

My Schedule Plus

Weekly Schedule Management



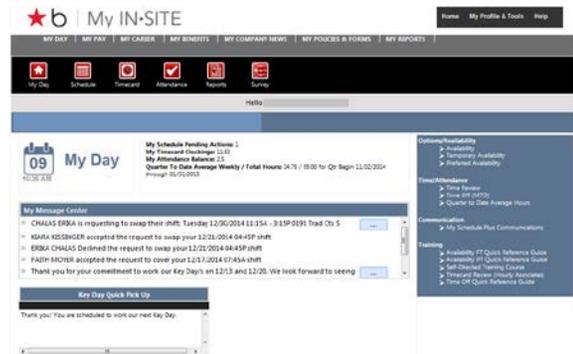
Building Your Weekly Schedule

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.

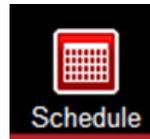
Access via Internet

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

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

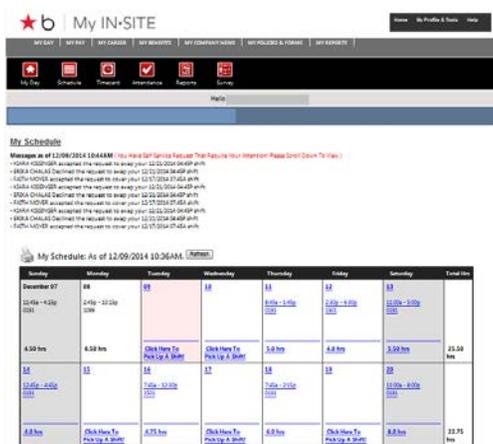
- log onto My IN-SITE and you are taken directly to My Day

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.

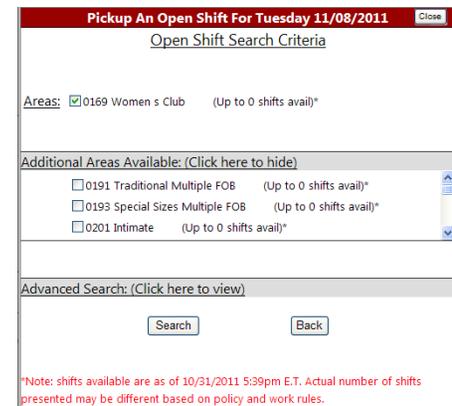
- ◆ Schedule-related messages to you display above the calendar.
- ◆ My Schedule calendar shows your active schedule.
- ◆ A Printer icon and Refresh button are provided at the top of the calendar.
- ◆ To view details of or take action on an assigned shift, click on the shift.



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.



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).

Time	Activity	Duration	Department
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

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.