

## How to change your information

**All personal information must be changed in Direct2HR including your email and phone number.**



For scheduling questions, contact your Store Director.  
For technical issues, contact the Service Desk at 877.286.3200.



*employee self-service*

## User Guide

**The convenient and optional online destination for access to your weekly schedules and to request time off.**

# Welcome to mySchedule ESS

This guide will assist you with getting to know your Employee Self-Service system.

In mySchedule ESS, you will be able to:

- View your schedule, including meal breaks, time off, and total hours.
- Request vacation days, unpaid days-off, and other time-off.

You can access mySchedule ESS at any computer! The same way you access Direct2HR.

**Use of ESS is voluntary; you may still view your schedule and request time-off at your work location.**

Below is the landing page or first screen you will see when you first login:

The screenshot shows the mySchedule ESS landing page. At the top, there are navigation tabs: mySchedule, Timeoff, and Information. Below the tabs, there is a header area with the text "Employee Self Service" and a date "Monday, October 13th, 2014". The main content area displays a weekly schedule grid for the week of October 12th to 18th, 2014. The grid shows days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and time slots (7:15a-3:45p, 8:30a-5:30p, 5:30a-1:00p, 7:30a-4:30p, 6:15a-2:00p, 10:00a-7:00p). Each cell in the grid contains the employee's name (Service Courtesy Clerk) and the job code (JOB: 347 FE). A total hours summary for the week is shown as 37.25. Three callout boxes are present: one on the top left pointing to the navigation tabs, one on the top right pointing to the user name and date, and one on the bottom left pointing to the schedule grid.

**The Navigation Toolbar will allow you to move to different tabs in ESS.**

**This area shows your name and the current date.**

**This area shows your current week's schedule. You will also find next week's schedule once it is published.**

## How to login to mySchedule ESS

From any computer:

1. Open your Internet Browser.
2. Enter the link below on the web address bar:  
**<https://myschedule.safeway.com>**
3. Press **Enter**.
4. Click on the **Login** button.
5. Type in your Employee ID/LDAP and password.
6. Select **Login**.

To exit, select the **Sign out** icon.

## How to reset your password

From the Safeway Common Logon screen:

1. Click on the "Forgot your password?" link
2. Follow the prompts to change your password.

If you need help with your password, call Service Desk at **1.877.286.3200**

## How to request time off

From the main ESS window:

1. Select **Timeoff** from the toolbar.
2. Go to the calendar on the left column and select the desired start date(s) for Time-Off. The details for each day you select will appear on the middle of the screen. If you are requesting for a full week, select the first day of your request. Weekly time off requests will be processed for a 7-day period beginning on the selected day.
3. Select the Request type from the drop-down for:
  - Paid Time Off
  - Unpaid Time Off
4. Select Reason Code using the drop down option.
  - New Request: first time submitting a Time-Off Request
  - Substitute Request: second time submitting a Time-Off Request to replace a previously submitted request
5. Enter a comment in the Comment field (not required for New Request, required for Substitute Request).
6. Repeat for the next day(s) (if necessary).
7. Click **Submit Request**.

To view the status of your request, select the **Request History** tab.

TOR Legend	
Approved Request	Approved/Denied
Pending Request	Approved/Pending
Denied Request	Denied/Pending
Cancelled Request	Approved/Denied/Pending
Blockout Date	Warning

Each color or color-combination represents a status of your Time-Off

Request.

### Lockout Dates:

- Some dates will not be available for Time-Off Request submission.
- Time-Off Requests for any week can only be accessed until midnight of the Sunday of the prior week.

**All time off requests are pending and subject to approval before scheduling AND once approved are subject to available balances shown in Direct2HR.**