

Login to mySchedule

Overview

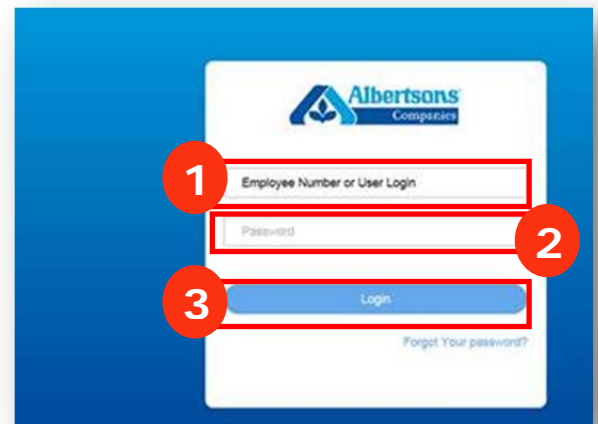
Users will login to mySchedule with their employee ID number or LDAP ID and password. Users may have limited access in the system based on responsibility areas.

Process

To access MySchedule select the Empower mySchedule WFM link on the store portal or enter the URL provided below.

<https://myschedule.safeway.com/WFM/>

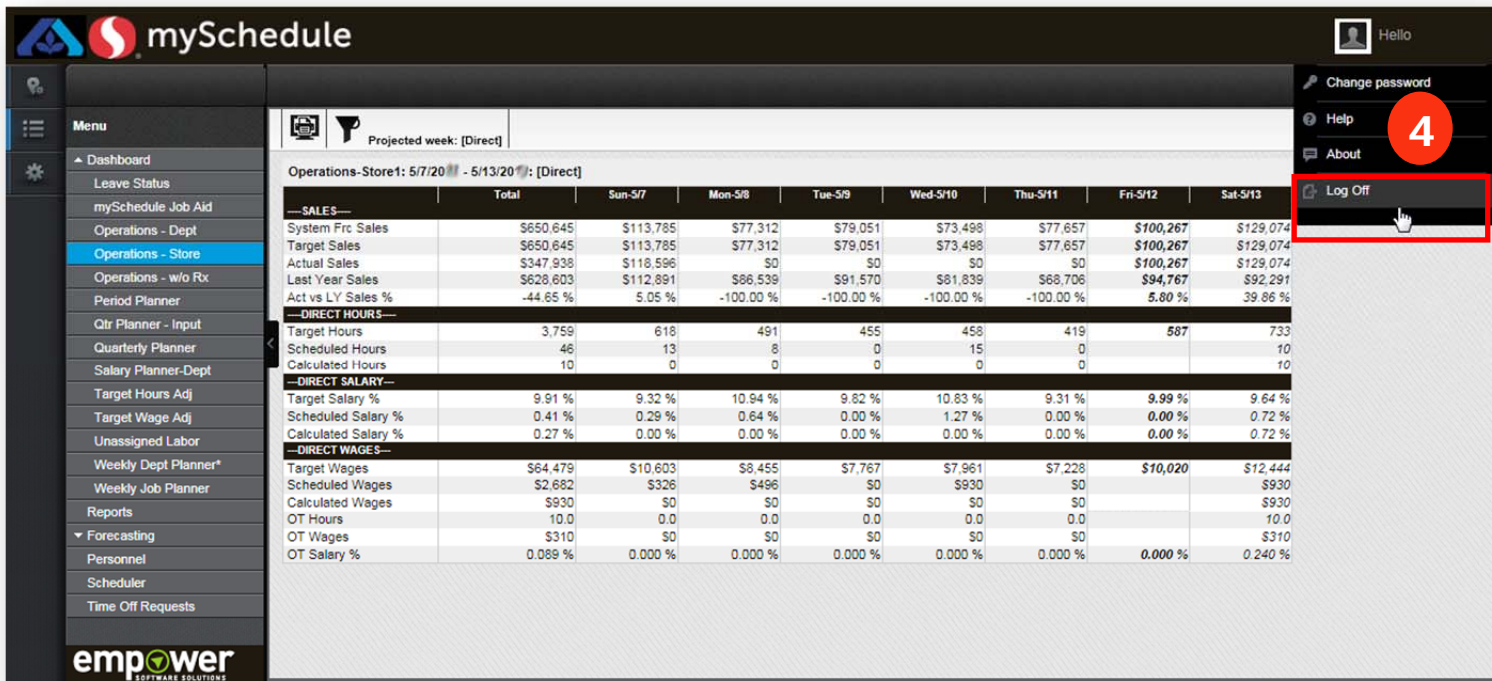
1. Click the **User Name** field and type in your employee ID or LDAP
2. Select the **Password** field and type in your password
3. Click **Log In**



