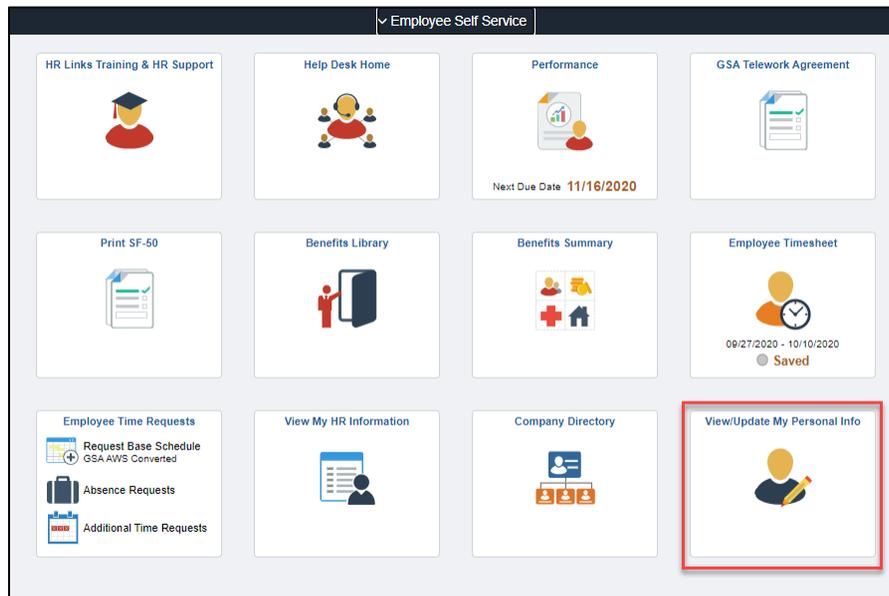# HR Links: Time Off Award Preference

If you are eligible for an individual performance award based on your performance appraisal, you will automatically be awarded a monetary award, and no action is necessary in HR Links.
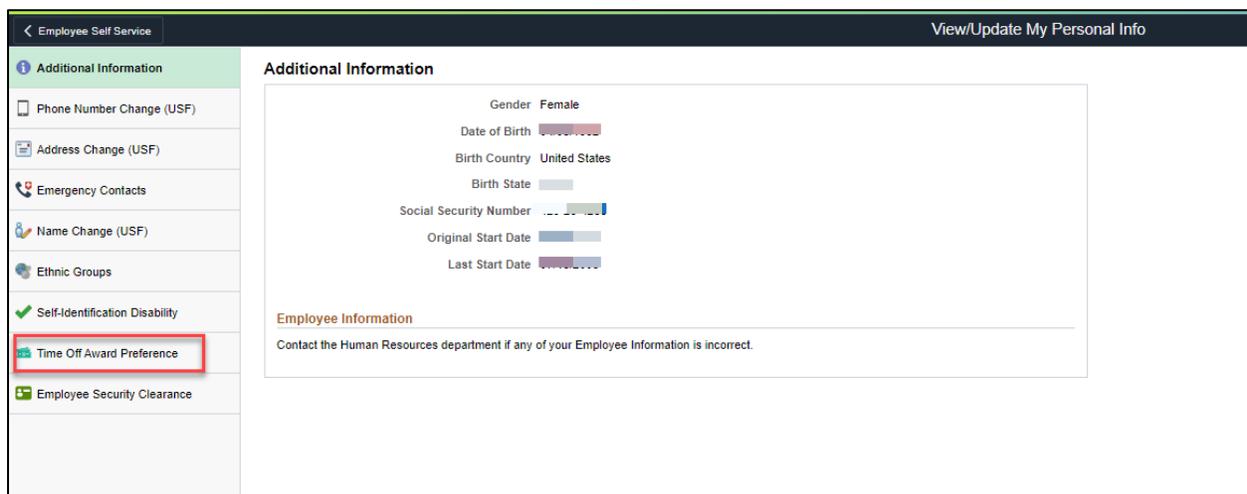
*If you would prefer to have **time off** instead of a monetary award, follow these steps to indicate time off as your award preference in HR Links.*

