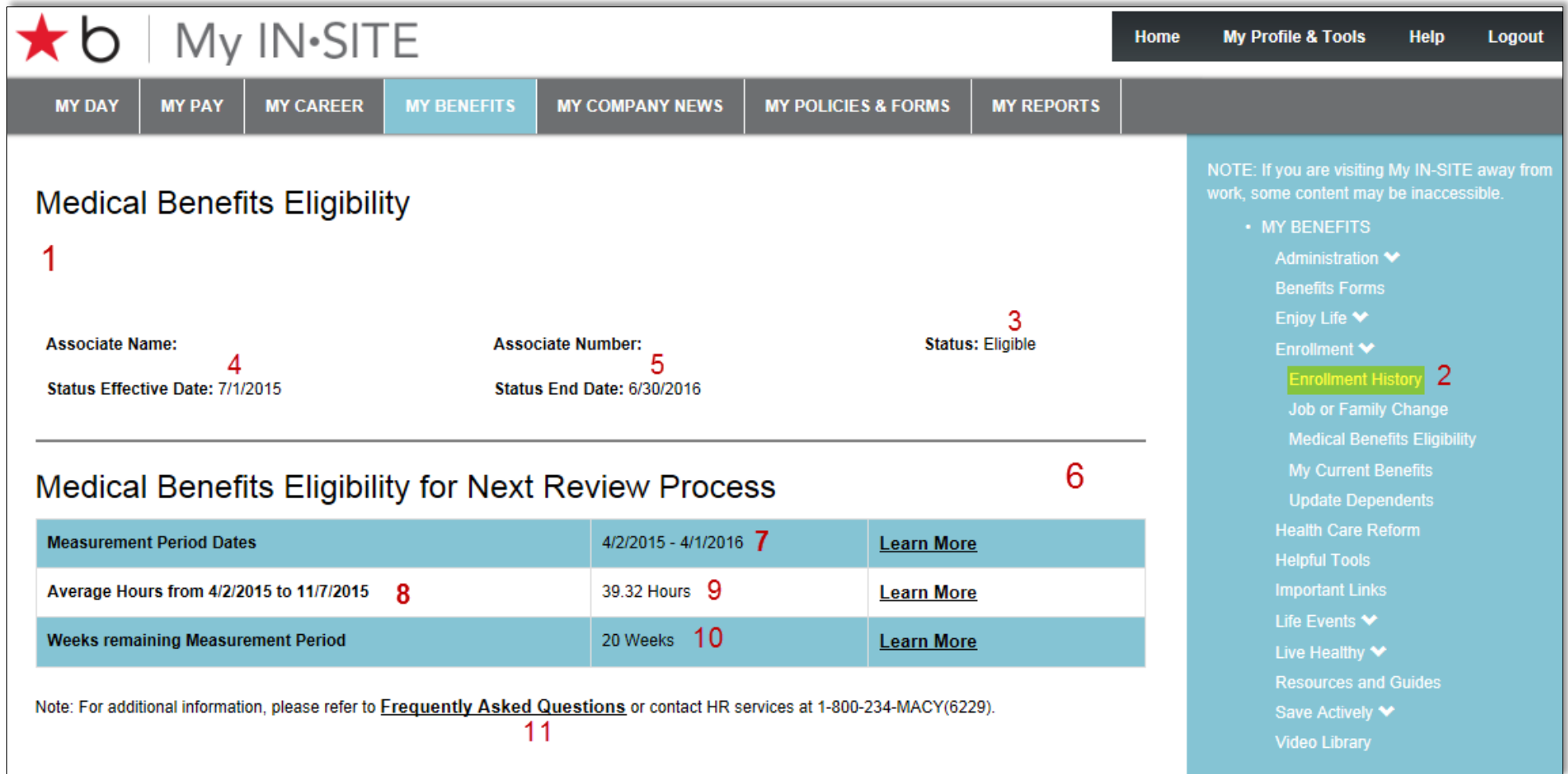


## A Guide to Understanding the Medical Benefits Eligibility Page for Hourly Associates

The Medical Benefits Eligibility page (located under the Enrollment menu on the My Benefits section of My IN-SITE), enables you to track the measurement of your average weekly paid hours, in order to understand, and predict, your eligibility for medical benefits. This guide provides details on each section of the page.

If you have questions about your medical benefits eligibility, please call HR Services at 1-800-234-MACY (6229).



**My IN-SITE** Home My Profile & Tools Help Logout

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### 1 Medical Benefits Eligibility

Associate Name: **4** Associate Number: **5** Status: Eligible **3**  
 Status Effective Date: 7/1/2015 Status End Date: 6/30/2016

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### 6 Medical Benefits Eligibility for Next Review Process

Measurement Period Dates	4/2/2015 - 4/1/2016 <b>7</b>	<a href="#">Learn More</a>
Average Hours from 4/2/2015 to 11/7/2015 <b>8</b>	39.32 Hours <b>9</b>	<a href="#">Learn More</a>
Weeks remaining Measurement Period	20 Weeks <b>10</b>	<a href="#">Learn More</a>

Note: For additional information, please refer to [Frequently Asked Questions](#) **11** or contact HR services at 1-800-234-MACY(6229).

