

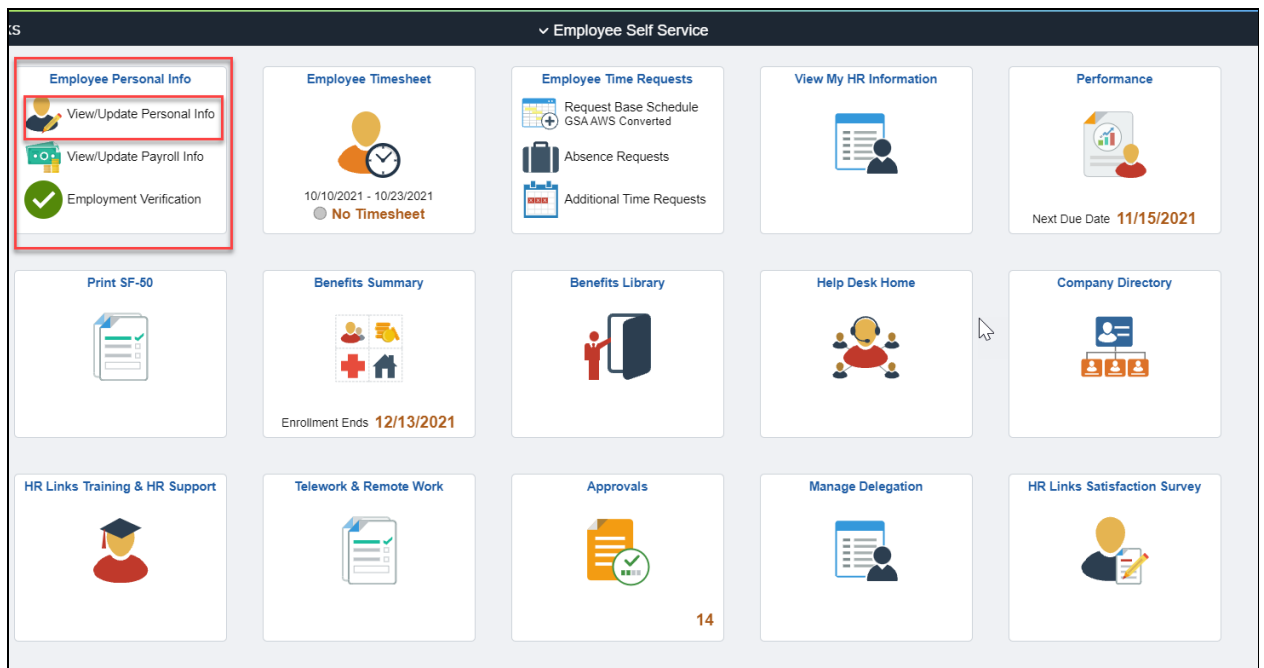


HR Links: Time Off Award Preference

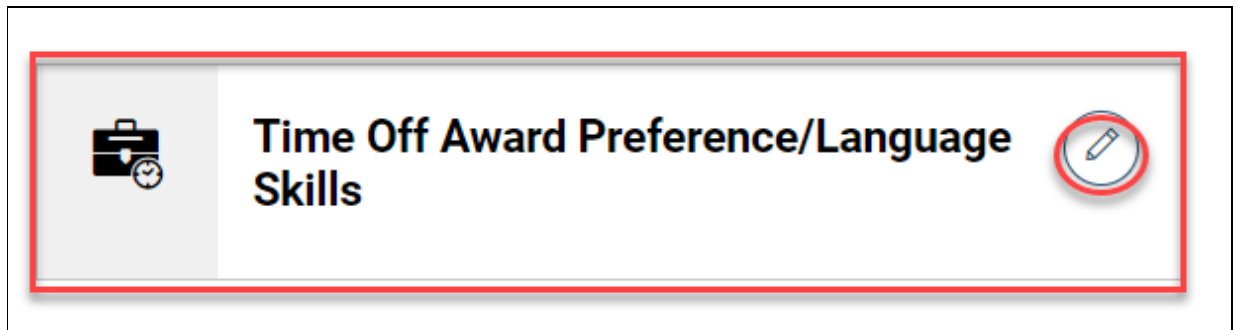
<i>If You</i>	<i>And</i>	<i>Then</i>
Never updated your time off award preference in HR Links	You prefer a cash award this year	Do nothing; you will automatically be awarded a monetary award if you are issued an eligible summary rating.
Never updated your time off award preference in HR Links	You prefer a time off award this year	Follow Part A of this guide
Elected to receive a time off award last year (“HOURS”) in HR Links	You prefer a time off award this year	Do nothing; you will automatically be awarded a time off award if you are issued a eligible summary rating
Elected to receive a time off award last year (“HOURS”) in HR Links	You prefer a cash award this year	Follow Part B of this guide