Select the Time Off Award Preference in HR Links

1. From the HR Links homepage, select the **View/Update My Personal Info** Tile.

2. From the **View/Update My Personal Info** page, select **Time Off Award Preference.**

3. From the **My Current GSA Person Profile** page, select the **GSA Specific Information** tab.

4. Select the **Add New Time Off Award Preference** hyperlink.

5. In the **Add New Time Off Award Preference** window, select the magnifying glass next to the **Time Off Award Preference** field.
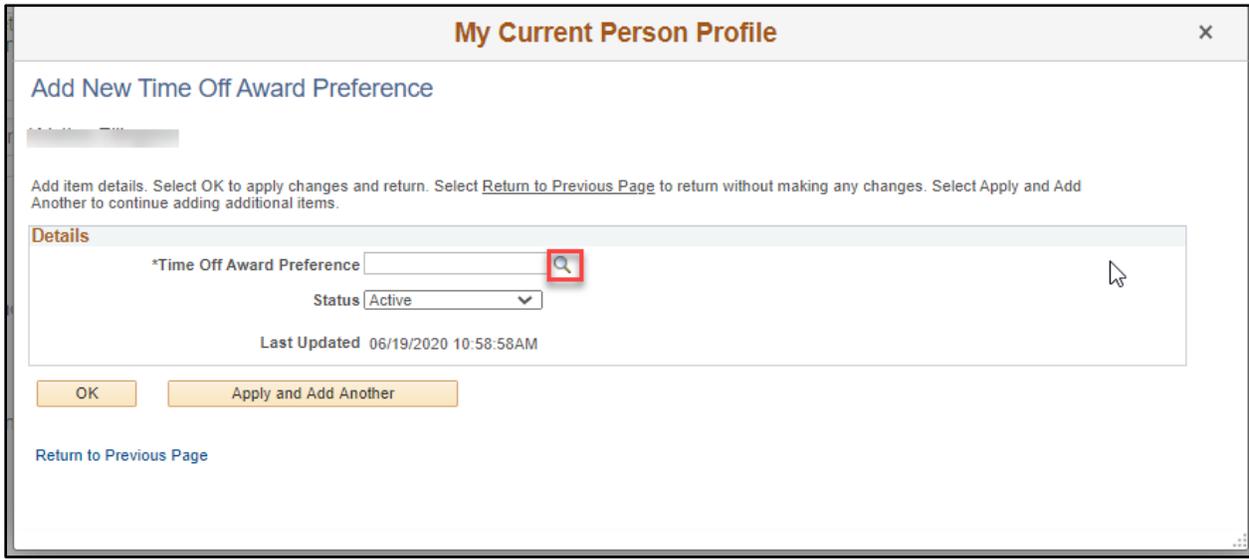
6. In the pop-window that appears, select **Time Off Award Preference**. The Content Item ID is HOURS.
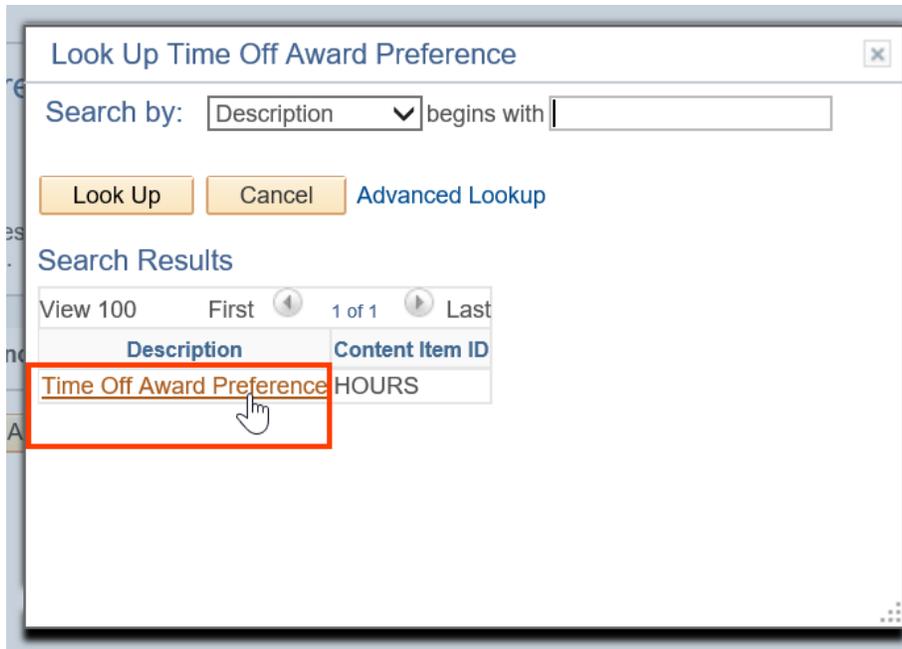
7. HOURS will appear in the Time Off Award Preference field. Keep the Status field as Active, confirming for this FY your award preference. Select the **OK** button to return to the GSA Specific Information page.

