

# FTO/VTO QUICK REFERENCE GUIDE

**Employee (Non-Field)** 



# Contents

	3
REQUEST TIME OFF	4
REVIEW FTO/VTO UTILIZATION DATA	7
CHANGE OR CANCEL A LEAVE REQUEST	8
REVIEW FROZEN PTO DATA	9
ADDITIONAL RESOURCES10	0



#### Introduction

This document serves as a quick reference guide on how to use SAP to manage your FTO requests.

Please see the <u>Flexible Time Off Policy</u> on the PBS site for more details about the policy.





## **Request Time Off**

#### STEP 1

Click Here to access SAP

					Road through 2035	Patient Care	giver Promise 5	ocial Impact at Otsuk	
Otsuka	Vine							岡 Saved items	
Otsuko								×	
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••• a/a	WORNDAY	CELMS		×.	PBS (HR)	EVENTS	Company Calenda	e	
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See more				PERFORTING STRING	SAP Reporting System	Toronar	see TimeSheet		
Manage Subs	criptions			SOAR	SOAR	O The LAB	The Lab		

#### OR

Launch from <u>SAP FTO Link</u> from the Vine.

Once launched, you will be logged into the "My Leave Request" page through Single-Sign-On.

M	ly Leave Request 🔻						
√ E	Entitlement						
Ite	ems (3)				Show From	11/22/2024	
Le	ave Type	Validity	Available	Planned	Used	E	ntitlement
Fr	ozen PTO	01/01/2024 - 12/31/2024	0 Hours	0 Hours	0 Hours		0 Hours
Fr	ozen C/F PTO	01/01/2024 - 12/31/2024	0 Hours	0 Hours	0 Hours		0 Hours
Fr	ozen Floating Holiday	01/01/2024 - 12/31/2024	0 Hours	0 Hours	0 Hours		0 Hours
Le	alendar Items (4) eave Type	Validity	Status	Approver	Show From Quota Used	01/01/2024	
Le	ave Type	Validity	Status	Approver	Quota Used		
FT	ro - Non-Illness	01/08/2025	Sent	AinslieForbes		Ø	8
FT	ro - Illness	01/02/2025	Sent	AinslieForbes		Ø	8
P	TO Hours	11/18/2024	Sent	AinslieForbes	8 Hours	Ø	8



# **Request Time off** continued

#### **STEP 2**

Under "Request Overview" Click "calendar" to select a day or a range of days or click create request

> Entitlement          • Request Overview         centeds       tens (2)         • Select a start and end date to create a new request; click an existing request to display													it 🔻	e Reques	My Leav
Select a start and end date to create a new request; click an existing request to display         February         2025           Sun         Mon         Tue         Wed         Thu           1         5         6         7         8         9         10         11         6         2         3         4         5         6           3         12         13         14         15         16         17         18         7         9         10         11         12         13           4         19         20         21         22         23         24         25         26         27         28         29         30         31         7         9         10         11         12         13           4         19         20         21         22         30         31         9         23         24         25         26         27           •         Today         •         Selected         •         Working Day         Mon-Working         •         Approved /         •         Selected         •         Public Holiday														nent	> Entitler
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Sun       Mon       Tue       Wed       Thu       Fri       Sat       Sun       Mon       Tue       Wed       Thu         1       2       3       4       5       6       7       8       9       10       11       6       2       3       4       5       6       7       8       9       10       11       6       2       3       4       5       6       6       1       10       11       10       11       12       13       14       15       16       17       18       7       9       10       11       12       13       14       15       16       17       18       16       17       18       19       20       20       21       22       23       24       25       26       27       28       29       30       31       9       23       24       25       26       27       28       29       30       31       9       Sett       Rejected       Public Holiday         Today       Selected       Working Day       Mon-Working       Approved / Bay       Sett       Sett       Rejected       Public Holiday       Public Holiday       Public Holid	>		2025	February							2025	January			<
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2       5       6       7       8       9       10       11       6       2       3       4       5       6         3       12       13       14       15       16       17       18       7       9       10       11       12       13         4       19       20       21       22       23       24       25       8       16       17       18       19       20         5       26       27       28       29       30       31       9       23       24       25       26       27         1       Today       Selected       Working Day       Non-Working Day       Approved / Day       Sent       Rejected       Public Holiday	1						5	4	3	2	1				1
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4       19       20       21       22       23       24       25       6       16       17       18       19       20         5       26       27       28       29       30       31       9       23       24       25       26       27         1       Today       Selected       Working Day       Non-Working Day       Approved / Day       Sent       Rejected       Public Holiday	14 15	13	12	11	10	9	7	18	17	16	15	14	13	12	3
5     26     27     28     29     30     31     9     23     24     25     26     27	21 22	20	19	18	17	16	8	25	24	23	22	21	20	19	4
Today Selected Uvorking Day Non-Working Approved / Sent Rejected Public Holiday	28	27	26	25	24	23	9		31	30	29	28	27	26	5
	day Multiple Entries	ublic Holiday	Pu	Rejected		Sent	ed /	Approv	n-Working	No Da	Working Day		Selected		Today
									,						
	Create Reques														



#### Request Time off continued

#### **STEP 3**

Select "Leave Type" from the drop-down menu

Available Leave Types:

- FTO Non-Illness
- FTO Illness
- VTO (Limit of 16 Hours per calendar year applies)

Important:

Use only FTO leave type for the leaves starting in 2025.