Part A: Select the Time Off Award Preference in HR Links

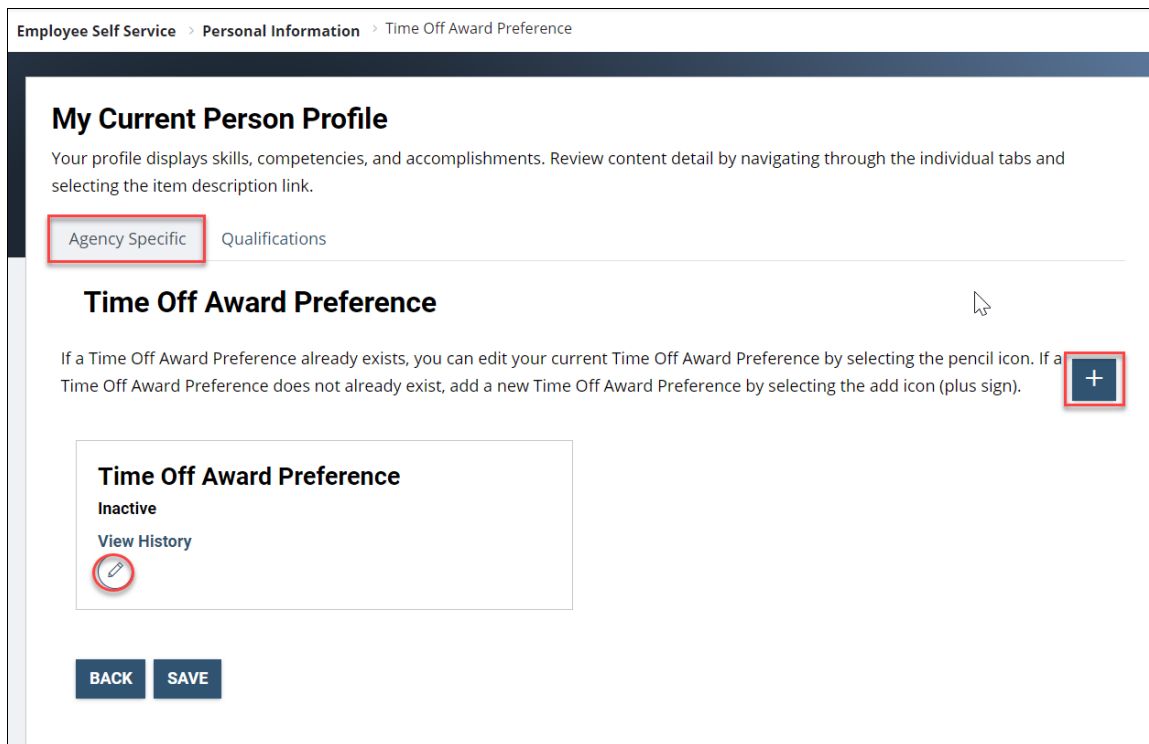
- From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



- From the **Personal Information** page, select **Time Off Award Preference/Language Skills** at the bottom of the page by clicking on the pencil icon.



