

# Vacation Sales on the Portal

Go to:

PG&E@Work For Me

- About Me
- My Time
- My Vacation Sale

Options

### VACATION SALES FORM

Form Report

#### SELECT CAMPAIGN

Please select the campaign to which you wish to donate [Vacation Sales policy document](#)

Campaign Name:

Campaign Id:

#### PERSONAL INFORMATION

LAN ID  
Employee Name  
Phone Number  
Personnel Number (Pernr)  
Pay Cycle  
Vacation / PTO Balance

Number of Hours to be donated

Gross amount

#### Terms of Vacation Sales

I hereby authorize and request Pacific Gas and Electric Company to sell the vacation hours specified above and transfer the proceeds to the recipient.

Pay statement is going to display on the portal after the end of the campaign

#1 Select campaign from the drop down menu

#2 Enter number of hours to be donated

#3 Click