Macy’s Time Off

Associates
Quick-Reference Card

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:

1. Click the Request Time Off tab in the MTO system.
2. Select a month when you want to take time off.
3. Click the blue hyperlinked date to select that week.
4. Select the specific days within that week that you want to use for time off.

Coding Legend

- PTO Exception Date (highlighted in black)—Restricted for PTO selection.
- PTO Restricted Date (highlighted in gray)—Available for PTO selection, but may be subject to restrictions.
- Holiday Date (highlighted in red)—Indicates a holiday; do not select PTO for these dates.
- Unavailable Day Exception Date (highlighted in turquoise)—Available for PTO selection, but unavailable days are subject to restrictions.

5. Select the Type of Request.

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 7777777_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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Scheduled Detail</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/27/2010</td>
<td>7:50</td>
<td>Vacation</td>
</tr>
<tr>
<td>12/28/2010</td>
<td>7:50</td>
<td>Vacation</td>
</tr>
</tbody>
</table>

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 must 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.

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.

Further Information

For additional information, refer to the Macy’s Time Off User Guide.