- From the **My Current Person Profile** page, you can Add (click on plus sign) or Edit (click on pencil icon) your Time Off Award Preference from the Agency Specific Tab.



- Select the plus sign to add a **Time Off Award Preference**.

My Current Person Profile

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link.

Agency Specific Qualifications

Time Off Award Preference

If a Time Off Award Preference already exists, you can edit your current Time Off Award Preference by selecting the pencil icon. If a Time Off Award Preference does not already exist, add a new Time Off Award Preference by selecting the add icon (plus sign).

There are currently no Time Off Award Preference for this profile. Please add one if required.

BACK **SAVE**

5. In the **Add New Time Off Award Preference** window, select the magnifying glass next to the **Time Off Award Preference** field.

Add New Time Off Award Preference

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes.

TIME OFF AWARD PREFERENCE *

STATUS

LAST UPDATED

OK **CANCEL**

6. In the pop-window that appears, select **Time Off Award Preference**. The Content Item ID is **HOURS**.

Look Up Time Off Award Preference

SEARCH BY:

Description **BEGINS WITH**

ADVANCED LOOKUP

DESCRIPTION

Time Off Award Preference

Content Item ID: HOURS

7. HOURS will appear in the Time Off Award Preference field. Keep the Status field as **Active**, confirming for this FY your award preference. Select the **OK** button to return to the GSA Specific Information page.

Add New Time Off Award Preference

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes.

TIME OFF AWARD PREFERENCE*

HOURS

STATUS

Active

LAST UPDATED
11/01/2021 11:51:45AM


8. The Time Off Award Preference option will be listed under the Time Off Award Preference section with a Status of Active.

My Current Person Profile


Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link.



Agency Specific Qualifications

Time Off Award Preference

If a Time Off Award Preference already exists, you can edit your current Time Off Award Preference by selecting the pencil icon. If a Time Off Award Preference does not already exist, add a new Time Off Award Preference by selecting the add icon (plus sign). 

Time Off Award Preference

Active 


9. Select the **Save** button at the bottom of the page. **You have successfully chosen time off as your award preference.** Select **Back** to return to the Personal Information page.

My Current Person Profile


Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link.



Agency Specific Qualifications

Time Off Award Preference

If a Time Off Award Preference already exists, you can edit your current Time Off Award Preference by selecting the pencil icon. If a Time Off Award Preference does not already exist, add a new Time Off Award Preference by selecting the add icon (plus sign). 

Time Off Award Preference

Active 

Part B: Inactivating a Time Off Award Preference

1. If you want to **inactivate a Time Off Award Preference (and return to having the monetary award instead)**, select the pencil icon button under the Time Off Award Preference section.

My Current Person Profile

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link.

Agency Specific


Qualifications

Time Off Award Preference

If a Time Off Award Preference already exists, you can edit your current Time Off Award Preference by selecting the pencil icon. If a Time Off Award Preference does not already exist, add a new Time Off Award Preference by selecting the add icon (plus sign).

Time Off Award Preference

Active



BACK

SAVE

2. In the **Update Time Off Award Preference** window, select Inactive in the Status Field. Select the **OK** button to return to the My Current Person Profile page.

Update Time Off Award Preference

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

TIME OFF AWARD PREFERENCE

HOURS

STATUS

Inactive

LAST UPDATED

11/01/2021 11:59:40AM

OK

CANCEL


3. You have successfully inactivated a Time Off Award Preference. Click **Save**. Select **Back** to return to the Personal Information page.

My Current Person Profile

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link.


Agency Specific Qualifications

Time Off Award Preference

If a Time Off Award Preference already exists, you can edit your current Time Off Award Preference by selecting the pencil icon. If a Time Off Award Preference does not already exist, add a new Time Off Award Preference by selecting the add icon (plus sign). 

Time Off Award Preference

Inactive



BACK **SAVE**