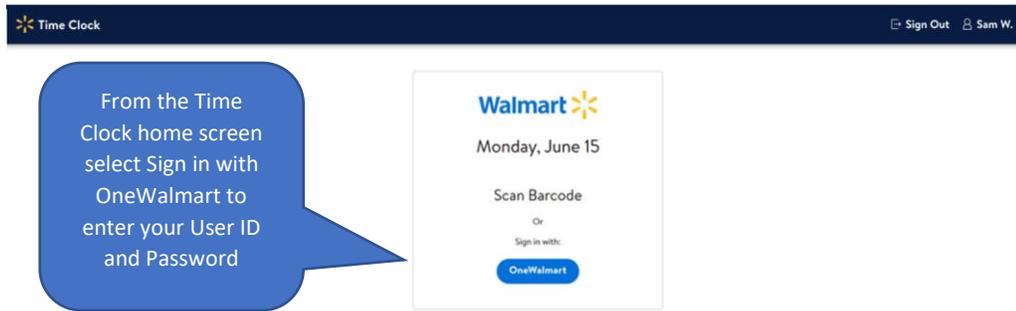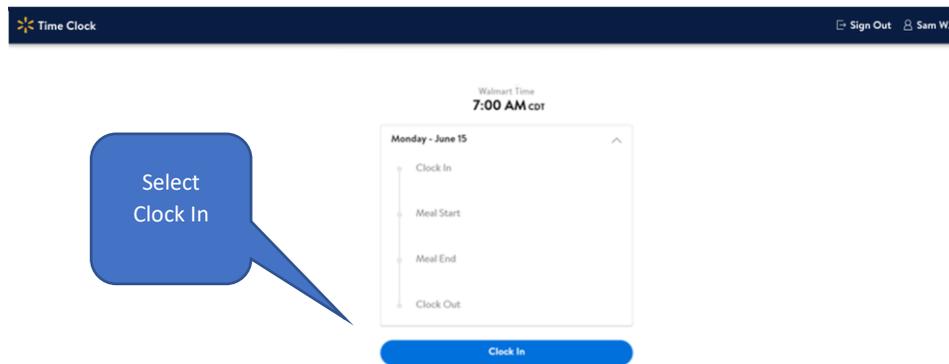**GTA Time Clock Replaces ETM**

GTA Time Clock is your new clocking application. **Please take the action steps below by 10/22/2020.**
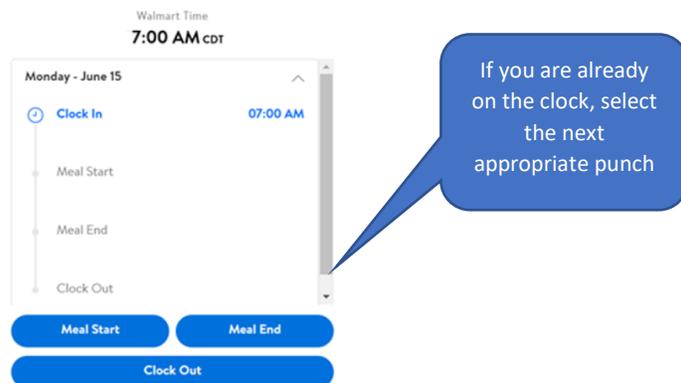
1. Click this link to open the new GTA Time Clock

From the Time Clock home screen select Sign in with OneWalmart to enter your User ID and Password

2. Select OneWalmart and enter your OneWalmart User ID and Password

Select Clock In

3. Select Clock In if you are off the clock or select the next appropriate clocking action if you have already Clocked In (see below).

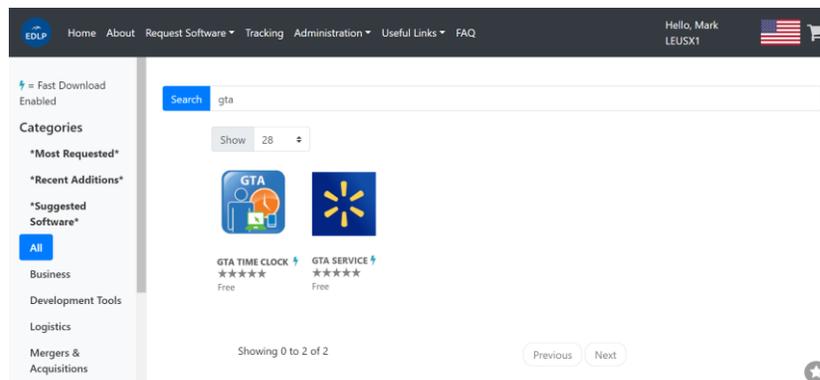If you are already on the clock, select the next appropriate punch

4. Review the Time Clock Job Aid for help with missed punches.

5. All associates (including MAC users) can drag the GTA Time Clock link to your desktop: GTA Time Clock

GTA Time Clock Replaces ETM

Note: If you want to change the icon for your desktop link

- Right click on the GTA image icon and save it to your download folder
- Right click on the desktop shortcut and go to properties
- Click on Change Icon button and browse to your download folder
- Select the GTA image icon you saved and click Open
- Click apply and OK

6. Or from OneWalmart PC users can select this link https://fds.wal-mart.com/EDLP/Store/StoreFront# and enter GTA in the search window.

7. Request both the GTA Time Clock and GTA Service software packages

8. Once the new desktop short cut is saved or loaded, delete the old ETM icon from your computer by right clicking on the ETM icon and selecting Delete.

9. Save the link to your desktop and continue to use Electronic Time Adjustment (ETA) for editing previous day missing punches.

10. For GTA technical questions (i.e. error message, access issues, etc.) contact Desktop Solutions at 479-273-8866.

Job Aid - Time Clock 10.06.2020.pdf

GTA Time Clock Overview Home Offic

11. Time Clock support materials