

My Schedule Plus

Weekly Schedule
Management Hourly
Colleagues



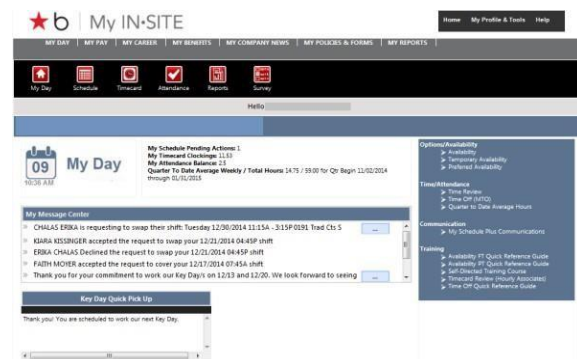
Building Your Weekly Schedule

Every Friday a new schedule is released starting with the week beginning Sunday, 16 days out.

My Schedule Plus provides you with the tools to manage your scheduling needs and to build hours.

Manage your weekly schedule using My Day from any in-store kiosk, at the register or from any device with internet access.

From **My Day** you have easy access to your timecard, schedule, hours and attendance as well as personalized messages.



Access from the Register

- From the Main Menu, press **F11**
- Tab to highlight **MSP My Page** and press **Enter**.
Or use the glide pad (located on the top right corner of the keyboard) in the same way as a computer mouse.
 - o Use your finger on the glide pad to move the pointer on the screen. Tap your finger on the glide pad to click. Tap twice to double click. You can also left or right click using the buttons.
- At the My IN-SITE sign-in page, enter your 8-digit Employee ID and your My IN-SITE password.
- Click on the Schedule icon for self-service tools.
- Click on the Reports icon for Area Schedule View.
- When complete, click Logout, and then press F11 to return to the register Main Menu.

Access via Internet

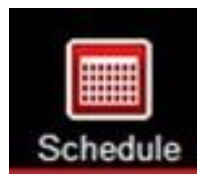
URL--- <http://www.employeeconnection.net/>

- Log onto My IN-SITE, click on My Day

URL--- <https://hr.macys.net/msp>

- Log onto My IN-SITE and you are taken directly to My Day

Schedule



Click on the Schedule icon on My Day to display your active schedule in calendar format.

Complete all your weekly schedule activity using the My Schedule calendar.

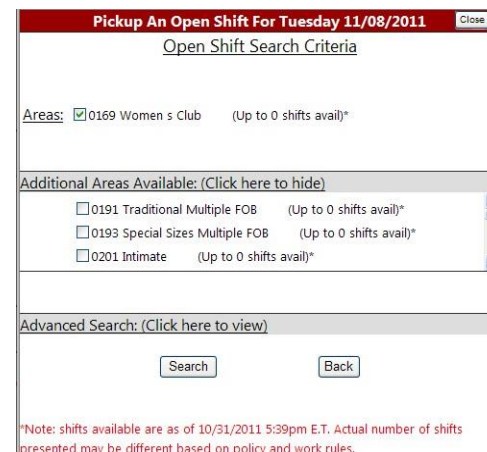
- Schedule-related messages to you display above the calendar.
- My Schedule calendar shows your active schedule.
- A Printer icon and Refresh button are provided at the top of the calendar.
- To view details of or take action on an assigned shift, click on the shift.



Pick Up Shift

When you want to **pick up a shift** on a day where you are not already assigned a shift, select **'Click Here To Pick Up a Shift'** on the calendar date.

- Choose the **'Click Here To Pick Up Shift'** link to initiate the Pick Up Shift action.
- Shifts from your home area are displayed first.
- From this same screen you can search **Additional Areas** and also use **Advanced Search** to narrow search by start/end time.
- Only qualified shifts will display.
- Once you pick up a shift, your My Schedule calendar will update immediately with changes.



Modify Shift

- Use this function if you are picking up an open shift within 2 hours of shift start time and you need to delay the shift start time so you can arrive on time.
- You can delay the shift start time up to 1 hour, in 15 minute increments.
- Click the **'Modify'** button, then click on the drop down menu to display start time choices.
- Click on the start time you wish.
- Click on the **Pickup Modified Shift** button to complete the pickup and see the shift added to your schedule.

