



MY DAY MY WAY

You have flexibility and ownership of your schedule.

Find the option that matches your job and take charge of your time.

Except as noted, shifts are 6-8 hours.

**OPTION
60**

YOU'RE AVAILABLE all hours

You were hired prior to 3/1/10. You're available 5 days, want to work 37.5 hrs a week and prefer to have all shifts assigned. Shifts are 7.5 hrs in length.

YOU'RE AVAILABLE all hours

You're a FT Cosmetics/Fragrance Associate hired prior to MSP conversion. You're available 5 days, want to work 37.5 hrs per week and prefer to have all shifts assigned. Shifts are 7.5 hrs in length. (exc. Warwick)

**OPTION
60C**

**OPTION
61**

YOU'RE AVAILABLE all hours

You were hired prior to 3/1/10. You're available 5 days, 35-40 hours per week, and prefer to have all shifts assigned. Shifts are 7.5 hrs in length.

YOU'RE AVAILABLE all hours

You're a FT Cosmetics/Fragrance Associate. You're scheduled 5 days, want to work 35-40 hrs per week and prefer to have all shifts assigned. (exc. Warwick)

**OPTION
61C**

**OPTION
62A/
62**

YOU NEED some flexibility

You were hired after 3/1/10. Option 62A (My Shop FT Option) - You're scheduled up to five days / 28-37.5 hours per week and you self-select additional shifts. Option 62 - You're scheduled four days/ 28-32 hours per week and you self-select additional shifts.

YOU NEED some flexibility

You're a FT Cosmetics/Fragrance Associate. You're scheduled four days, 28-32 hours per week and you self-select additional shifts. (exc. Warwick)

**OPTION
62C**

**OPTION
64**

YOU NEED a lot of flexibility

Or, you already have a primary job, but can work 12 – 20 hours per week. Up to four days per week are assigned, and you can self-select additional shifts. Some shifts are shorter: 3-8 hours.

YOU NEED a lot of flexibility

You're a PT Cosmetic/Fragrance Associate who can work 12 – 20 hrs per week. Up to 4 days per week are assigned, and you can self-select additional shifts. Some shifts are shorter: 3-8 hours. (exc. Warwick)

**OPTION
64C**

**OPTION
65**

YOU NEED extreme flexibility

You're assigned up to two days per week, and you can self-select additional shifts

OR

You can self-select all your shifts.

**OPTION
6**

Note: The needs of both our customers and our associates change. The Company retains the right to modify MySchedulePlus consistent with labor agreements where they exist.

L1445F – South Shore, Natick, North Shore, Warwick



You're available all hours

This may be the right choice for you if you were hired prior to 3/1/10, you're available all hours and prefer to have your shifts assigned - 5 shifts per week, 7.5 hrs per shift for a total of 37.5 hours. Check with your manager if you have questions.

FT OPTION

60

Hours/Shifts

- You'll be assigned **5 days** per week
- In **7.5 hour shifts**, excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:30PM)

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week. If you were employed prior to 2/7/10, you have the option to "prefer" a Saturday opening shift, but it is not guaranteed. **PLUS...**

You may select up to 2 mornings (shifts not assigned before 1PM) off per week M-F **AND** select up to 2 evenings (shifts not assigned after 6PM) off M-TH [not on the same day].

OR

You may select up to 1 full day off M-TH by choosing a morning and evening shift on the same day, **AND** Select up to 1 additional morning off M-F (not on the same day).

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (Unavailable Days). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

View your schedule beginning at least 9 days prior to the work week [which includes your regular availability choices, preferences when possible and paid time off you previously submitted]. Your schedule will not be edited once shifts are published. You are required to use the self-service tools available to manage any needs once shifts are published.

Temporary Availability Menu for all Options:

While you can change your availability each season, you can also temporarily "Open Up" to expand availability for assigned shifts for a specific date[s].

You can also satisfy unexpected needs by using "unavailable days". If eligible, you can temporarily "restrict" your availability by using unavailable days each month, two of which may be used on Saturday and/or Sunday. While you are not automatically assigned shifts on the Weekend, you can assure that you also have weekends off [if you choose] by utilizing your unavailable days.

Self-Service Menu for all Options:

'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

Use all of these tools to ensure you achieve and maintain your status, benefits eligibility (if applicable), and any other requirements. If you have any questions about your benefits eligibility, call 1-800-234-MACY (6229).

What's different during the Holiday Season and on Key Days?

All associates need to be available to work Key Days and during the Holiday season. During November & December, schedule changes may include, but are not limited to, associates being assigned additional or longer shifts up to 8 hours (10 hours voluntarily) within their option type.

You may open up your Availability on these days or the system may override your Availability choices to support the business as needed. If you are not assigned a shift and have not picked one up, you may be assigned a shift in advance of a Key Day.



Note: The needs of both our customers and our associates change. The Company retains the right to modify MySchedulePlus consistent with labor agreements where they exist.

L1445F – South Shore, Natick, North Shore, Warwick

You're available all hours

This may be the right choice for you if you are a Cosmetics/Fragrance Associate hired prior to the MSP conversion, you're on a 37.5 + hour schedule, you're available all hours and prefer to have your shifts assigned - 5 shifts per week, 7.5 hrs per shift for a total of 37.5 hours. Check with your manager if you have questions.

FT OPTION

60C

Hours/Shifts

- You'll be assigned **5 days** per week
- In **7.5 hour shifts**, excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:30PM)

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week. If you were employed prior to 2/7/10, you have the option to "prefer" a Saturday opening shift, but it is not guaranteed. **PLUS...**

You may select up to 2 mornings (shifts not assigned before 1PM) off per week M-F **AND** select up to 2 evenings (shifts not assigned after 6PM) off M-TH [not on the same day].

