



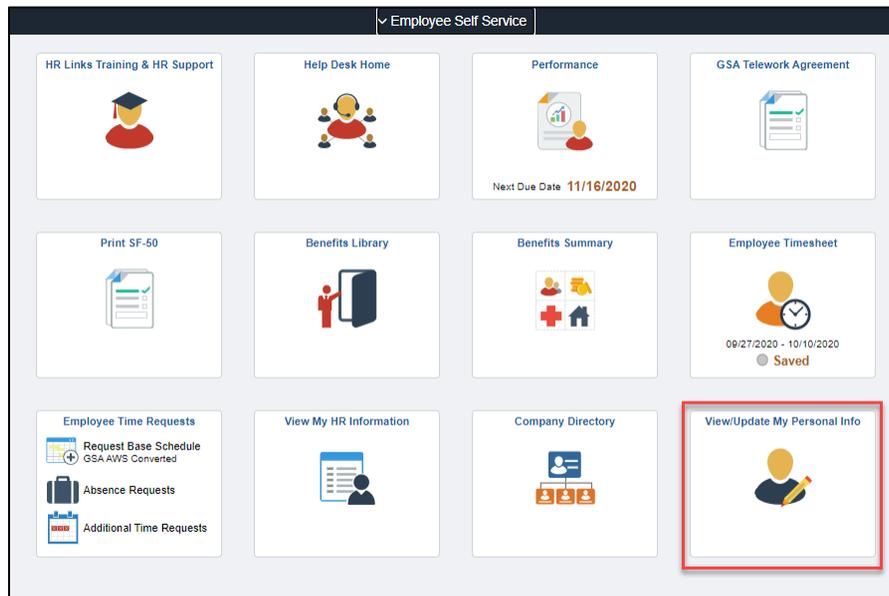
HR Links: Time Off Award Preference

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.

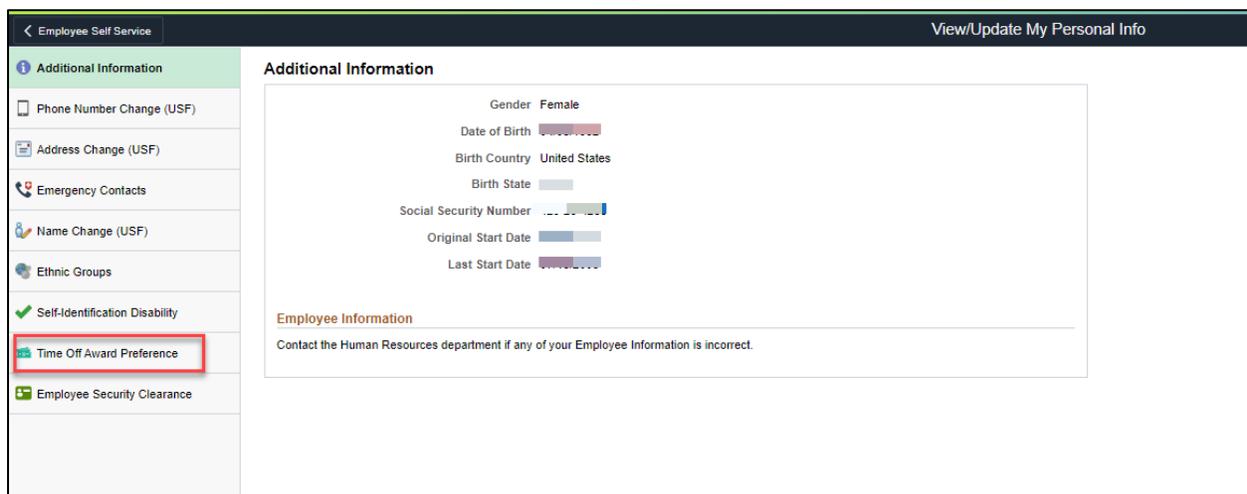
If you would prefer to have **time off** instead of a monetary award, follow these steps to indicate time off as your award preference in HR Links.

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.

The screenshot displays the 'My Current Person Profile' page. At the top, there is a navigation bar with 'IBM HR Shared Service GSAUAT'. Below this, the page title 'My Current Person Profile' is shown. A user profile picture placeholder and the text 'HR Innovation and Integration' are visible. A section titled 'Instructions' provides guidance on navigating the profile. Below the instructions, there are links for 'Print' and 'Comments', and a 'Profile Actions' dropdown menu. The main content area features two tabs: 'Qualifications' and 'Agency Specific', with 'Agency Specific' selected and highlighted with a red border. Below the tabs, there is a section for 'Language Skills' with the text 'There are currently no Language Skills for this profile. Please add one if required.' and a button labeled '+ Add New Language Skills'. At the bottom of the page, there is a 'Save' button.