   a. ***Do not select the Apply and Add Another button.***

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

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

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 **Edit** pencil icon button on the Time Off Award Preference row, located on the GSA Specific Information tab.

2. In the **Update Time Off Award Preference** window, select Inactive in the Status Field.   Select the **OK** button to return to the GSA Specific Information page.
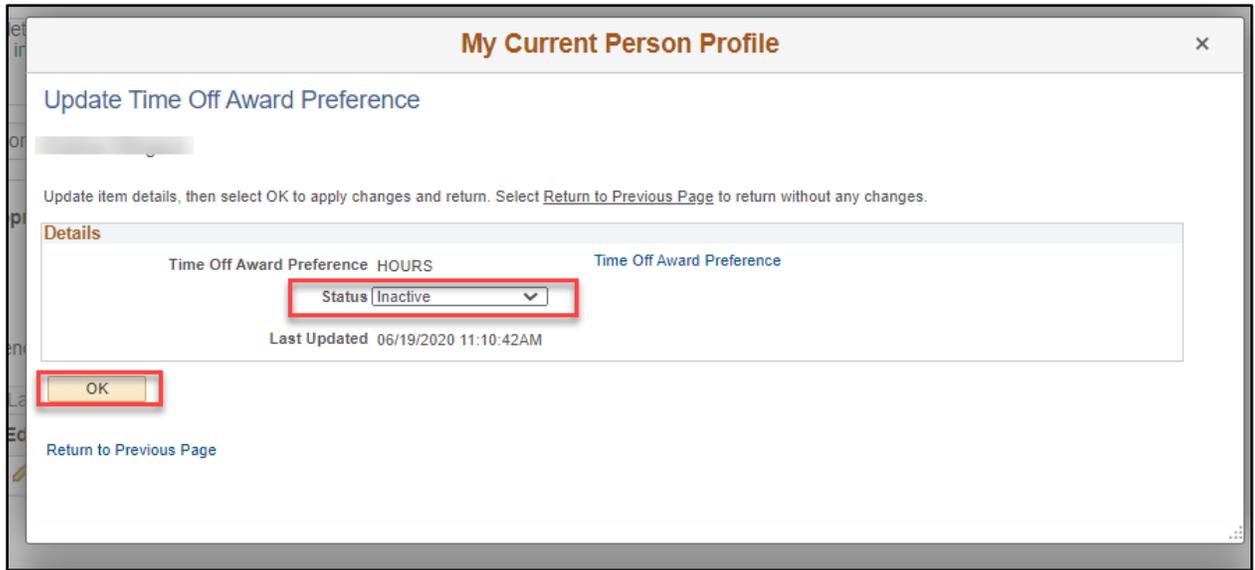
3. You have successfully inactivated a Time Off Award Preference.