

Vacation and Sick Leave

Global Net and Crew Sick Leave and Vacation Balances

All numbers are in DAYS

Time Summary		Accrued	Used	YTD total	Accrued	Used	Total	Accrued	Used	Total						
Crew Member	E... All	Short-Term Sick				Long-Term Sick				Vacations						
		A...	U...	A...	To...	T...	A...	U...	A...	To...			
Your Name Here	Your employee number	Jan 2019	1.00	-2.70	0.00	22.30	2.00	0.00	0.00	0.00	0.00	521...	1.75	0.00	0.00	22.75
		Jan 2019	1.00	0.00	0.00	24.00	2.00	0.00	0.00	0.00	0.00	519...	1.75	0.00	0.00	21.00
		Dec 2018	1.00	0.00	0.00	23.07	2.00	0.00	0.00	0.00	0.00	517...	1.75	-8.00	0.00	19.25
		Nov 2018	1.00	0.00	0.00	22.07	2.00	0.00	0.00	0.00	0.00	515...	1.75	-6.00	0.00	25.50
		Oct 2018	1.00	-3.93	0.00	21.07	2.00	0.00	0.00	0.00	0.00	513...	1.75	0.00	0.00	29.75
		Sep 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00	0.00	511...	1.75	0.00	0.00	28.00
		Aug 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00	0.00	508...	1.75	-4.00	0.00	26.25
		Jul 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00	0.00	505...	1.75	-3.00	0.00	28.50
		Jun 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00	0.00	502...	1.75	0.00	0.00	29.75
		May 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00	0.00	499...	1.75	0.00	0.00	28.00
		Apr 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00	0.00	496...	1.75	0.00	0.00	26.25
		Mar 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00	0.00	493...	1.75	0.00	0.00	24.50
		Jan 2018	1.00	0.00	0.00	24.00	2.00	0.00	0.00	0.00	0.00	490...	1.75	0.00	0.00	22.75
		Jan 2018	1.00	0.00	0.00	23.00	2.00	0.00	0.00	0.00	0.00	488...	1.75	0.00	0.00	21.00
		Dec 2017	1.00	0.00	0.00	22.00	2.00	0.00	0.00	0.00	0.00	486...	1.75	-7.00	0.00	19.25

Sick Leave

You accrue sick time – short term and long term- if you are:

- (1) Available minimum of 15 days of the month
- (2) In the first 90 days of military leave
- (3) Worked 50% of schedule (i.e. worked 8 days of a 16 day line)

A. Short Term Sick leave (STS):

- a. Earn 1 day per month up to 24 days total
- b. Doesn't pay out at end of year
- c. **IF** you are at the max (24 days), the 1 day goes into the Long Term

B. Long Term Sick leave (LTS)

- a. Earn 2 days per month – no max-

VACATION

Vacation accrues at 1.17 days. per month years 1→5 (= 2 weeks), then 1.75 days. per month after year 5 (= 3 weeks).

You must be available for work a minimum of 15 days of the month to accrue vacation in that month.

IF vacation is not used by the end of the year, it is paid out in the 2nd pay period in January of the new year.

Month	Short-Term Sick				Long-Term Sick			
	A...	U...	A...	To...	T...
All								
Jan 2019	1.00	-2.70	0.00	22.30	2.00	0.00	0.00	0.00
Jan 2019	1.00	0.00	0.00	24.00	2.00	0.00	0.00	0.00
Dec 2018	1.00	0.00	0.00	23.07	2.00	0.00	0.00	0.00
Nov 2018	1.00	0.00	0.00	22.07	2.00	0.00	0.00	0.00
Oct 2018	1.00	-3.93	0.00	21.07	2.00	0.00	0.00	0.00
Sep 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00
Aug 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00
Jul 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00
Jun 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00
May 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00
Apr 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00
Mar 2018	0.00	0.00	0.00	24.00	3.00	0.00	0.00	0.00
Jan 2018	1.00	0.00	0.00	24.00	2.00	0.00	0.00	0.00
Jan 2018	1.00	0.00	0.00	23.00	2.00	0.00	0.00	0.00
Dec 2017	1.00	0.00	0.00	22.00	2.00	0.00	0.00	0.00
Nov 2017	1.00	0.00	0.00	21.00	2.00	0.00	0.00	0.00
Oct 2017	1.00	-5.00	0.00	20.00	2.00	0.00	0.00	0.00

When you use STS, the total drops, and LTS goes back to 2 Days / month

no more STS

Now LTS = 3 Days/mo

Until the STS TOTAL = 24 (max)