Use only **PTO** leave type for leaves in **2024**.

- **STEP 4** Select a day or range for time off request
- STEP 5 Click "Save"

STEP 6 – The leave request will be sent to your manager for review

Leave Type Selection	Create Request -		
Leave Type:       FTO - Non-Illness         O available    General Data General Data	Leave Type Selection		
General Data	Leave Type:	FTO - Non-Illness	1
General Data       General Data       Date:       Outload:       Start Time:       End Time:       15:00       Duration in Hours:       Sto       No deduction possible       Approver:       New Note:		0 available	2
General Data          General Data         Date:         0210/2025         Start Time:         09:00         End Time:         15:00         Duration in Hous:         So         No deduction possible         Approver:         New Note:			
More than 1 day     One day or less       Date:     02/10/2025       Star Time:     09:00       End Time:     15:00       Duration in Hours:     5:00       No deduction possible       Approver:     AinslieForbes       New Note:	General Data		
Date:     02/10/2025       Start Time:     09:00       End Time:     15:00       Duration in Hours:     5.00       No deduction possible       Approver:     AinstieForbes       New Note:		O More than 1 day • One day or less	
Start Time: 09:00 9 End Time: 15:00 9 Duration in Hours: 5:00 No deduction possible Approver: AinslieForbes 6 New Note:	Date:*	02/10/2025	
End Time: 15:00 3 Duration in Hours: 5:00 No deduction possible Approver: AinslieForbes C New Note:	Start Time:	09:00	
Duration in Hours: 5.00 No deduction possible Approver: AinslieForbes	End Time:	15:00	
Approver: AinsileForbes	Duration in Hours:	5.00	
New Note:	Approver	AinslieEorbes	
	New Note:		
			Save



# **Review FTO/VTO Utilization Data**

Status of FTO/VTO Requests may be viewed in the Request Overview Section

Select "Items" to view FTO/VTO status in list format.

Select "Calendar" to view FTO/VTO status in calendar format.

My Leave Request 🔻				
> Entitlement				
<ul> <li>Request Overview</li> <li>Calendar Items (3)</li> </ul>				Show From 01/01/2025
Leave Type	Validity	Status	Approver	Quota Used
FTO - Non-Illness	02/12/2025 - 02/14/2025	Sent	AinslieForbes	
FTO - Non-Illness	01/08/2025	Sent	AinslieForbes	
FTO - Illness	01/02/2025	Sent	AinslieForbes	



#### **Change or Cancel a Leave Request**

#### STEP 1 – Access SAP and refer to the "Request Overview"

- STEP 2 Select "Items"
- **STEP 3** Use the "Pen" icon to edit the request details or the "Delete" icon to delete the leave request.
- **STEP 4** Change/Cancellation request will be sent to the employees manager

My Leave Request 🔻				
> Entitlement				
<ul> <li>Request Overview</li> <li>Calendar Items (3)</li> </ul>				Show From 01/01/2025
Leave Type	Validity	Status	Approver	Quota Used
FTO - Non-Illness	02/12/2025 - 02/14/2025	Sent	AinslieForbes	$\mathscr{O}$ $\otimes$ >
FTO - Non-Illness	01/08/2025	Sent	AinslieForbes	
FTO - Illness	01/02/2025	Sent	AinslieForbes	$\mathscr{I}$ $\otimes$ >



#### **Review Frozen PTO Data**

If as of December 31, 2024, employee resides in a state where unused PTO must be paid out, any **available** PTO balance remaining as of December 31, 2024, will be retained, and paid at the base pay rate as of the date of your termination, in accordance.

Eligible frozen PTO hours may be viewed under "Entitlement." Click "Show From" and change date to 12/31/2024 to review current PTO balance.

My Leave Requ	uest ▼				٩	. 7
✓ Entitlement						
Items (3)		$\frown$		Show From 12/31/	2024	
Leave Type	Validity	Available	Planned	Used	Entitleme	ent
Frozen PTO	01/01/2024 - 12/31/2024	232 Hours	0 Hours	0 Hours	232 Ho	urs
Frozen C/F PTO	01/01/2024 - 12/31/2024	56 Hours	0 Hours	0 Hours	56 Ho	JIS
Frozen Floating Holiday	01/01/2024 - 12/31/2024	24 Hours	0 Hours	0 Hours	24 Ho	urs
<ul> <li>Request Overview</li> </ul>						
Calendar Items (4)				Show From 01/01/2	2024	
Leave Type	Validity	Status	Approver	Quota Used		
FTO - Illness	01/06/2025	Sent	JoseContreras		/ 🛞	>
FTO - Illness	01/02/2025	Sent	JoseContreras		/ 🛞	>
Jury Duty Hours	12/03/2024	Sent	JoseContreras		/ 🛞	>
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## **Additional Resources**

For additional information about FTO, please review the <u>FTO Policy</u> and frequently asked questions (FAQs).

Should you have additional questions, please contact Otsuka AVA Contact Center at 877-4-OTSUKA (877-468-7852) or by submitting a request via <u>AVA Portal.</u>