OR

You may select up to 1 full day off M-TH by choosing a morning and evening shift on the same day, **AND** select up to 1 additional morning off M-F (not on the same day) **AND** select up to 1 additional evening shift off M-TH (not on same day).

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (**Unavailable Days**). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

View your schedule beginning at least 9 days prior to the work week [which includes your regular availability choices, preferences when possible and paid time off you previously submitted]. Your schedule will not be edited once shifts are published. You are required to use the self-service tools available to manage any needs once shifts are published.

Temporary Availability Menu for all Options:

While you can change your availability each season, you can also temporarily "Open Up" to expand availability for assigned shifts for a specific date(s).

You can also satisfy unexpected needs by using 'unavailable days'. If eligible, you can temporarily "restrict" your availability by using unavailable days each month, two of which may be used on Saturday and/or Sunday. While you are not automatically assigned shifts on the Weekend, you can assure that you also have weekends off [if you choose] by utilizing your unavailable days.

Self-Service Menu for all Options: 'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

Use all of these tools to ensure you achieve and maintain your status, benefits eligibility (if applicable), and any other requirements. If you have any questions about your benefits eligibility, call 1-800-234-MACY (6229).

What's different during the Holiday Season and on Key Days?

All associates need to be available to work Key Days and during the Holiday Season. During November & December, schedule changes may include, but are not limited to, associates being assigned additional or longer shifts up to 8 hours (10 hours voluntarily) within their option type.

You may open up your Availability on these days or the system may override your Availability choices to support the business as needed. If you are not assigned a shift and have not picked up one, you may be assigned a shift in advance of a Key Day.



Note: The needs of both our customers and our associates change. The Company retains the right to modify MySchedulePlus consistent with labor agreements where they exist.

South Shore, Natick, North Shore



You're available all hours

This may be the right choice for you if you were hired prior to 3/1/10, you're available all hours and prefer to have your shifts assigned - 5 shifts per week, 6-8 hrs per shift for a total of 35-40 hours. This option is required for all Vendor Specialists, regardless of hire date. Check with your manager if you have questions.

FT OPTION

61

Hours/Shifts

- You'll be assigned **5 days** per week
- In **6-8 hour shifts**, excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:30PM)

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week. If you were employed prior to 2/7/10, you have the option to "prefer" a Saturday opening shift, but it is not guaranteed. **PLUS...**

You may select up to 2 mornings (shifts not assigned before 1PM) off per week M-F **AND** select up to 2 evenings (shifts not assigned after 6PM) off M-TH [not on the same day].

OR

You may select up to 1 full day off M-TH by choosing a morning and evening shift on the same day, **AND** select up to 1 additional morning off M-F (not on the same day).

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (Unavailable Days). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

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Self-Service Menu for all Options: 'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

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You may open up your Availability on these days or the system may override your Availability choices to support the business



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L1445F – South Shore, Natick, North Shore, Warwick

You're available all hours

This may be the right choice for you if you are a current or newly-hired Cosmetics/Fragrance Associate or Counter Manager and you're available all hours and prefer to have your shifts assigned - 5 shifts per week, 6-8 hrs per shift for a total of 35-40 hours. This option is required for Counter Managers with line volumes of \$250K or more, unless Option 60C applies. Check with your manager if you have questions.

FT OPTION

61C

Hours/Shifts

- You'll be assigned **5 days** per week
- In **6-8 hour shifts**, excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:30PM)

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week. If you were employed prior to 2/7/10, you have the option to "prefer" a Saturday opening shift, but it is not guaranteed. **PLUS...**

You may select up to 2 mornings (shifts not assigned before 1PM) off per week M-F **AND** select up to 2 evenings (shifts not assigned after 6PM) off M-TH [not on the same day].

OR

You may select up to 1 full day off M-TH by choosing a morning and evening shift on the same day, **AND** select up to 1 additional morning off M-F (not on the same day) **AND** select up to 1 additional evening shift off M-TH (not on the same day).

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (Unavailable Days). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

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Self-Service Menu for all Options: 'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

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All associates need to be available to work Key Days and during the Holiday Season. During November & December, schedule changes may include, but are not limited to, associates being assigned additional or longer shifts up to 8 hours (10 hours voluntarily) within their option type.

You may open up your Availability on these days or the system may override your Availability choices to support the business as needed. If you are not assigned a shift and have not picked up one, you may be assigned a shift in advance of a Key Day.



Note: The needs of both our customers and our associates change. The Company retains the right to modify MySchedulePlus consistent with labor agreements where they exist.

South Shore, Natick, North Shore



You need some flexibility

My Shop FT Option - This may be best for you if you were hired after 3/1/10 and need a little more flexibility. You will be assigned up to 5 days a week for a total of 28-37.5 hours and you can self-select additional shifts to meet your hours commitment. Check with your manager if you have questions.

FT OPTION
62A

Hours/Shifts

- You'll be assigned **up to 5 days** per week
- In **6-8 hour shifts**, excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:30PM)
- Additional shifts self-selected

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week. If you were employed prior to 2/7/10, you have the option to "prefer" a Saturday opening shift, but it is not guaranteed. **PLUS**

You may select up to 2 mornings (shifts not assigned before 1PM) off per week M-F **AND** select up to 2 evenings (shifts not assigned after 6PM) off M-TH [not on the same day].

OR

You may select up to 1 full day off M-TH by choosing a morning and evening shift on the same day, **AND** select up to 1 additional morning off M-F (not on the same day).

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (Unavailable Days). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

View your schedule beginning at least 9 days prior to the work week [which includes your regular availability choices, preferences when possible and paid time off you previously submitted]. Your schedule will not be edited once shifts are published. You are required to use the self-service tools available to manage any needs once shifts are published.

Temporary Availability Menu for all Options:

While you can change your availability each season, you can also temporarily "Open Up" to expand availability for assigned shifts for a specific date[s].