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

Favorites ▾ Main Menu ▾ > Manager Self Service > My Current Profile

IBM  HR Shared Service GSAUAT

My Current Person Profile

.....
HR Innovation and Integration

▾ **Instructions**
Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

 Print  Comments Profile Actions [Select Action] ▾ 

Qualifications **Agency Specific**

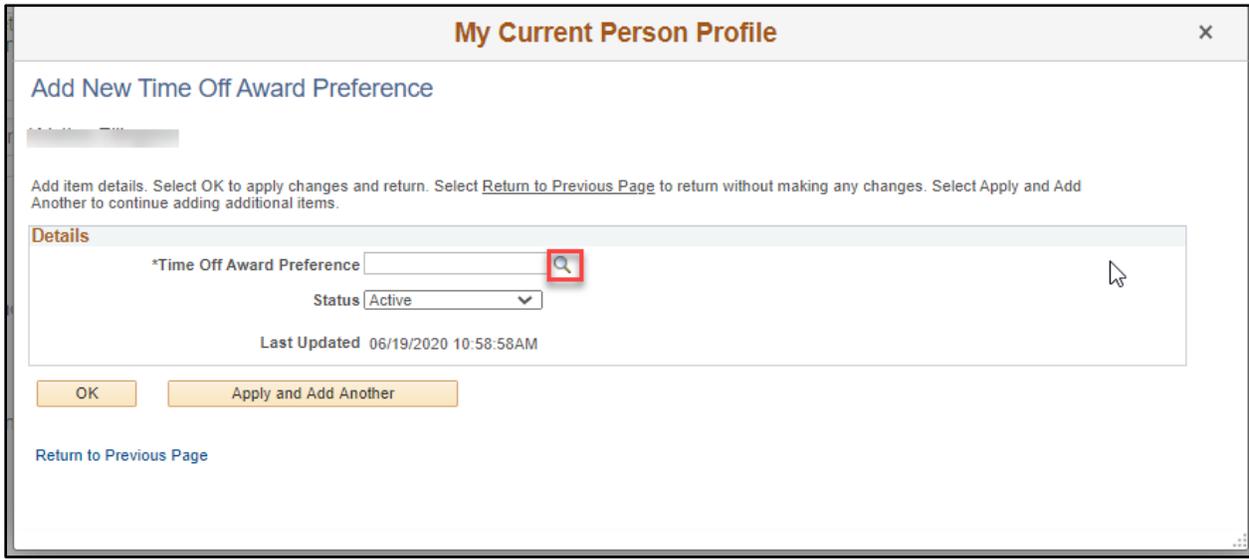
Add new Time Off Award Preference in the given grid. Edit Time Off Award Preference by selecting the edit button and then clicking save.

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

+ Add New Time Off Award Preference

Save

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



My Current Person Profile ✕

Add New Time Off Award Preference

Add item details. Select **OK** to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select **Apply and Add Another** to continue adding additional items.

Details

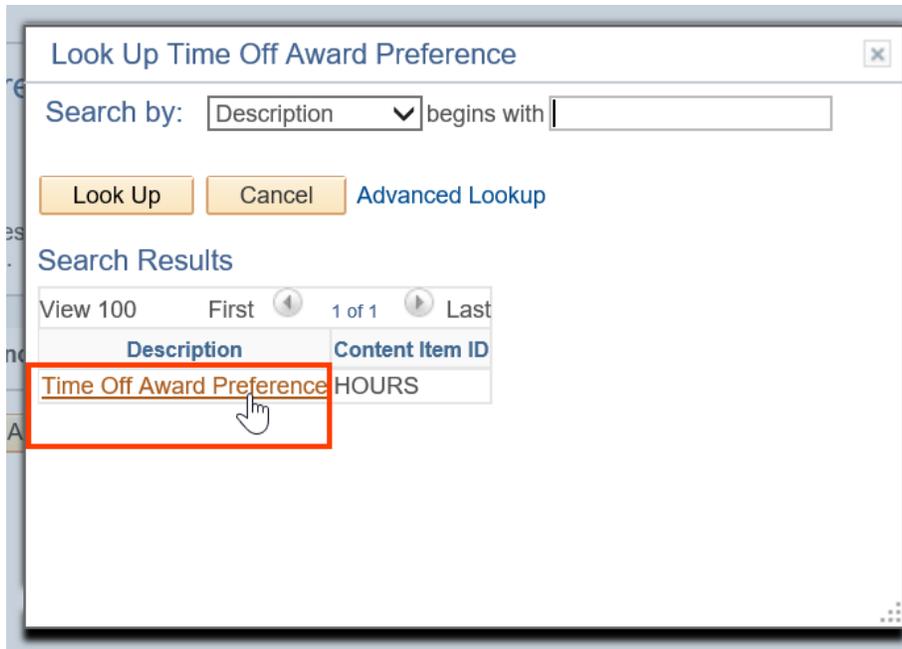
*Time Off Award Preference 🔍

Status Active ▼

Last Updated 06/19/2020 10:58:58AM

[Return to Previous Page](#)

