My Time Off (MTO)

Executives
(Salaried Executives, Salaried Overtime Eligible Employees [SOEE], and Hourly Executives)

Quick-Reference Card

My Time Off (MTO)

This quick-reference outlines how to request, view, and track PTO (Paid Time Off).

MTO is an application available in In-Site that provides you with a convenient, self-service tool to plan and schedule PTO. As an Executive, you will be able to

- View eligible leave balances
- Request PTO
- Track PTO taken and scheduled
- View request history

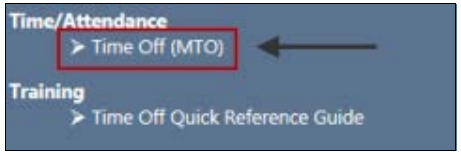
You can access MTO from the Macy's network through In-Site, or outside the Macy's network by going to http://employeeconnection.net/ and clicking My In-Site.

Access MTO

Access the **MTO** system that allows you to manage your PTO.

1. Log into **In-Site**.
2. Click **My Day** from the right navigation menu.

3. Select the Time Off (MTO) link from the right navigation menu to access the system.



4. MTO opens in a separate window.

View PTO Balance

To view your PTO balance click the **View Balance** tab.

View Balance tab details:

❶ Your employee ID and name.

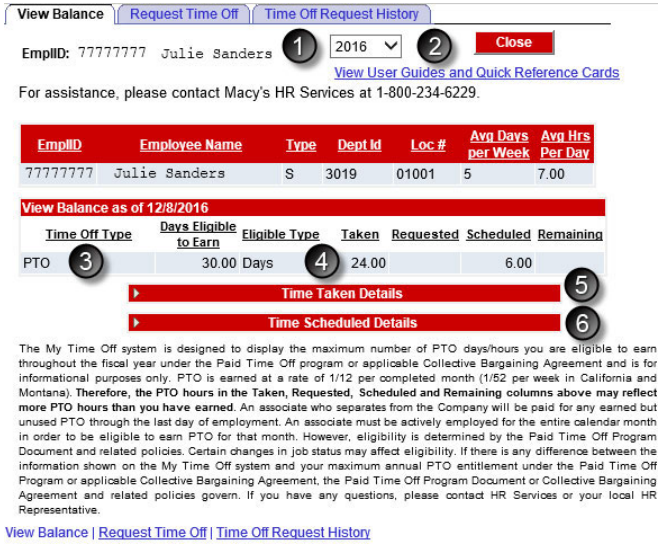
❷ Current year. The system displays the current year by default. To display information for the previous or next fiscal year, select from the dropdown menu.

❸ Time off type is PTO (Paid Time Off).

❹ Days Eligible is the number of days you have available for the current year.

❺ Time Taken Details. Expand this section to see a list of days you have taken for the year displayed.

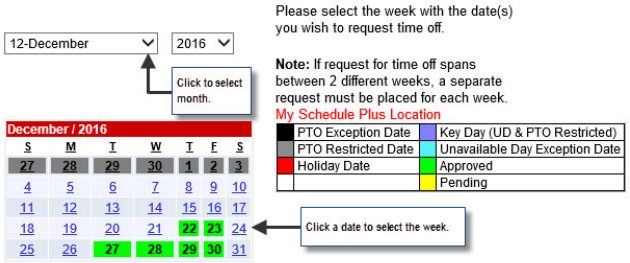
❻ Time Scheduled Details. Expand this section to see a list of days you have requested that you haven't taken yet.



Request Time Off

To request PTO, do the following:

1. Click the **Request Time Off** tab.
2. Select a month when you want to take PTO from the drop down menu.
3. Click a blue hyperlinked date to select that week. (NOTE: You can select an individual date within a week.)

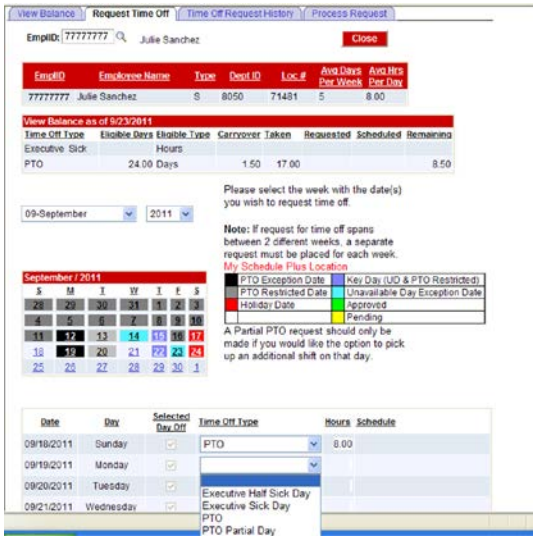


4. Select the specific days within that week that you want to use for time off.

   Note: Hourly Executives must enter PTO in advance in order to ensure payment for time taken.

5. Select the **Type of Request**.
   - **PTO** requests use your average daily hours as the default.
   - **Partial PTO** requests use half of your daily average hours as the default.

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



6. Click **Submit**.

Note: After you submit a request, the system displays a confirmation message that the request is in Approved status.

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

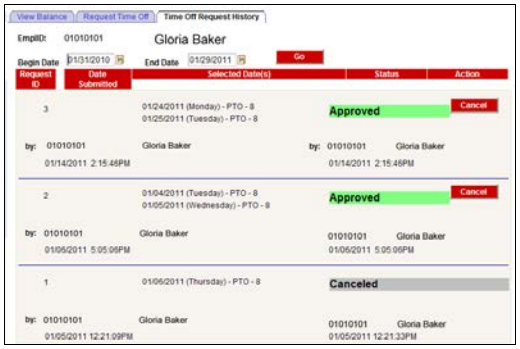
   Note: If your request for time off crosses 2 different weeks, you must create a separate request for each.

View Time Off Request History

The **Time Off Request History** tab displays Approved 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.

- Approved —Green
- Canceled—Gray

Executives can cancel an 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.

Further Information

For additional information, refer to the My Time Off User Guide.

NOTE

In all states where sick/safe time is in effect, the manager must submit and approve this time for their SOEE, and Hourly Executives.

SOEE and Hourly Executives cannot enter sick/safe time in the MTO system.