You can also satisfy unexpected needs by using "unavailable days". If eligible, you can temporarily "restrict" your availability by using unavailable days each month, two of which may be used on Saturday and/or Sunday. While you are not automatically assigned shifts on the Weekend, you can assure that you also have weekends off [if you choose] by utilizing your unavailable days.

Self-Service Menu for all Options: 'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

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What's different during the Holiday Season and on Key Days?

All associates need to be available to work Key Days and during the Holiday season. During November & December, schedule changes may include, but are not limited to, associates being assigned additional or longer shifts up to 8 hours (10 hours voluntarily) within their option type.

You may open up your Availability on these days or the system may override your Availability choices to support the business as needed. If you are not assigned a shift and have not picked one up, you may be assigned a shift in advance of a Key Day.



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L1445F Opt 62 – South Shore, Natick, North Shore, Warwick



You need some flexibility

This may be best for you if you were hired after 3/1/10 and need a little more flexibility. You will be assigned 4 days a week for a total of 28-32 hours and you can self-select additional shifts to meet your hours commitment. Check with your manager if you have questions.

FT OPTION

62

Hours/Shifts

- You'll be assigned **4 days** per week
- In **6-8 hour shifts**, excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:30PM)
- Additional shifts self-selected

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week. If you were employed prior to 2/7/10, you have the option to "prefer" a Saturday opening shift, but it is not guaranteed. **PLUS**

You may select up to 2 mornings (shifts not assigned before 1PM) off per week M-F **AND** select up to 2 evenings (shifts not assigned after 6PM) off M-TH [not on the same day].

OR

You may select up to 1 full day off M-TH by choosing a morning and evening shift on the same day, **AND** select up to 1 additional morning off M-F (not on the same day).

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (Unavailable Days). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

View your schedule beginning at least 9 days prior to the work week [which includes your regular availability choices, preferences when possible and paid time off you previously submitted]. Your schedule will not be edited once shifts are published. You are required to use the self-service tools available to manage any needs once shifts are published.

Temporary Availability Menu for all Options:

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Self-Service Menu for all Options: 'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

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What's different during the Holiday Season and on Key Days?

All associates need to be available to work Key Days and during the Holiday season. During November & December, schedule changes may include, but are not limited to, associates being assigned additional or longer shifts up to 8 hours (10 hours voluntarily) within their option type.

You may open up your Availability on these days or the system may override your Availability choices to support the business as needed. If you are not assigned a shift and have not picked one up, you may be assigned a shift in advance of a Key Day.



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L1445F Opt 62 – South Shore, Natick, North Shore, Warwick

You need some flexibility

This may be best for you if you are a current or newly-hired Cosmetics/Fragrance Associate or Counter Manager and need a little more flexibility. This Option is also for Treatment Counter Managers on lines of \$250K or more. You will be assigned 4 days a week for a total of 28-32 hours and you can self-select additional shifts to meet your hours commitment. Check with your manager if you have questions.

FT OPTION

62C

Hours/Shifts

- You'll be assigned **4 days** per week
- In **6-8 hour shifts**, excluding meals and breaks
- And work up to **2 late shifts assigned per week** (ending after 7:30PM)
- Additional shifts self-selected
- FT associates hired pre-3/1/10 may elect this option on a 6-month trial.

Managing Your Schedule

Availability is required most weekends, including Friday evenings, and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week. If you were employed prior to 2/7/10, you have the option to "prefer" a Saturday opening shift, but it is not guaranteed. **PLUS...**

You may select up to 2 mornings (shifts not assigned before 1PM) off per week M-F **AND** select up to 2 evenings (shifts not assigned after 6PM) off M-TH [not on the same day].

OR

You may select up to 1 full day off M-TH by choosing a morning and evening shift on the same day, **AND** select up to 1 additional morning off M-F (not on the same day) **AND** select up to 1 additional evening shift off M-TH (not on the same day).

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (Unavailable Days). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

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South Shore, Natick, North Shore

You need a lot of flexibility

This may be the best choice for you if you already have a primary job or if you're a student. You will be assigned 2- 4 days a week for a total of 12-20 hours and you can self-select additional shifts.

PT OPTION

64

Hours/Shifts

- You'll be assigned **2-4 days** per week
- In **3-8 hour shifts**, excluding meals and breaks
- Additional shifts self-selected

Managing Your Schedule

Availability is required Friday evenings, Saturdays, Sundays and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week.

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (**Unavailable Days**). Two of those days may be used on Sunday and/or Saturday. However, if you are excluded from Sunday shifts, you will only receive two unavailable days, neither of which may be used on a Saturday and/or Sunday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

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L1445F – South Shore, Natick, North Shore, Warwick

You need a lot of flexibility

This may be the best choice for you if you're in **Cosmetics/Fragrances**, already have a primary job or if you're a student. You will be assigned 2-4 days a week for a total of 12-20 hours and you can self-select additional shifts.

PT OPTION

64C

Hours/Shifts

- You'll be assigned **2-4 days** per week
- In **3-8 hour shifts**, excluding meals and breaks
- Additional shifts self-selected

Managing Your Schedule

Availability is required Friday evenings, Saturdays, Sundays and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week.

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (**Unavailable Days**). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

View your schedule beginning at least 9 days prior to the work week [which includes your regular availability choices, preferences when possible and paid time off you previously submitted]. Your schedule will not be edited once shifts are published. You are required to use the self-service tools available to manage any needs once shifts are published.

Temporary Availability Menu for all Options:

While you can change your availability each season, you can also temporarily "Open Up" to expand availability for assigned shifts for a specific date[s].