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](#)

Search Results

View 100 First ◀ 1 of 1 ▶ Last

Description	Content Item ID
Time Off Award Preference	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.**

My Current Person Profile ✕

Add New Time Off Award Preference

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

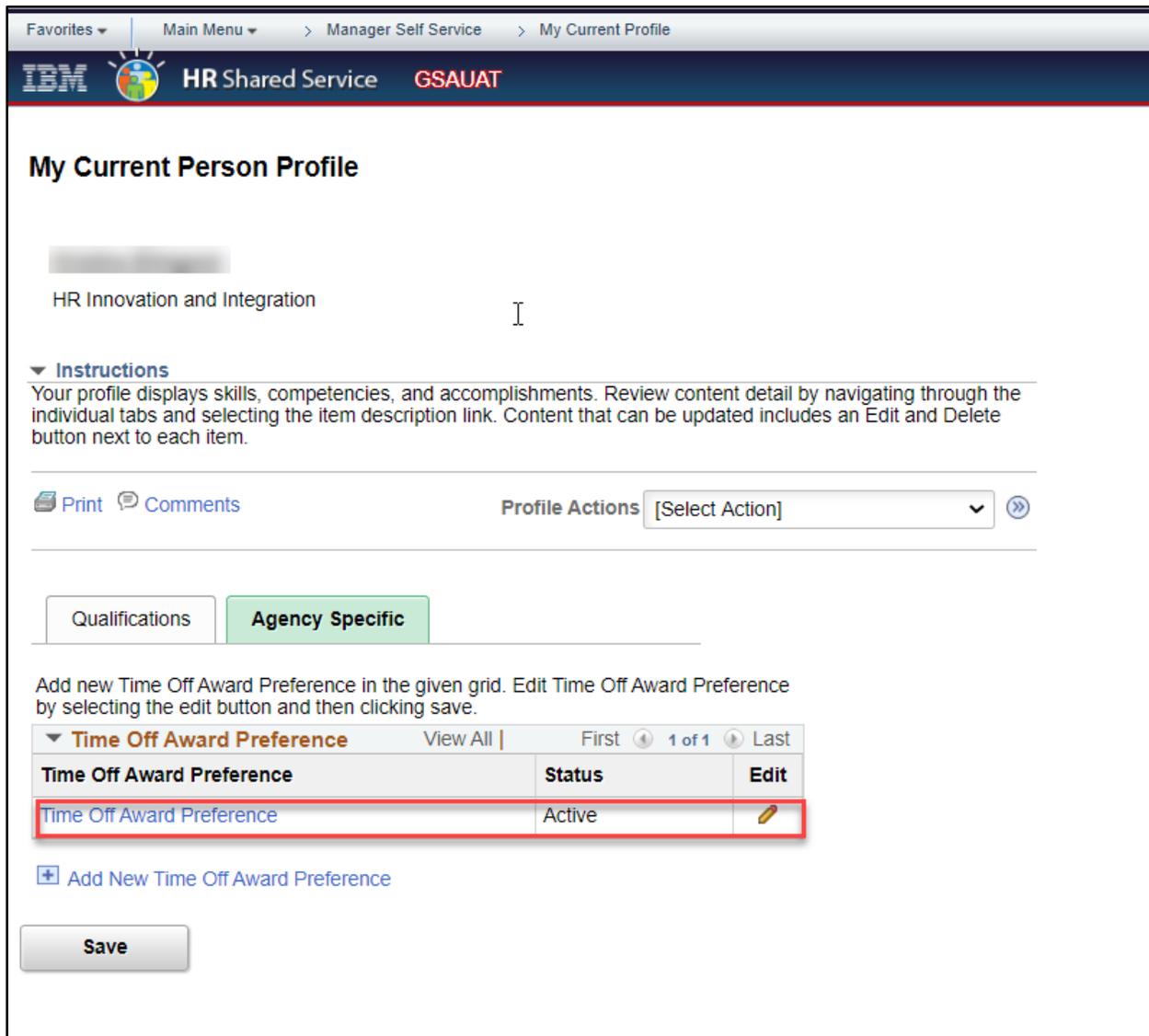
*Time Off Award Preference Time Off Award Preference