Other Actions Available on Your Calendar

Use when you want to Swap, Cover, Advertise or Call Out for a shift.

When you own a shift, start & end times and schedule area are shown on the calendar date. Click on the swift you own that you want to take action on.

When you use these features, only qualified shifts for both colleagues will be shown (i.e., no violation of work rules such as overtime, days worked in a row, hours between shifts).

Thursday 10/11/2012 Close

8:45a - 5:15p

Location: 21 - Plaza Las Americas **Store Hrs:** 9:00a - 9:00p

Shift Detail

8:45a - 10:30a	transfer	1.75 hrs	0201 intimate
10:30a - 10:45a	break	0.25 hrs	
10:45a - 1:45p	transfer	3 hrs	0201 intimate
1:45p - 2:45p	meal	1 hrs	0201 intimate
2:45p - 5:15p	transfer	2.5 hrs	0201 intimate

★ There are no Self Service Actions pending against this shift.

Swap Shift

Use when you want to swap your shift with a shift assigned to your coworker.

- **Ownership of shift** changes at completion of swap request
- **Swap Shift request expires** 2 hours prior to shift start time if not accepted

Cover My Shift

Use when you have identified a coworker who has agreed to work a shift for you (not a swap). This will deduct the hours from you, and add the hours to the coworker who accepts the shift.

- **You own the shift** until the designated coworker accepts it
- **Cover My Shift request expires** if not picked up 2 hours before shift start time

Advertise My Shift

Use when you want to advertise your shift for a coworker to pick-up.

- **You own the shift** until someone picks it up
- **Advertise My Shift expires** 2 hours before shift start time
- This will deduct the hours from you and add the hours to the coworker who accepts the shift.

Call Out

Use when you want to call out for a shift within 24 hours of the shift start time.

- From My Day, click on the **Schedule** icon to view your schedule.
- Click on the shift that you want to call out. If within 24 hours of shift start time, the **Callout** button is active.
- Click on the **Callout** button.
- Follow the prompts and click the appropriate answer to any question.
- You will see a confirmation message that your shift is now available for pick-up. Click **Ok** to update your schedule. A red star on your schedule indicates that action is pending on that shift.
- Once a shift is called out, another colleague can pick it up. If the shift is picked up, you will receive a confirmation message on My Day .
- If your shift is not picked up by another colleague, you can cancel the Call Out Request prior to start time or up to one hour after the shift start time. If you are able to work the shift, simply click on the shift you have called out and click the **Cancel Request** button.

If you do not have access to My Day, your Call Out must be completed by phone to 1-888-Macys (6229)

Reliability & Attendance Credits

Reliability

- If you initiate Swap, Cover, Advertise or Call Out activity and another colleague successfully picks up your shift, the shift will not be calculated in Reliability.
- If your shift is NOT picked up by another colleague, the shift will be calculated in total hours worked and scheduled in Reliability.

Attendance Credit – Affiliated Locations

- If you initiate Swap, Cover, Advertise or Call Out activity and another colleague successfully picks up your shift, you will not use Attendance Credit(s).
- If your shift is NOT picked up by another colleague, you will have to use your Attendance Credit(s).

Shift Notations

Shift notations may appear on an assigned shift. These are explained at the bottom of your calendar page



You have pending Self Service actions on this shift.



Shift is locked. You cannot use advertise, cover or swap on a locked shift.



Product Knowledge - Selling Area FYI available at register only.

Messages

All Swap, Cover, Advertise and Call Out activity is documented on My Day under “My Message Center” and in the Messages section above your calendar/schedule.

Self service history is available using the Reports icon.

Reports



Area Schedule View displays all shifts assigned in a department.

All Self Service activity is available in My Self Service Request History and Self Service Request Of Me.

Area Schedule View

Use when you want to see shifts in your area for current and upcoming week(s).

- To access, click the **Reports** icon, then click Area Schedule View. View is updated every 30 minutes.
- This is for view only. No action can be taken.