You can also satisfy unexpected needs by using "unavailable days". If eligible, you can temporarily "restrict" your availability by using unavailable days each month, two of which may be used on Saturday and/or Sunday. While you are not automatically assigned shifts on the Weekend, you can assure that you also have weekends off [if you choose] by utilizing your unavailable days.

Self-Service Menu for all Options: 'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

Use all of these tools to ensure you achieve and maintain your status, benefits eligibility (if applicable), and any other requirements. If you have any questions about your benefits eligibility, call 1-800-234-MACY (6229).

What's different during the Holiday Season and on Key Days?

All associates need to be available to work Key Days and during the Holiday season. During November & December, schedule changes may include, but are not limited to, associates being assigned additional or longer shifts up to 8 hours (10 hours voluntarily) within their option type.

You may open up your Availability on these days or the system may override your Availability choices to support the business as needed. If you are not assigned a shift and have not picked one up, you may be assigned a shift in advance of a Key Day.



Note: The needs of both our customers and our associates change. The Company retains the right to modify MySchedulePlus consistent with labor agreements where they exist.

South Shore, Natick, North Shore



You need extreme flexibility

This may be the best fit for you if you need extreme flexibility. With Option 65, you're assigned up to 2 shifts per week totaling 3-8 hours and can self-select other shifts.

PT OPTION

65

Hours/Shifts

- You'll be assigned up to **2 days** per week
- In **3-8 hour shifts**, excluding meals and breaks
- Additional shifts self-selected

Managing Your Schedule

Availability is required Friday evenings, Saturdays, Sundays and on Key Days. Customize your assigned shifts to best fit your lifestyle by indicating your **Availability**. You can change your schedule option and availability twice a year on My IN-SITE.

You *must* select schedule preferences for Saturday and Sunday and are encouraged to select them for every day of the week.

From Jan – Nov, you may select up to 3 non-key days per month that you are not available to work, (**Unavailable Days**). Two of those days may be used on Sunday and/or Saturday. Only two unavailable days may be used on consecutive days. Note: Unavailable Days and MTO may not be available the week of Thanksgiving through the week of Christmas.

View your schedule beginning at least 9 days prior to the work week [which includes your regular availability choices, preferences when possible and paid time off you previously submitted]. Your schedule will not be edited once shifts are published. You are required to use the self-service tools available to manage any needs once shifts are published.

Temporary Availability Menu for all Options:

While you can change your availability each season, you can also temporarily "Open Up" to expand availability for assigned shifts for a specific date[s].

You can also satisfy unexpected needs by using "unavailable days". If eligible, you can temporarily "restrict" your availability by using unavailable days each month, two of which may be used on Saturday and/or Sunday. While you are not automatically assigned shifts on the Weekend, you can assure that you also have weekends off [if you choose] by utilizing your unavailable days.

Self-Service Menu for all Options: 'Pick up' additional shifts to complement your assigned shifts each week. Use 'Swap', 'Advertise', or 'Cover' to request changes with your co-workers. Or, use the 'Call Out' feature when you cannot report for an assigned shift.

Use all of these tools to ensure you achieve and maintain your status, benefits eligibility (if applicable), and any other requirements. If you have any questions about your benefits eligibility, call 1-800-234-MACY (6229).

What's different during the Holiday Season and on Key Days?

All associates need to be available to work Key Days and during the Holiday season. During November & December, schedule changes may include, but are not limited to, associates being assigned additional or longer shifts up to 8 hours (10 hours voluntarily) within their option type.

You may open up your Availability on these days or the system may override your Availability choices to support the business as needed. If you are not assigned a shift and have not picked one up, you may be assigned a shift in advance of a Key Day.





You need extreme flexibility

This may be the best fit for you if you need extreme flexibility. With Option 6, all shifts are self-selected.

OPTION

6

Hours/Shifts

- All shifts are self-selected. (You must work at least 42 hours each fiscal quarter to maintain active employment.)

Managing Your Schedule

Availability is required on Key Days

You are expected to pick up a shift on Key Days and to initiate shift pick up based on your personal availability to meet the FWT hours commitment.

You must work at least one shift every 14 days or less to maintain active employment.

There may be additional work requirements based on business needs.

You *must* select Availability for Saturday and Sunday and are encouraged to select them for every day of the week.



Note: The needs of both our customers and our associates change. The Company retains the right to modify MySchedulePlus consistent with labor agreements where they exist.

South Shore, Natick, North Shore, Warwick

My Schedule Plus

Selection Window



Managing Your Choices

In My Schedule Plus, you have choices to customize your assigned shifts to fit your lifestyle needs.

- ◆ Schedule Option
- ◆ Availability
- ◆ Preferred Availability

You will have the opportunity to change your Option and Availability choices during the semi-annual selection window.

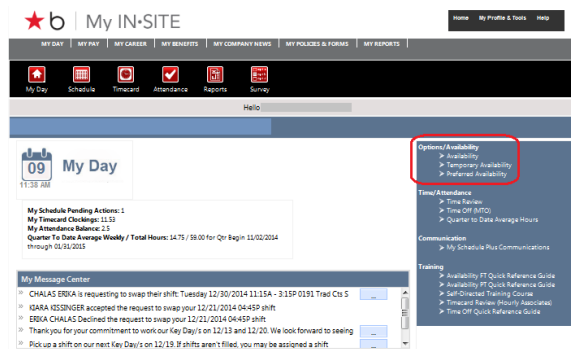
Your Option & Availability choices are always used and honored when assigning shifts with the exception of Key Days and the Holiday Season.

You can open up your availability on these days, or the system may override your availability choices to assign you shifts as needed. Not assigned a shift on a Key Day? Plan to pick one up!

View Your Options & Availability in My IN-SITE

From My IN-SITE, you can view your current Schedule Option, review your current Availability, and access the Edit Availability option.

1. Log into **My IN-SITE**.
2. Select the **My Day** tab.
3. Navigate to the **Options/Availability** menu.
4. Select **Availability**.



