

OVERVIEW

Macy's Inc. Leave Management is used to request and process leaves of absence. This quick- reference card shows associates how to:

- Request leave View, update, or cancel an existing leave request
- Make limited updates, such as to contact information
- Report intermittent time
- Send notice of a return to work date

Access Macy's Inc. Leave Management through My IN- SITE (My Resources) directly or by going to <u>employeeconnection.net</u> and clicking My IN-SITE.



A leave of absence (LOA) is a Company-approved absence from work. Macy's offers LOAs in compliance with federal, state, and Company guidelines. While on LOA, associates may be entitled to health benefits or pay based on applicable federal and state law and Company policy.

Refer to the *Paid Time Off policy* (available in the EMAG or AskHR by searching the Knowledge tab) or contact Associate Support Center for PTO information.

Accessing Leave Management		
1.	From My IN-SITE , click the My Resources tab.	MY DAY MY RESOURCES MY COMPANY NEWS MY REPORTS
2.	On the My Resources page, click Leave of Absence under Additional Resources (lower right corner).	Image: State of the state

Making a New Leave Request

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2.	From the Welcome Page, click Yes to Check Eligibility for a NEW leave request. On the Begin Date page use the links to get general information about Leave Entitlement, or Click the Calendar (at the end of the Anticipated date to begin field).	Image: Second
		So, let's get stand What is the anticipated date you expect to begin your leave of absence?
4.	Click the calendar to choose the correct begin date, for your leave. Click NEXT .	Note Note Internet in the interception of the source of
5.	Enter your anticipated return date using the Return Date Page calendar function. Click NEXT .	We could be a subject to be a s
6.	Click to indicate if you are requesting a Continuous or Intermittent Leave of Absence . Click NEXT .	Image: Continuous period of time or do you need to take this intermittently? Image: Continuous period of time or do you need to take this intermittently? Image: Continuous period of time or do you need to take this intermittently? Image: Continuous period of time or do you need to take this intermittently? Image: Continuous period of time or do you need to take this intermittently? Image: Continuous period of time or do you need to take this intermittently? Image: Continuous period of time or do you need to take this intermittently? Image: Continuous period point time with the sent with your leave packet information failure to report your time with the sent with your leave packet information. Failure to report your time with being subject to the company attindance policy.
7.	Activate the drop down menu for the Reasons field on the Leave Reason page. Click to choose the appropriate reason.	Weight of the second parts Progress Navigate to Veight of the second parts VELCOME > BEGIN DATE > RETURN BATE > LEAVE TYPE > LEAVE THE ADD > LEADEBLIETY AND ENTITLEMENT > REQUEST Viral is the reason you are donation of the second part of the second parts Progress > LEADEBLIETY AND ENTITLEMENT > REQUEST Viral is the reason you are donation of the second part of the second pa

8.		tion that prevents me from performing the essential v- up question.
	 If the injury is work-related, click Yes and then click OK at the con If the injury is not work-related, click No. If you do not see the reason for your leave, con 	firmation prompt. File an accident report if needed. tact Associate Support Center at 800-234-6229.
9.	Indicate if you have been out on leave for the same reason in the past 12 months.	Have you been out on leave for the same reason in the past 12 months?
	Click NEXT.	
10.	The Eligibility and Entitlement page includes a summary of your Leave Entitlements and the Summary of Request. Click YES to submit your request, or NO THANKS to exit the Leave Management system.	Summary of Request Leave Reasont A serious health condition that provisits me from performing the essential functions of my job Begin Date: 5182011, Finday Return Date: 5182011, Finday Would you like to request this leave of absence?
11.	If you choose Yes to confirm the request, you will be prompted to Confirm or Update your E-Mail Address . Click NEXT to continue.	Image: Second batter > Rectures Progress Prog
12.	Confirm or Update your Phone Number. Click NEXT to continue.	WELCOME > BEGIN GATE > RETURN DATE > LEAVE TYPE > LEAVE REAGON > LLIGBILITY AND ENTITLEMENT > REQUEST WELCOME > BEGIN GATE > RETURN DATE > LEAVE TYPE > LEAVE REAGON > LLIGBILITY AND ENTITLEMENT > REQUEST WELCOME > BEGIN GATE > RETURN DATE > LEAVE TYPE > LEAVE REAGON > LLIGBILITY AND ENTITLEMENT > REQUEST We need to contact you by phone can we use the number below? Wys No - Ineed to edit my Contact Phone number Phone Format 0000000000



13. Confirm or Update your Mailing Address. ★b Benefits Progress Click **NEXT** to continue. ⊡Yes ○ No - I need to edit my mailing address This data comes from your permanent note Address 2: associate information as listed in MyHR. City: Postal To modify this for your leave, click No I Need to Edit Back 7 Contact Information. Changing your leave contact information does not affect your permanent HR records. To change your permanent information, use the Personal Information section of MyHR. 14. The Authorize and Submit page, which includes the Summary of Request Information, will allow you to choose Back, Cancel or Submit. ★b | Benefits equested a continuous leave of absence based on the specific details provided by you. If your pproved by your leaver, it may be subject to the attendance policy. We encourage you to see s at 1-806-234-MACY (\$229) if you have any questions regarding this policy. vices to review the eligibility and entitlement for the leave of absence equest alone does not guarantee that I am eligible for the leave of ab ent will be anonymed. Click Submit to Continue Or Cancel to Cancel and A serious health condition for which I need to care for any parent Date: 12222017. Friday Return Date: 1231/2017, Sunda 15 Click Submit. 16 At the Authorization prompt, enter your 8-digit employee ID and INSITE password, and click OK. The system submits your request and displays a message. The message includes:

- Sequence number and confirmation that your request has been submitted for review.
- Reminder to forward any supporting documentation to HR Services.