The Operations – Store dashboard will appear as the default screen.

	Total	Sun-5/7	Mon-5/8	Tue-5/9	Wed-5/10	Thu-5/11	Fri-5/12	Sat-5/13
---SALES---								
System Frc Sales	\$650,645	\$113,785	\$77,312	\$79,051	\$73,498	\$77,657	\$100,267	\$129,074
Target Sales	\$650,645	\$113,785	\$77,312	\$79,051	\$73,498	\$77,657	\$100,267	\$129,074
Actual Sales	\$347,938	\$118,596	\$0	\$0	\$0	\$0	\$100,267	\$129,074
Last Year Sales	\$628,603	\$112,891	\$86,539	\$91,570	\$81,839	\$68,706	\$94,767	\$92,291
Act vs LY Sales %	-44.65 %	5.05 %	-100.00 %	-100.00 %	-100.00 %	-100.00 %	6.80 %	39.86 %
---DIRECT HOURS---								
Target Hours	3,759	618	491	455	458	419	587	733
Scheduled Hours	46	13	8	0	15	0		10
Calculated Hours	10	0	0	0	0	0		10
---DIRECT SALARY---								
Target Salary %	9.91 %	9.32 %	10.94 %	9.82 %	10.83 %	9.31 %	9.99 %	9.64 %
Scheduled Salary %	0.41 %	0.29 %	0.64 %	0.00 %	1.27 %	0.00 %	0.00 %	0.72 %
Calculated Salary %	0.27 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.72 %
---DIRECT WAGES---								
Target Wages	\$64,479	\$10,603	\$8,455	\$7,767	\$7,961	\$7,226	\$10,020	\$12,444
Scheduled Wages	\$2,682	\$326	\$496	\$0	\$930	\$0		\$930
Calculated Wages	\$930	\$0	\$0	\$0	\$0	\$0		\$930
OT Hours	10.0	0.0	0.0	0.0	0.0	0.0		10.0
OT Wages	\$310	\$0	\$0	\$0	\$0	\$0		\$310
OT Salary %	0.089 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.240 %

How to Log off mySchedule



The screenshot shows the mySchedule application interface. On the left is a navigation menu with options like Dashboard, Leave Status, mySchedule Job Aid, Operations - Dept, Operations - Store (highlighted), Operations - w/o Rx, Period Planner, Qtr Planner - Input, Quarterly Planner, Salary Planner-Dept, Target Hours Adj, Target Wage Adj, Unassigned Labor, Weekly Dept Planner*, Weekly Job Planner, Reports, Forecasting, Personnel, Scheduler, and Time Off Requests. The main area displays a table for 'Operations-Store1: 5/7/20 - 5/13/20: [Direct]' with columns for Total, Sun-5/7, Mon-5/8, Tue-5/9, Wed-5/10, Thu-5/11, Fri-5/12, and Sat-5/13. The table is divided into sections: SALES, DIRECT HOURS, DIRECT SALARY, and DIRECT WAGES. In the upper right corner, there is an account toolbar with options: Change password, Help, About, and Log Off. The 'Log Off' button is highlighted with a red box, and a red circle with the number '4' is placed over the 'Help' button.

4. Navigate to the Account toolbar (upper right corner), scroll down the menu and click on **Log Off**.