Option

Your current Schedule Option and Availability settings are displayed:

Options 1, 2, 3

Availability [Printer Friendly Version](#)

Your current Schedule Option is: Full-Time 35 to 40 Assigned Hours
Your current Availability is: I have some limitations in my availability

I have some limitations in my availability

<input checked="" type="checkbox"/> On Monday, I am not available before 1 PM	<input type="checkbox"/> On Monday, I am not available after 6 PM
<input type="checkbox"/> On Tuesday, I am not available before 1 PM	<input checked="" type="checkbox"/> On Tuesday, I am not available after 6 PM
<input type="checkbox"/> On Wednesday, I am not available before 1 PM	<input type="checkbox"/> On Wednesday, I am not available after 6 PM
<input type="checkbox"/> On Thursday, I am not available before 1 PM	<input type="checkbox"/> On Thursday, I am not available after 6 PM
<input type="checkbox"/> On Friday, I am not available before 1 PM	

[Edit Availability](#)

Options 4, 5, 6

Availability [Printer Friendly Version](#)

Your current Schedule Option is: Part-Time 12 to 20 Assigned Hours
Your current Availability is:

Day of Week	Available From	Available To
Sunday	OPEN	CLOSE
Monday	OPEN	CLOSE
Tuesday	OPEN	CLOSE
Wednesday	OPEN	6PM
Thursday	6PM	CLOSE
Friday	OPEN	CLOSE
Saturday	OPEN	CLOSE

[Edit Availability](#)

Schedule Option

5. Select **Edit Availability** to change your schedule options.
6. Using the drop-down menu, select your desired schedule option.

Refer to My Day My Way (AGOA) for details.

Note: All options are not available to all associates. Please contact your manager with additional questions.

Availability

Use the 'Edit Availability' link to update your availability choices for long-term needs. For instance, if you volunteer every Thursday evening, you can block this time period and the system will not assign a shift to you on Thursday evening.

7. If you've already selected your Schedule Option, move to the area where you can select your Availability:

Options 1, 2, 3:

You have two choices:

- ◆ I am available all store hours.
- ◆ I have some limitations in my availability.

If you have limitations in your availability, check the days and times you are unavailable.

I have some lim

<input checked="" type="checkbox"/> On Monday, I am not available before 1 PM
<input type="checkbox"/> On Tuesday, I am not available before 1 PM

Options 4, 5, 6: Select your availability by day:

- ◆ Any hours (Open to Close)
- ◆ Opening shift (Open to 6)
- ◆ Closing Shift (6 to Close)
- ◆ Other* (Outside of hours listed)
- ◆ Day off (All Day)

Wednesday	OPEN	6PM
Thursday	6PM	CLOSE

*If needed, update **Available From** and **Available To** default settings with new timeframes by selecting "Other."

8. Click **Save**.

Preferred Availability

Options 1, 2, 3, 4, 5, 6

Use Preferred Availability to select preferences for your assigned shifts.

Although they are not guaranteed, your selections will be considered and every effort to honor them will be made depending on business needs.

Note: You may change your preferences at any time; changes will be applied to future schedules.

Note: Preferred Availability selections must be made for Sunday and Saturday.

1. Log into **My IN-SITE**.
2. Select the **My Day tab**
9. Navigate to the **Options/Availability** menu.
3. Select **Preferred Availability**.

Your current Preferred Availability settings are displayed.

The screenshot shows the 'Preferred Availability' window. At the top, it says 'Printer Friendly'. Below that, 'Preferred Availability' is centered. Underneath, it says 'Your current Preferred Availability:'. There is a table with three columns: 'Day of Week', 'Available From', and 'Available To'. The rows are for 'On Sun, I prefer', 'On Mon, I prefer', 'On Tue, I prefer', 'On Wed, I prefer', 'On Thu, I prefer', 'On Fri, I prefer', and 'On Sat, I prefer'. At the bottom, there is a link that says 'Edit Preferred Availability'.

4. Select **Edit Preferred Availability**.

The system displays the Preferred Availability window.

5. Select the preferred **Shift Type** for each day.

- ◆ Any hours (Open to Close)
- ◆ Opening shift (Open to 1)
- ◆ Closing Shift (6 to Close)
- ◆ Other *(Outside of hours listed)
- ◆ Day off (All Day)

Options 1, 2, 3

The screenshot shows the 'Preferred Availability' window for Options 1, 2, 3. It has a red header 'Preferred Availability'. Below it, it says 'Your current Availability is: I have some limitations in my availability'. There is a table with two columns: 'I have some limitations in my availability' and 'On Monday, I am not available after 6 PM'. The rows are for 'On Monday, I am not available before 1 PM', 'On Tuesday, I am not available before 1 PM', 'On Wednesday, I am not available before 1 PM', 'On Thursday, I am not available before 1 PM', and 'On Friday, I am not available before 1 PM'. Below this, there is a section for 'Preferred Availability' with a table for 'Day of Week', 'Shift Type', 'Available From', and 'Available To'. At the bottom, there are 'Save' and 'Cancel' buttons.

Option 4, 5

The screenshot shows the 'Preferred Availability' window for Option 4, 5. It has a red header 'Preferred Availability'. Below it, it says 'Your current Availability is:'. There is a table with three columns: 'Day of Week', 'Available From', and 'Available To'. The rows are for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. Below this, there is a section for 'Preferred Availability' with a table for 'Day of Week', 'Shift Type', 'Available From', and 'Available To'. At the bottom, there are 'Save' and 'Cancel' buttons.

*If needed, update **Available From** and **Available To** default settings with new timeframes by selecting "Other."

6. Click **Save**.

Frequently Asked Questions

1. **Q. What is the semi-annual schedule option & availability selection window?**
A. Twice a year associates have an opportunity to update their schedule options and availability choices in My Schedule Plus.