NOTE: If you are visiting My IN-SITE away from work, some content may be inaccessible.

- MY BENEFITS
  - Administration ▾
  - Benefits Forms
  - Enjoy Life ▾
  - Enrollment ▾
  - Enrollment History** **2**
  - Job or Family Change
  - Medical Benefits Eligibility
  - My Current Benefits
  - Update Dependents
  - Health Care Reform
  - Helpful Tools
  - Important Links
  - Life Events ▾
  - Live Healthy ▾
  - Resources and Guides
  - Save Actively ▾
  - Video Library

- 1.** The “Medical Benefits Eligibility” section of the page displays your medical benefits eligibility for the most relevant Plan year or stability period.
- 2.** This is the link to the Medical Benefits Eligibility page. Visit the My Benefits section of My IN-SITE, and select “Medical Benefits Eligibility” from the Enrollment menu.
- 3.** This is your current medical benefits eligibility status. It will read either “Eligible” or “Ineligible.”
- 4.** This is the date that your current status (shown above as #2) becomes effective. For the majority of the year, the date shown will be in the past. However, once your initial or annual measurement period ends, it may be future dated.
- 5.** This is the date on which your current status (shown above as #2) ends. This is also the earliest date in which your status can be altered, or changed. If your status is “Eligible,” you will remain eligible until this date, regardless of job status. If your status is “Ineligible,” this date is the earliest you can gain medical benefits eligibility, unless you experience a job status change.
- 6.** The “Medical Benefits Eligibility for Next Review Process” section of this page addresses future medical benefits eligibility. This information, shown on the lower half of the page, cannot affect or impact your current status (shown above as #2) until after your status end date (shown above as #4). This section exists to help you keep track of your average weekly paid hours during the current measurement period, which will determine your future medical benefits eligibility.
- 7.** These are the dates of your current measurement period. In most cases, the initial, or first date shown, will be in the past, as you will be in a measurement period at all times. In order to maintain or gain medical benefits eligibility, your average weekly paid hours must be 30.00 or more during this period. The document displayed at the “Learn More” link contains additional information:

**Measurement Period:** These are the dates of your next measurement period, which may already be in process. At the end of your measurement period, your average weekly paid hours will be reviewed during an administrative period. If you have just completed your initial measurement period, the administrative period will be 55 days with coverage effective the 56<sup>th</sup> day. If you have just completed the annual measurement period, the administrative period will be 90 days with coverage effective July 1. Any changes to your eligibility based on the review of your hours, will be effective at the end of the three-month administrative period.

- 8.** These are the dates that indicate which weeks have been included in your current average weekly paid hours calculation. The second date (shown here as 11/7/2015), will always be the prior Saturday. However, your weekly paid hours will not be added to this calculation until after you are able to view your pay advice for that week on My IN-SITE. This means that during most weeks, you will not be able to view the inclusion of the previous week’s hours until Tuesday.

- 9.** This is your average weekly paid hours calculation for your current measurement period (shown above as #6). This average is updated each week. Please note that as you get further into your current measurement period this average gets harder to change. For example, if you work for 6 months with an average of 30.00 weekly paid hours and then work for 3 months with an average of 25.00 weekly paid hours, you cannot go back to an average of 30.00 weekly paid hours for a couple months to reach an average of 30.00. You will need to have average weekly paid hours above 30.00 to change your average hours.

The document displayed at the “Learn More” link contains additional information:

**Average Hours:** These hours are calculated by taking your paid hours and dividing it by the number of weeks completed so far in the measurement period.

This average is shown so you can see what hours you are averaging during your measurement period. This average does not affect your current eligibility, only your future eligibility, after your next measurement period has ended.

Please note: The hours paid during any pay period are not included in the Average Hours calculation until you can see your pay advice for that pay period on My IN-SITE.

In addition, if you have been, or are currently on, a Company-approved leave this average may be inaccurate. Weeks during which an associate is on a Company-approved leave do not count in the determination of average weekly paid hours. While the current average hours displayed may not accurately reflect the weeks you may have been on leave, those weeks will be removed from the calculation prior to determining your future eligibility.

- 10.** This is the number of weeks left in your current measurement period (shown above as #6). Knowing the number of weeks you have left in your current measurement period can help you calculate how many hours you need to average per week to gain, keep or avoid medical benefits eligibility. The document displayed at the “Learn More” link contains additional information:

**Weeks Remaining:** This number reflects the number of weeks until the end of your measurement period. Using this number, and the average hours shown above, you can calculate how many hours you need to average during the remaining weeks of the measurement period in order to gain, keep or change benefits eligibility.

- 11.** This is a link to the Medical Benefits Eligibility FAQs. These FAQs contain additional information about how medical benefits eligibility is determined and how the measurement process works.