LTS accrues all the time unless you run out of STS

Each month- you Accrue 1 day STS & 2 days LTS

Pay

Global Net and Crew Pay

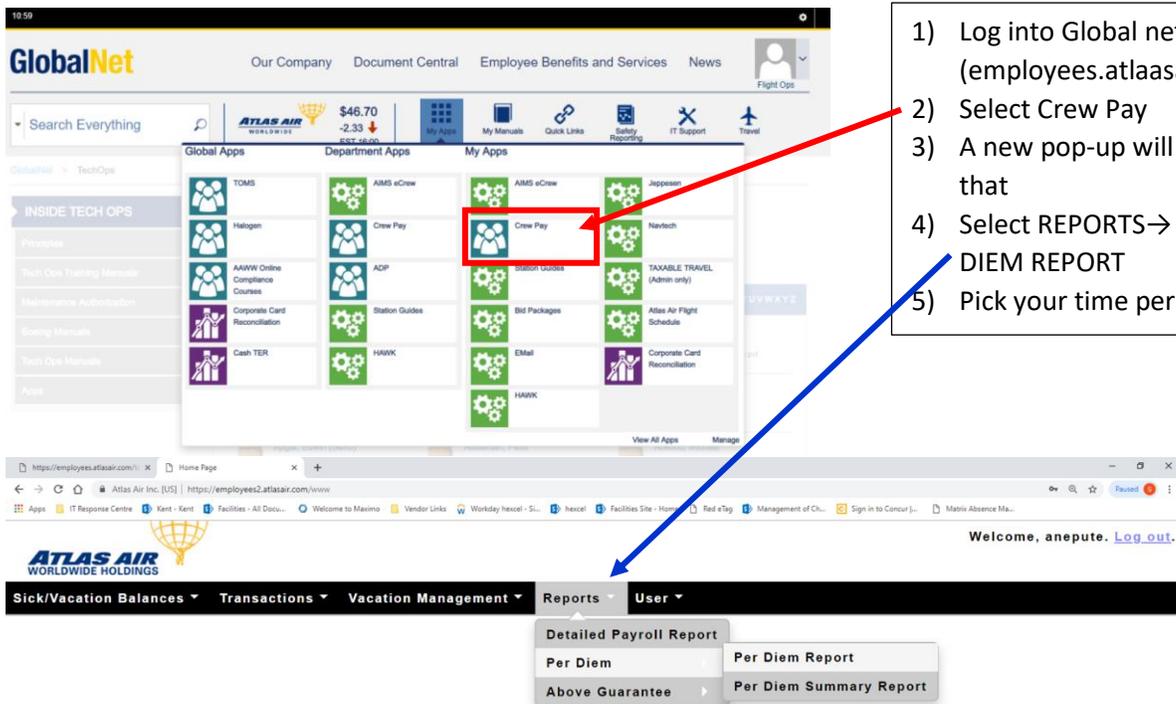
PAY REPORTS

Checking the amount of flight hours and per diem you get paid for each pay cycle.

Above Guarantee Report : Provides the most user friendly breakdown of actual pay. We don't recommend the detailed pay report.

Per diem Report : Provides the most easy to understand breakdown of Per diem. The detailed report is harder to decipher.

PER DIEM Guarantee Report



- 1) Log into Global net (employees.atlaasair.com)
- 2) Select Crew Pay
- 3) A new pop-up will happen- log into that
- 4) Select REPORTS→ PER DIEM→ PER DIEM REPORT
- 5) Pick your time period

Check this report for the accuracy of your per diem pay per day.

Position : CA										Domestic		International	
Date	Flight	Dep	Arrival	Per diem hours	CONUS hours	OCONUS hours	CONUS per diem amount	OCONUS per diem amount	Taxable	Non-tax	Taxable	Non-tax	
8/2/2018	VAC			0	0	0	0	0	0	0	0	0	
8/3/2018	VAC			0	0	0	0	0	0	0	0	0	
8/4/2018	VAC			0	0	0	0	0	0	0	0	0	
8/5/2018	5Y3581	ONT	CLT	21	21	0	50.4	0	0	50.4	0	0	
8/6/2018	5Y3082	CLT	CVG	24	24	0	57.6	0	0	57.6	0	0	
8/6/2018	5Y3063	CVG	RFD	0	0	0	0	0	0	0	0	0	
8/7/2018	5Y3580	RFD	ONT	24	24	0	57.6	0	0	57.6	0	0	
8/8/2018				24	24	0	57.6	0	0	57.6	0	0	
8/29/2018	5Y3506	IAH	BWI	24	24	0	57.6	0	0	57.6	0	0	
8/30/2018	5Y3555	BWI	IAH	23	23	0	55.2	0	0	55.2	0	0	
8/30/2018	5Y3559	IAH	ONT	0	0	0	0	0	0	0	0	0	
8/31/2018	X			0	0	0	0	0	0	0	0	0	
8/1/2018	VAC			0	0	0	0	0	0	0	0	0	
Total							882.19	0	0	882.19	0	0	

The **TOTAL** at the bottom should show up on your end-of-month pay stub.