2. **Q. Who will participate in the schedule option & availability selection window process?**
A. My Schedule Plus selling associates with Option/Availability settings will have access to make changes using the MSP menu in My IN-SITE. Associates are not required to make a change. Make changes only when you decide to modify a previous selection.
Captured Date: You may adjust your entries throughout the selection window. Selections on the **last date of the window** will be captured and used for shift assignment for the next season.
Effective Date: New choices will be effective within 3 weeks of close date.

3. **Q. Why should I review or make changes to my option & availability?**
A. Lifestyle needs change and this is an opportunity to reconsider choices to meet the need for assigned hours, shift flexibility, day off, open availability etc. Here are a few things to consider:

Schedule Option is where you will select the best schedule option to support your current lifestyle needs. An associate who will be making a change to schedule option will want to discuss their change in needs with their manager and make a selection based on what is **most important** in their weekly schedule - assigned hours, day off, flexibility to pick up shifts, etc.

Availability is where you indicate if you have limitations in your availability for assigned shifts. The scheduling system will assign shifts based on the choices you make.

Note: Your choices will be reflected in the shifts you are assigned for the next 6 months.

4. **Q. Who has the opportunity to select FT Option 1?**
A. Specified jobs and any Full-Time Associates with Option 1 currently selected.

Further Information

For additional information, contact your manager.

My Schedule Plus

Weekly Schedule Management



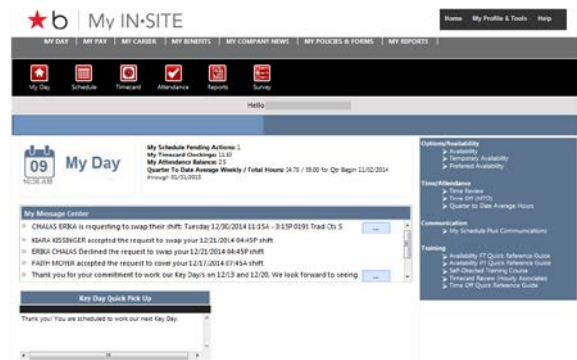
Building Your Weekly Schedule

Every third Friday, all associates have the ability to view three weeks of schedules starting with the week beginning Sunday, 16 days out.

My Schedule Plus provides you with the tools to manage your scheduling needs each week - to build hours and accommodate the events that come up in your life.

Manage your weekly schedule using My Day from any in-store kiosk, at the register or from any device with internet access.

From **My Day** you have easy access to your timecard, schedule, hours and attendance as well as personalized messages.



Access from the Register

- ♦ From the Main Menu, press F11
- ♦ Tab to highlight MSP My Day and press Enter.
Or use the glidepad (located on the top right corner of the keyboard) in the same way as a computer mouse.
 - Use your finger on the glidepad to move the pointer on the screen. Tap your finger on the glidepad to click. Tap twice to double

click. You can also left or right click using the buttons.

- ♦ At the My IN-SITE sign-in page, enter your 8-digit Employee ID and your My IN-SITE password.
- ♦ Click on the **Schedule** icon for self-service tools.
- ♦ Click on the **Reports** icon for Area Schedule View.
- ♦ When complete, click Logout, then press F11 to return to the register Main Menu.

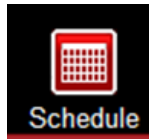
Access via Internet

URL--- <http://www.employeeconnection.net/>
- log onto My IN-SITE, click on My Day

URL--- <https://hr.macys.net/msp>

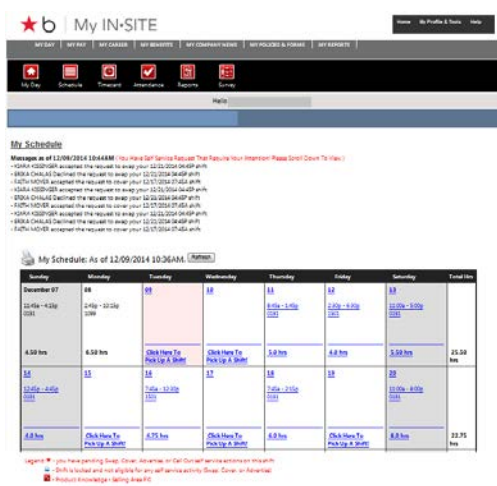
- log onto My IN-SITE and you are taken directly to My Day

Schedule



Click on the Schedule icon on My Day to display your active schedule in calendar format.
Complete all your weekly schedule activity using the My Schedule calendar.

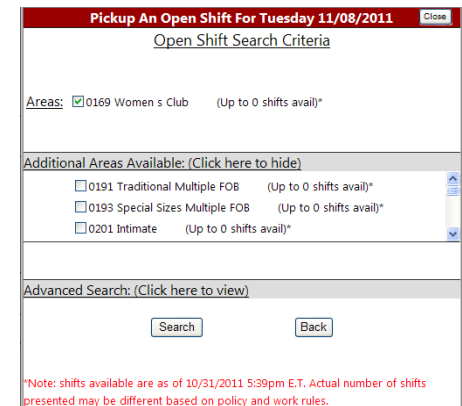
- ♦ Schedule-related messages to you display above the calendar.
- ♦ My Schedule calendar shows your active schedule.
- ♦ A Printer icon and Refresh button are provided at the top of the calendar.
- ♦ To view details of or take action on an assigned shift, click on the shift.



Pick Up Shift

When you want to **pick up** a shift on a day where you are not already assigned a shift, select **Click Here To Pick Up a Shift** on the calendar date.

