

# My Time Off (MTO)

Hourly Associates  
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 hourly associate, you will be able to

- ◆ View eligible leave balances
- ◆ Submit requests to your manager for 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.

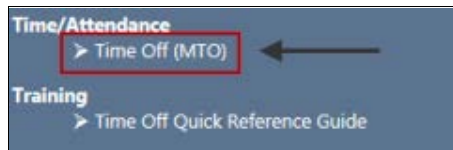
## Access MTO

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, do the following:

View Balance tab details:

- 1 Your employee ID and name.
- 2 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.
- 3 Time off type is PTO (Paid Time Off).
- 4 Days/Hours Eligible is the amount of time you have available for the current year.
- 5 Time Taken Details. Expand this section to see a list of days you have taken for the year displayed.
- 6 Time Scheduled Details. Expand this section to see a list of days you have requested that you haven't taken yet.
- 7 Time Requested Details. Expand this section to see a list of days you have submitted to be approved by your manager.

## Request Time Off

As an hourly associate, your manager must approve your PTO requests. Therefore, submit your request in advance to allow time for your manager to submit the approval.

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.
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.

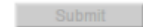
**Note:** When selecting days, only the types of leave with an available balance appear in the dropdown.

Date	Day	Selected Day Off	Time Off Type	Hours	Schedule
01/22/2017	Sunday	<input type="checkbox"/>			
01/23/2017	Monday	<input type="checkbox"/>	PTO	7.90	
01/24/2017	Tuesday	<input type="checkbox"/>			
01/25/2017	Wednesday	<input type="checkbox"/>			
01/26/2017	Thursday	<input type="checkbox"/>			
01/27/2017	Friday	<input type="checkbox"/>			
01/28/2017	Saturday	<input type="checkbox"/>			

6. Click **Submit**.

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

**Request Id : 233 Status : Pending approval by manager**



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 **View 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

Request ID	Date Submitted	Selected Date(s)	Status	Action
3	01/14/2011 2:15:46PM	01/24/2011 (Monday) - PTO - 8 01/25/2011 (Tuesday) - PTO - 8	Approved	Cancel
by: 01/14/2011 2:15:46PM				
2	01/05/2011 5:05:06PM	01/04/2011 (Tuesday) - PTO - 8 01/05/2011 (Wednesday) - PTO - 8	Approved	Cancel
by: 01/05/2011 5:05:06PM				
1	01/05/2011 12:21:09PM	01/05/2011 (Thursday) - PTO - 8	Canceled	
by: 01/05/2011 12:21:09PM				

The requests are color coded based on the status.

- ◆ Approved –Green
- ◆ Canceled—Gray

Hourly Associates 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 Macy's 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 Hourly Associates.

Hourly Associates cannot enter sick/safe time in the MTO system.