

Important Info

Office: 425-712-6004

HR Services: 1-800-234-6229

National Call-Out Line: 1-888-251-6229

Employee parking are the back rows in the south parking lot of Macys.

Paydays are every Friday. You will be paid for hours worked for the prior week.

Employee Purchases

All purchases made on scheduled working days, including purchases made at stores outside of Macy's, must be checked at the employee package check area until you leave, located in the employee coatroom on the 2nd floor. Make sure you receive a duplicate receipt - one to attach to your purchase and the other to put inside the box.

Meals & Breaks

These are scheduled to meet customer traffic patterns and employment laws. You must take all meals and breaks as scheduled. Be sure to clock in and out for your meal break.

Employee Entrance

Always use the employee entrance when reporting to or leaving from work each day. The entrance is located on the East side of the building, past our curbside pick-up area. To open the door with the keypad, enter your employee ID (minus the first two numbers) and add the last number of your social security number. *Example: If your employee ID is 12345678 and your last number of your SSN is 0, you would enter 3456780 (total of 7 numbers). Press * to reset and clear previous entries on the keypad.*

Attendance

Our customers and your colleagues are counting on you to be here for your designated shifts. If something happens and you are unable to report to work, use the 'Call Out' function in MY IN-SITE and/or call the National Call Out Line at 1-888-251-6229. This will notify management that you have called out for your shift. Using MY IN-SITE to call out will post your shift as "open" for other colleagues to pick up. *If you wish to use your PTO or Sick time, you must notify the AST office by your next shift.*