My Schedule Plus

Macy's Time Off



Manage Time Off in My Schedule Plus

This quick-reference outlines how to view and submit time off requests as a My Schedule Plus associate. 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 selecting 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. Click My Schedule Plus in the left navigation menu.
- 2. Expand the Time/Attendance menu option.
- Select Time Off (MTO) from the My Schedule Plus menu.



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 or hours by category (PTO, Unavailable days, etc.)
- Time Taken, Time Requested, Time Scheduled, and Time Remaining in days and 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				
<u>Date</u>	<u>Hours</u>	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.



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

Coding Legend

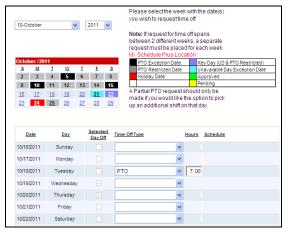
PTO Exception Date	Key Day (UD & PTO Restricted)
PTO Restricted Date	Unavailable Day Exception Date
Holiday Date	Approved
	Pending

- 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.



 Unavailable Day requests include your daily average hours. Unavailable Days requests do not have hours values and will show as 0.00 in the hours column for the request.

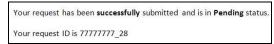
In My Schedule Plus Locations, a choice must be made for every day you do **NOT** want to be assigned.



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 an unavailable day or PTO on the specified day.
- 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.



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.



 (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

To cancel a pending or approved request, do the following:

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 or contact your manager.

