory tracking is required for certain locations. Please review the salaried PTO policy for more information.