Macy's Time Off

Associates
Quick-Reference Card

Macy's Time Off

This quick-reference outlines how to view and submit time off requests. This file can be found in the Macy's Time Off application on the View Balance page, along with a User Guide that details the system features and highlights changes that have been made to the MTO system.

Macy's Time Off is an application available in In-Site that provides you with a convenient, self-service tool to plan, schedule, and submit time off requests for your manager's approval. As an associate, you will be able to

♦ View eligible leave balances

♦ Submit time off requests

♦ View your request history

You can access Macy's Time Off from work through In-Site or from home by going to employeeconnection.net and clicking the In-Site link.

Access Macy's Time Off

Access the **Macy's Time Off** system that allows you to manage your leave requests.

1. Log into **In-Site**.
2. Click **myschedule** from the left navigation menu.
3. Expand the **Time/Attendance** menu option.
4. Select the **Time Off (MTO)** link to access the system.

View Leave Balance

To view your leave balance, do the following:

➢ From the **Time/Attendance** menu, select the **Time Off (MTO)** link.

On the **View Leave Balance** tab, you can view your balance for the current year.

Note: The system displays the current year by default. To display information for the previous or next fiscal year, select from the **Year** dropdown.

First Grid

The first grid displays the following categories:

♦ **Time Eligibility** in days and hours by category (PTO, etc.)

♦ **Time Taken**, **Time Requested**, **Time Scheduled**, and **Time Remaining** in hours by category

Second Grid

The second set of grids shows **Time Taken Details**, **Scheduled Details**, and **Time Requested Details**.

Time Taken Details		
Date	**Hours**	**Time Off Type**
11/25/2010	7.63	Holiday
11/09/2010	7.63	PTO
10/23/2010	7.63	PTO
10/22/2010	7.63	PTO
10/21/2010	7.63	PTO
10/20/2010	7.63	PTO
10/19/2010	7.63	PTO

Time Scheduled Details		
Date	**Hours**	**Time Off Type**
01/03/2011	7.50	PTO
01/04/2011	7.50	PTO
01/05/2011	7.50	PTO

Request Time Off

To request time off, do the following:

1. Click the **Request Time Off** tab in the MTO system.
2. Select a month when you want to take time off.
3. Click a blue hyperlinked date to select that week.
4. Select the specific days within that week that you want to use for time off.

Coding Legend

■	PTO Exception Date	■	Key Day (UD & PTO Restricted)
■	PTO Restricted Date	■	Unavailable Day Exception Date
■	Holiday Date	■	Approved
		■	Pending

♦ PTO Exception Date (highlighted in black)—Restricted for PTO selection.

♦ PTO Restricted Date (highlighted in gray)—Available for PTO selection, but may be subject to restrictions.

♦ Holiday Date (highlighted in red)—Indicates a holiday; do not select PTO for these dates. However, an unavailable day can be selected.

♦ Key Day (UD & PTO Restricted, highlighted in purple)—Restricted for PTO and unavailable day selection.

♦ Unavailable Day Exception Date (highlighted in turquoise)—Available for PTO selection, but unavailable days are subject to restrictions.

5. Select the **Type of Request**.

♦ **PTO** requests use your average daily hours as the default; you can adjust this from 4 to 10 hours.

♦ **Partial PTO** requests use half of your daily average hours (minimum 3) as the default.

Shifts will not be assigned on schedules when PTO and partial PTO is selected.

Notes:

♦ When selecting days, only the types of leave with an available balance appear in the dropdown.

♦ The Selected Day Off check box is active for retail locations on MSP schedule options only. If selected, it indicates that you do not need to request PTO on the specified day.

6. Click **Submit**.

7. **Confirm** your request.

Note: After you submit a request, the system displays a confirmation message that the request is in Pending or Approved status (depending on your location).

> Your request has been **successfully** submitted and is in **Pending** status.
>
> Your request ID is 77777777_28

This message includes a unique ID number that you can use to track the request's progress on the View Request History tab.

The system updates the **Scheduled Detail** with your time off request information on the **View Balance** page.

Scheduled Detail		
Date	**Hours**	**Type**
01/03/2011	7.50	PTO
01/04/2011	7.50	PTO
01/05/2011	7.50	PTO

8. (Optional) Click **Submit Another Request** to open a new request page and start another request.

Note: If your request for time off crosses 2 different weeks, you must create a separate request for each.

Note for hourly executives or salaried overtime-eligible employees: When you enter PTO in In-Site, the timekeeping system automatically updates to reflect your request.

View Macy's Time Off Request History

The **View Request History** tab displays Pending, Approved, Denied, and Canceled entries starting with the current date through the end of the fiscal year.

To show a longer or shorter history, click the calendar icon next to the **Begin Date** or **End Date** field.

Color Coding

The requests are color coded based on the status.

♦ Pending—Yellow

♦ Approved —Green

♦ Canceled—Gray

♦ Denied—Red

Hourly associates can cancel a pending or approved request as follows:

1. Click **Cancel**.

The system displays a prompt asking you to confirm the request.

2. Click **OK** to proceed with the cancellation.

The View Request History page refreshes and displays the canceled status of the request.

Note: Executives can use these same instructions to cancel an Approved request.

Further Information

For additional information, refer to the Macy's Time Off User Guide or contact your manager.