You can also check the status of your request at any time. Refer to "Viewing an Existing Request" section of this document, for instructions

Updating Contact Information

You can change your contact information while you create a new request (see above steps 11 through 13) or afterward.

1. On the Leave of Absence page, select CLICK HERE.



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 Menu in the ACTION field. Click Update (Contact Info). Click UPDATE INFORMATION. Enter information in the appropriate fields. Click Save Changes. Click EXIT to return to the Welcome page. The Welcome page will allow you make additional ACTION choices or click YES when you are ready to exit the Leave Management system. Viewing an Existing Request At the Welcome Page at the Action dropdown, View Activity, View History or View Request. 				
 Define information in the appropriate fields. Click Save Changes. Click EXIT to return to the Welcome page. 4. The Welcome page will allow you make additional ACTION choices or click YES when you are ready to exit the Leave Management system. Viewing an Existing Request At the Welcome Page at the Action dropdown? View Communication, View Activity, View History or View Request. Preview your requested information. Click the Leave History tab to see your leave history for the previous rolling 12-month period. 2. Review your requested information. 2. Click the Leave History tab to see your leave history for the previous rolling 12-month period. 2. Click the Leave History tab to see your leave history for the previous rolling 12-month period. 2. Click the Leave History tab to see your leave history for the previous rolling 12-month period. 2. Click the Leave History tab to see your leave history for the previous rolling 12-month period. 2. Click the Leave History tab to a see your leave history for the previous rolling 12-month period. 2. Click the Leave History tab to a see your leave history for the previous rolling 12-month period. 2. Click the Leave History tab to a list of activities that have taken place. 2. Click the Leave Activity tab for a list of activities that have taken place. 2. The the transmission of the period of the previous form the previous rolling 12-month period. 3. Click the Leave Activity tab for a list of activities that have taken place. 3. A request cannot be approved until all information is received.	2.		View Activity View History Update (Contact Info) Return to Work (Notice) Cancel Request	
you are ready to exit the Leave Management system. Viewing an Existing Request 1. At the Welcome Page at the Action dropdown, vor View Request. view Communication, View Activity, View History or View Request. Image: Communication View Activity for the very Activity we History very Very History very History very Very Very Very Very Very Very Very V	3.	Enter information in the appropriate fields. Click Save Changes .	Address Address Address City: State: Zip:	
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Canceling an Existing Request	2.	<image/> <text><image/><section-header><image/></section-header></text>		
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2.	Click Cancel Request . You can cancel a leave at any time by selecting "Cancel Request" from the action dropdown menu. To request a change to the start or end date for a leave, please contact HR Services or cancel the incorrect leave request and submit a new one.	View Communication View Activity View History View Request Update (Contact Info) Beturn to Work (Notice) Cancel Reques 003
3.	Enter the Reason using the dropdown menu. Click Submit .	Cancel Request Cancel Request Besset cancel reason below and click submit. Vour cancel request will be reviewed for processing. Reyurst D: 003 Leve Bapt Date: 12040977 Resum Date: 0000000 Passet: Phone: Pho
Rep	orting Intermittent Leave	

	If you have an approved intermittent leave, you can enter	er your work time missed per week as appropriate.
1.	On the Welcome page, select the Enter Intermittent Time option from the Action dropdown menu. The system displays the Intermittent Time Entry window.	Intermittent Time Entry Please Click YE S lext to the Update Option You Need Enter My Time for the Current Week Only Enter My Time for the Current and Prior Week YES
2.	Click one of the Yes buttons to indicate which weeks yo Current Week Only, or Current and Prior Week.	u want to enter time for:
3.	 Enter time in the available fields (Sun through Sat). You can enter time for days up to and including today's date. Do not enter time for lunch breaks. You cannot enter more time than you are entitled to for each week. If you need to enter portions of an hour in decimal format, click Minutes Conversion Help. 	Important Note: When entering your time minutes must be entered in hundredths of an hour Example: 1 hour and 10 minutes would be entered 1.17 Cilck On "Minutes Conversion Height" for a conversion chart Sun Mon Tue Wed Thu Fri Sat Current Week Begin Date: 12/31/2017 5.00 5.00 Cancel/Exit Update Time
4.	When entries are complete, click Update Time . The system prompts you for your signature and displays updated. You can review your time by displaying your re	5 F



Sending Notification of a Return to Work To return from an approved leave with no changes or special accommodations, do the following: 1. ★b | Benefits On the Welcome page, Action dropdown menu select the Return to Work (Notice) option. Welcome to the Leave of Absence you currently have the following leaves in the The system displays the Return to Work Date window. to Check Eligibility for a NEW is Leave Reco FMLA Request ID Leave Segin D offly your in d you like to Exit the Leave of Absence Self Service Sys Ven 2. Select the Yes or No option to indicate whether you have any restrictions in returning to work as 🛨 b | Benefits usual. ⊖ Yes Are you returning to work with any restrictions? No of My Planned Return to Work Date H 3. Enter the date that you want to return to work in MM/DD/YY format, • or use the Calendar tool to select the date. • 4. Click OK The system prompts you for your signature and displays a message that your return to work notification has been sent. **Exiting the System** 1. On the Select Leave Action window, select the Exit Leave Request option. At the confirmation prompt, click Yes. 2.

Further Information

For additional information, contact Associate Support Center via 800-234-6229 or using AskHR to chat with a Live Agent.