Macy's Time Off Quick Reference Card

Macy's Time Off

This quick-reference outlines how to submit time-off requests. This document can be found in the Macy's Time Off (MTO) application on the View Balance page, along with a User Guide that details the system features and highlights the MTO system.

MTO is an application available in My 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 MTO from work through My IN-SITE or from home by going to employeeconnection.net and selecting the My IN-SITE link.

Access Macy's Time Off

Access the Macy's Time Off system that allows you to manage leave requests.

1. Log into My IN-SITE.
2. Click the tab- My Day.
3. To the right of the screen select the link Time Off (MTO) to access the system.

View Leave Balance

To view your leave balance, do the following:
On the View 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 by category (personal, vacation, etc.)
- **Time Taken, Time Requested, Time Scheduled**, and **Time Remaining** in days by category.

Second Grid
The second set of grids show Time Taken Details, Scheduled Details, and Time Requested Details.

Request Time Off

To request time off, do the following:
- Click the **Request Time Off** tab in the MTO system.
- Select a month when you want to take time off.

- Click the blue hyperlinked date to select that week.

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

Coding Legend

- Key Day (UD & PTO Restricted, highlighted in purple)— Restricted for PTO and unavailable day selection.
- PTO Restricted Date (highlighted in gray)— Restricted for PTO but UD selection is allowed.
- PTO Exception Date (highlighted in black)— Restricted for PTO selection.
- Holiday Date (highlighted in red)—Indicates a holiday; do not select PTO for these dates. However, an unavailable day can be selected.
- Unavailable Day Exception Date (highlighted in turquoise)—Available for PTO selection, but unavailable days are subject to restrictions.
- Select the **Type of Request.**

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Date	Day	Selected Day Off	Time Off Type	Hours	Schedule
10/16/2011	Sunday	☐			
10/17/2011	Monday	☑			
10/18/2011	Tuesday	☑			
10/19/2011	Wednesday	☐	Unavailable Day	0.00	
10/20/2011	Thursday	☐	Vacation	4.73	
10/21/2011	Friday	☐			
10/22/2011	Saturday	☐			

Notes:
- When selecting days—only the types of leave with an available balance show 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 on the specified day.
6. 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 (depending on your location).

Your request has been **successfully** submitted and is in **Pending** status.

Your request ID is 77777777_28

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.

Scheduled Detail		
Date	Hours	Type
12/27/2010	7.50	Vacation
12/28/2010	7.50	Vacation

8. (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 mist create a separate request for each.

View Macy's Time Off Request History

The **Time Off Request History** tab displays Pending, Approved, Denied, and Canceled entries starting with the current date through the end of the fiscal year.

The requests are color coded based on the status.
To show a longer or shorter history, click the calendar icon next to the **Begin Date** or **End Date** field.
Color Coding
- Pending—Yellow
- Approved —Green
- Canceled—Gray
- Denied—Red

To cancel a pending or approved request, do the following:
1. Click **Cancel**.
> The system displays a prompt asking you to confirm the request.
2. Click OK to proceed with the cancellation.
> The Time Off Request History page refreshes and displays the canceled status of the request.

Time Off

Note: Time Off/Planning Ahead activities must be in the system at least 35 days prior to the applicable date.

- **PTO**: Use Paid Time Off days to indicate "pay me for this day, but do not assign a shift to me." Refer to the 'MSP Macy's Time Off' QRC
- **Unavailable Days**: Use an Unavailable Day to tell the system you are not available for shift assignment.
  - Unavailable Days is one method to capture your interest in planning a weekend off during the month.
  - You have 3 unavailable days each month, 2 of which may be used for weekend days.
  - Unused unavailable days will not carry over from month to month.
  - In December, our busiest holiday shopping period, Unavailable Days may not be used.
  - You may only use 2 unavailable days consecutively.

Note: When planning for time off, you can use a combination of Paid Time off, Unavailable Days and your standard Availability to let the system know not to assign shifts during that period of time. The system requires an indicator telling it not to assign shifts for every day you do not want to work. To help plan ahead, MTO and Unavailable Days are also visible in availability. Refer to 'Unavailable Days' QRC

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Key Days

Key Days are extreme business days when we expect all associates to be available to work. If you are not assigned a shift, plan to pick up a shift on Key Days. You should use self-service tools to select an open shift that fits your work-life.

Refer to the Key Days guide published seasonally.

- Within availability, a key indicates a Key Day on a specific day.
- Within availability, Key Days require some availability to be entered. If you have a Day Off on a key day for the first editable week, you will receive a message that it must be corrected in order to save.