

Welcome to Macy's

We're thrilled with your decision to join our Macy's team and look forward to a long, rewarding relationship for both of us.

We thought you might find it helpful to have a general idea of what to expect on your first day of work, and have provided some basic information on this page to help you prepare. This information is subject to change, and we haven't included every detail here – just major points to help make your first day easier. If you have any questions, please contact the Administrative Office or HR Professional for your location.

Now that you have accepted a position with us, the next step is to complete new hire documents and attend a training session where you will get to know us better. We've made the information on this page printable so that you may have a copy to bring with you on your first day if you like, or refer back to as you move through our hiring and on-boarding process.

What to Bring

IMPORTANT DOCUMENTS FOR YOUR FIRST DAY

Federal law requires Macy's to verify that all new associates hired after November 6, 1986, are authorized to work in the United States. On your first day of work, you'll be asked to complete the Form I-9 as part of the Employment Eligibility Verification process. In some states, Macy's uses E-Verify in addition to Form I-9.

- You'll need to present unexpired original documentation (including acceptable receipts) showing your identity and employment authorization.
- You get to choose the documentation you'd like to present from this Lists of Acceptable Documents. Here's a PDF copy of the Lists of Acceptable Documents for you to review:



Lists of Acceptable Documents

- You'll be expected to present either of the two options:
 - Option 1: One (1) selection from List A
 - Option 2: One (1) selection from List B and one (1) selection from List C
- If you have questions, contact the Administrative Office or HR Professional for your location.

What to Wear

You should be professionally dressed in appropriate attire when you report for work your first day, even if it's for training. We've included the Macy's Style at Work guidelines below for Macy's Stores, and you'll receive information on a discount program for items within our dress code during your training. Guidelines specific to your location will be provided during training.



Macy's Style at Work Guidelines – Selling Associates



Macy's Style at Work Guidelines – Support Associates

The Company maintains the sole and exclusive right to change, modify or discontinue this Policy at any time with or without notice. This Policy may not apply to associates who are subject to the provisions of a collective bargaining agreement.

How to Get Paid

WHAT TO BRING WITH YOU

Our associates are paid through direct deposit, so remember to bring your banking account information with you on your first day. If you don't have a bank account, you can enroll in the Skylight Pay Option Program, where you can access your pay several ways without fees.

When to Be Here

MANAGING YOUR SCHEDULE

We expect all of our associates to adhere to their schedules each week, and will work with you during your training to ensure you will have the schedule that best fits your needs and the needs of our business. To help us accomplish this, please come prepared with your work availability.