Status

Last Updated 06/19/2020 11:05:42AM

[Return to Previous Page](#)

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



Favorites ▾ | Main Menu ▾ > Manager Self Service > My Current Profile

IBM HR Shared Service **GSAUAT**

My Current Person Profile


 HR Innovation and Integration

▼ Instructions
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 Print  Comments

Profile Actions [Select Action] ▾

Qualifications **Agency Specific**

Add new Time Off Award Preference in the given grid. Edit Time Off Award Preference by selecting the edit button and then clicking save.

Time Off Award Preference		
Time Off Award Preference	Status	Edit
Time Off Award Preference	Active	

 Add New Time Off Award Preference

Save

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

Favorites ▾ | Main Menu ▾ > Manager Self Service > My Current Profile

IBM HR Shared Service GSAUAT

My Current Person Profile

HR Innovation and Integration

▼ **Instructions**
 Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

Print Comments Profile Actions [Select Action] ⌵ ⌵

✓ You have successfully saved those profile changes that do not require approval.

Qualifications **Agency Specific**

Add new Time Off Award Preference in the given grid. Edit Time Off Award Preference by selecting the edit button and then clicking save.

Time Off Award Preference		
Time Off Award Preference	Status	Edit
Time Off Award Preference	Active	

+ Add New Time Off Award Preference

Save

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.

Favorites ▾ | Main Menu ▾ > Manager Self Service > My Current Profile

IBM HR Shared Service GSAUAT

My Current Person Profile

.....
HR Innovation and Integration

▼ **Instructions**
Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

Print Comments Profile Actions [Select Action] ▾ ⌵

✓ You have successfully saved those profile changes that do not require approval.

Qualifications **Agency Specific**

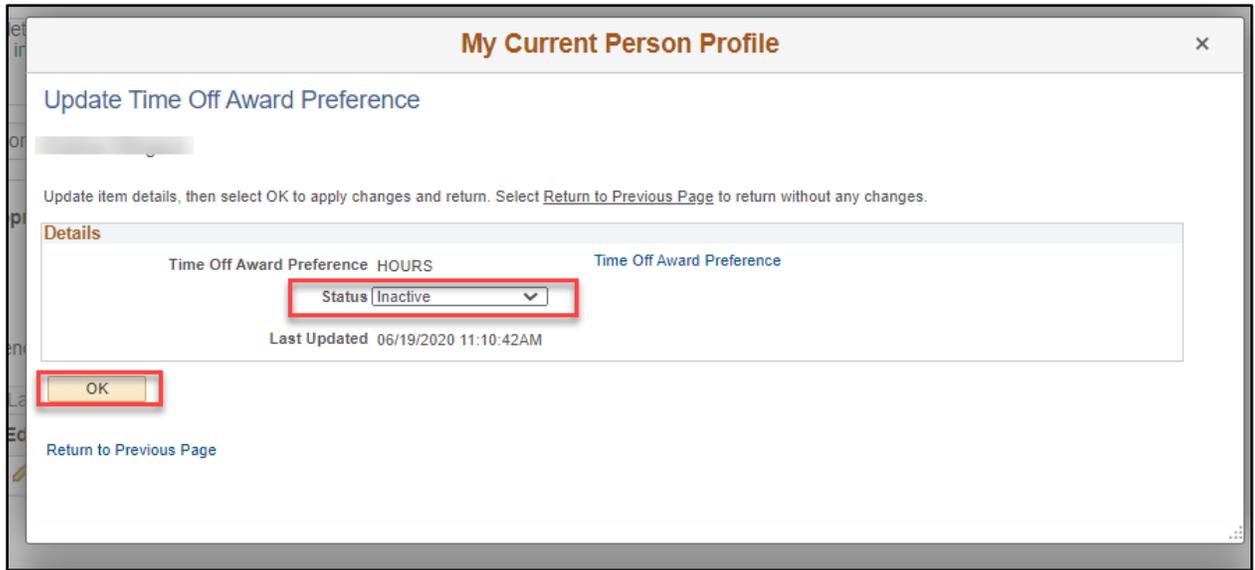
Add new Time Off Award Preference in the given grid. Edit Time Off Award Preference by selecting the edit button and then clicking save.

Time Off Award Preference		
View All		First 1 of 1 Last
Time Off Award Preference	Status	Edit
Time Off Award Preference	Active	

+ Add New Time Off Award Preference

Save

- 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.