- ♦ Most associates will want to pick up some shifts to meet their minimum hours commitment each week
- ♦ Click the 'Click Here To Pick Up Shift' link to initiate Pick Up Shift action.
- ♦ Shifts for your home zone are displayed first.
- ♦ From this same screen you can search **Additional Areas** and also use **Advanced Search** to narrow search by start/end time.
- ♦ Once you pick up a shift, your My Schedule calendar will update immediately with changes.
- ♦ Only qualified shifts will display.



*Note: shifts available are as of 10/31/2011 5:39pm E.T. Actual number of shifts presented may be different based on policy and work rules.

Modify Shift

- ♦ Use this function if you are picking up an open shift within 2 hours of shift start time **and** you need to delay the shift start time so you can arrive on time.
- ♦ You can delay the shift start time up to 1 hour, in 15 minute increments.
- ♦ Click the **Modify** button, then click on the drop down menu to display start time choices.
- ♦ Click on the start time you wish.
- ♦ Click on the **Pickup Modified Shift** button to complete the pickup and see the shift added to your schedule.

Other Actions From Your Calendar

When you own a shift, start & end times and department are shown on the calendar date.

Click on the shift and you can Swap, Cover, Advertise or Call Out a shift. When you use these features, only qualified shifts for both associates will be shown (i.e., no violation of work rules such as overtime, days worked in a row, hours between shifts).

Thursday 10/11/2012			
8:45a - 5:15p			
Location: 21 - Plaza Las Americas		Store Hrs: 9:00a - 9:00p	
Shift Detail			
8:45a - 10:30a	transfer	1.75 hrs	0201 intimate
10:30a - 10:45a	break	0.25 hrs	
10:45a - 1:45p	transfer	3 hrs	0201 intimate
1:45p - 2:45p	meal	1 hrs	0201 intimate
2:45p - 5:15p	transfer	2.5 hrs	0201 intimate

★ There are no Self Service Actions pending against this shift.

Callout Swap This Shift Cover This Shift Advertise This Shift

Swap Shift

Use when you want to swap your shift with a shift assigned to your coworker.

- ◆ Ownership of shift changes at completion of swap request
- ◆ Swap Shift request expires 2 hours prior to shift start time if not accepted

Cover My Shift

Use when you have identified a coworker who has agreed to work a shift for you (not a swap). This will deduct the hours from you, and add the hours to the coworker who accepts the shift.

- ◆ You own the shift until the designated coworker accepts it
- ◆ Cover My Shift request expires if not picked up 2 hours before shift start time

Advertise My Shift

Use when you want to advertise your shift for a coworker to pick-up.

- ◆ You own the shift until someone picks it up
- ◆ Advertise My Shift expires 2 hours before shift start time
- ◆ This will deduct the hours from you, and add the hours to the coworker who accepts the shift.

Call Out

Use when you want to call out for a shift within 24 hours of the shift start time.

- ◆ From My Day, click on the Schedule icon to view your schedule.
- ◆ Click on the shift that you want to call out.
- ◆ If within 24 hours of shift start time, the Callout button is active. Click on the Callout button.
- ◆ Follow the prompts and click the appropriate answer to any question.
- ◆ You will see a confirmation message that your shift is now available for pick-up. Click Ok to update your schedule. A red star on your schedule indicates that action is pending on that shift.
- ◆ Once a shift is called out, another associate can pick it up. If the shift is picked up, you will receive a confirmation message on My Day.
- ◆ If your shift is not picked up by another associate, you can cancel the Call Out Request prior to start time or up to one hour after the shift start time. If you are able to work the shift, simply click on the shift you have called out and click the Cancel Request button.

If you do not have access to My Day, your Call Out must be completed by phone.

Attendance Credits

- ◆ If you initiate Swap, Cover, Advertise or Call Out activity and another associate successfully picks up your shift, you will not use Attendance Credit(s).
- ◆ If your shift is NOT picked up by another associate, you will have to use your Attendance Credit(s).

Shift Notations

Shift notations may appear on an assigned shift. These are explained at the bottom of your calendar page.



You have pending Self Service actions on this shift.



Shift is locked. You cannot use Advertise, Cover or Swap on a locked shift.



Product Knowledge - Selling Area FYI available at register only.

Messages

All Swap, Cover, Advertise and Call Out activity is documented on My Day under "My Message Center" and in the Messages section above your calendar/schedule.

Self service history is available using the Reports icon.

Reports



Area Schedule View displays all shifts assigned in a department.

All Self Service activity is available in My Self Service Request History and Self Service Request Of Me.

Area Schedule View

Use when you want to see shifts in your area for current and upcoming week(s).

- ◆ To access, click the Reports icon, then click Area Schedule View. View is updated every 30 minutes.
- ◆ This is for view only. No action can be taken.

My Schedule Plus

Unavailable Days



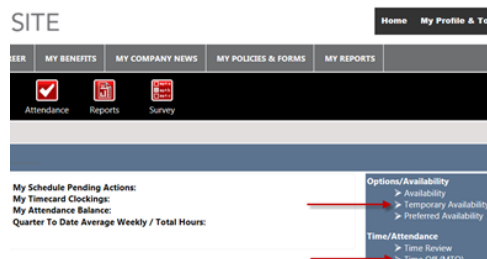
Temporary Availability

Temporary Availability allows you to temporarily limit or expand your availability in order to plan ahead for temporary schedule needs. Unavailable Days are a convenient self-service tool to provide you with additional flexibility and more control over your time off, including a weekend off every month.

Associates with Option/Availability choices typically have three unpaid Unavailable Days each month. Here are a few important things to keep in mind when using your unpaid Unavailable Days:

- 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.

Access Temporary Availability



There are two ways to access Temporary Availability.

1. Log into My IN-SITE.
2. Click **MY DAY**
3. Expand the **Option/Availability** menu option and select **Temporary Availability**.

Select **Time Off** to limit your availability.

-or-

Expand **Time/Attendance** menu option and select **Time Off (MTO)**.

Request Unavailable Days

To request Unavailable Days, do the following:

1. From **Time Off** in the MTO system.
2. Select a month when you want to take time off.
3. Click a blue hyperlinked date to select that week.

Please select the week with the date(s) you wish to request time off.

10-October 2011

Note: If request for time off spans between 2 different weeks, a separate request must be placed for each week.

My Schedule Plus Location

PTO Exception Date	Key Day (UD & PTO Restricted)
PTO Restricted Date	Unavailable Day Exception Date
Holiday Date	Approved
	Pending

A Partial PTO request should only be made if you would like the option to pick up an additional shift on that day.

4. Select the specific days within that week that you want to use for **Unavailable Days**.

Time Off Legend

PTO Exception Date	Key Day (UD & PTO Restricted)
PTO Restricted Date	Unavailable Day Exception Date
Holiday Date	Approved
	Pending

- ♦ **PTO Exception Date** (highlighted in black) — Blocked 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. However, an unavailable day can be selected.
- ♦ **Key Day (UD & PTO Exception Dates)** (highlighted in purple)—Blocked for PTO and unavailable day selection.
- ♦ **Unavailable Day Exception Date** (highlighted in turquoise)—Available for PTO selection, but unavailable days are subject to restrictions.
- ♦ **Approved** (highlighted in green) - dates have been submitted and approved
- ♦ **Pending** (highlighted in yellow) - dates have been submitted and are waiting for approval

Note: Key Days are extreme volume days when we expect all associates to be available to work. Because of the critical business need, please plan to be assigned a shift or to pick up a shift to support and maximize sales.

Refer to the Key Days guide published seasonally.

5. Select the **Type of Request**.
6. Click **Submit**.
7. **Confirm** your request.

Note: Only associates can manage unavailable days.

Note: If your request only includes Unavailable Days (no PTO), the request will automatically approve.

If you request both PTO and UD, the system will display a message confirming the request has been submitted and is in Pending status.

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

Your request ID is 77777777_28

The message includes a unique ID number you can use to track the request's progress through the approval process from the View Request History tab.

Manage Weekends

Plan Ahead for weekends off by using Unavailable Days.

- ♦ You may take one full weekend off each month.
- ♦ You may enter weekend requests in advance.
- ♦ You must enter the request at least six weeks in advance.

Refer to the Weekly Schedule Guide for important dates.

- ♦ Selecting an Unavailable Day guarantees that the shift will not be assigned to you. Unavailable Days do **not** deduct from your assigned hours range, provided you have enough open availability for the system to assign you a shift. To ensure you receive your full complement of hours for your Option choice, use **Temporary Availability - Open Up** to expand your availability in weeks where you use multiple Unavailable Days.

Refer to the Planning Ahead QRC

Note: Because the request for an entire weekend spans over 2 different weeks, you must submit 2 separate requests.

Week 1

10/12/2011	Wednesday	<input type="checkbox"/>		
10/13/2011	Thursday	<input type="checkbox"/>		
10/14/2011	Friday	<input type="checkbox"/>	PTO	7.90
10/15/2011	Saturday	<input type="checkbox"/>	Unavailable Day	0.00

Week 2

Date	Day	Selected Day Off	Time Off Type	Hours	Schedule
10/16/2011	Sunday	<input type="checkbox"/>	Unavailable Day	0.00	
10/17/2011	Monday	<input type="checkbox"/>			
10/18/2011	Tuesday	<input type="checkbox"/>			

Manage Time Off

- You can use Unavailable Days in conjunction with other time off options including your selected day off (Availability) and Paid Time Off.
- A choice must be made for every day you do NOT want to be assigned a shift.
- In this example, the associate would like an entire week off. He uses a combination of PTO, Unavailable Days and his regular day off of Wednesday to ensure that he isn't assigned to work the entire week.

Date	Day	Selected Day Off	Time Off Type	Hours	Schedule
10/23/2011	Sunday	<input type="checkbox"/>	PTO	7.60	
10/24/2011	Monday	<input type="checkbox"/>	PTO	7.60	
10/25/2011	Tuesday	<input type="checkbox"/>	Unavailable Day		
10/26/2011	Wednesday	<input checked="" type="checkbox"/>			
10/27/2011	Thursday	<input type="checkbox"/>	PTO	7.60	
10/28/2011	Friday	<input type="checkbox"/>	PTO	7.60	
10/29/2011	Saturday	<input type="checkbox"/>	Unavailable Day	0.00	

- To ensure you receive your full complement of hours for your Option choice, use **Temporary Availability - Open Up** to expand your availability in weeks where you use multiple Unavailable Days.

Refer to the Planning Ahead QRC

View Macy's Time Off Request History

The **View 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 Legend

Request ID	Date Submitted	Selected Date(s)	Status	Action
35	10/29/2011 (Saturday) - Unavailable Day - 0		Approved	Cancel

The requests are color coded based on the status.

- Pending—Yellow
- Approved—Green
- Canceled—Gray Denied—Red

Cancel Time Off

MSP associates can cancel a Pending or Approved request as follows:

- Click **Cancel**.
The system displays a prompt asking you to confirm the request.
- Click **OK** to proceed with the cancellation.
The **View Request History** page refreshes and displays the canceled status of the request.

Request ID	Date Submitted	Selected Date(s)	Status	Action
44	10/25/2011 (Tuesday) - Unavailable Day - 0		Canceled	

Request ID	Date Submitted	Selected Date(s)	Status	Action
71525 33	01/01/2011	10/19/2011 (Wednesday) - Unavailable Day - 0	Denied	Resubmit

Note: Executives can use these same instructions to cancel an Approved request for PTO. Executives cannot cancel Unavailable Days.

Further Information

For additional information, contact your manager.