IF you had Reserve in base- those hours will show up in the Domestic Taxable column

ABOVE GUARANTEE Report

From the page above → Above Guarantee → Crew Above Guarantee Report

Reports ▾ User ▾
 Detailed Payroll Report
 Per Diem ▾
 Above Guarantee ▾ Crew Above Guarantee Report

Date	Flight	Dep	Arr	Act. Block	Sch. Block	Days On						Days Off						Other Above Guarantee									
						Flight Credit	DHD Credit	Train	Vac.	Credit Adjust	Other	CRT Rig.	Flight Credit	DHD Credit	Train	Vac.	Credit Adjust	Other	CRT Rig.	Hostile Area	Exten. Duty						
8/1/2018	VAC				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
8/2/2018	VAC				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8/3/2018	VAC				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8/4/2018	VAC				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8/5/2018	5Y3581	ONT	CLT	4.57	4.55	4.57	0	0	0	0	0	0	4.24	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/6/2018	5Y3082	CLT	CVG	1.15	1.28	1.28	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/6/2018	5Y3063	CVG	RFD	1.1	1.2	1.2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/7/2018	5Y3580	RFD	ONT	3.88	4.02	4.02	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/8/2018					0	0	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/9/2018	5Y3581	ONT	CLT	4.48	4.55	4.55	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/10/2018	5Y3082	CLT	CVG	1.22	1.28	1.28	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/10/2018	5Y3063	CVG	RFD	1.3	1.2	1.3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/11/2018	5Y3580	RFD	ONT	3.45	4.02	4.02	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/26/2018	5Y3579	ONT	RFD	3.85	3.6	3.85	0	0	0	0	0	0	3.69	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/27/2018	5Y3064	RFD	CVG	1.33	1.2	1.33	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/27/2018	5Y3058	CVG	IAH	2.63	2.47	2.63	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/28/2018					0	0	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/29/2018	5Y3506	IAH	BWI	2.98	3.17	3.17	0	0	0	0	0	0	4.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/30/2018	5Y3555	BWI	IAH	3.13	3.17	3.17	0	0	0	0	0	0	4.65	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/30/2018	5Y3559	IAH	ONT	3.18	3.2	3.2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8/31/2018	X				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total						51.05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total hours above guarantee	26.88
Pay rate	\$179.06
Total Pay Above Guarantee	\$4,813.13

Days On Summary	
Total Pay Credit	51.05
CRT Rig	74.28
Greater of Credit or Rig	74.28
Days On Above Guarantee	12.28

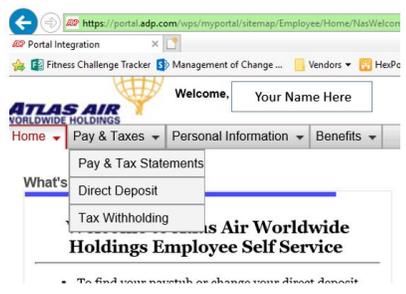
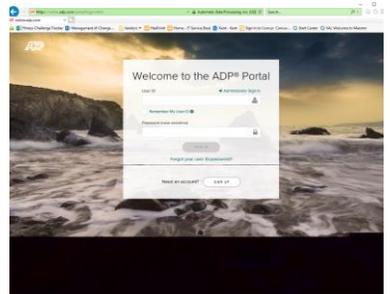
Days Off Summary	
Total Pay Credit	14.60
CRT Rig	0
Greater of Credit or Rig	14.60

Other Above Guarantee	
Extended Duty	0
Hostile Area	0

- Verify **Days On** : Flight Credit versus CRT rig: you get paid for the higher of the two.
- Verify **Days Off**: includes: Vacation, Training on days off, VX pay, will be higher of Flight Credit or CRT rig
- Verify **Other Above Guarantee**: If you have Hostile duty pay or premium pay (2/4/6 hourly credit per day)

Checking the Accuracy of your Pay Statement

Once you verify your hours, you can check your pay stub. Your pay stub is available through ADP at Portal.adp.com. Contact HR for a user account login and password.



DOWNLOAD PAY STATEMENT

Select the Pay and Taxes Tab → Pay and Tax Statement. A pop-up will launch. At the bottom, click on the Download Pay Statement button. The mid-month pay check will only have per diem if it is taxable. Otherwise, per diem is listed at the end-of-month pay stub

PAY STUB

This should be 1/2 of guarantee

The credit above guarantee (above Guarantee Report)

Distance learning: \$150 every time you do it (not during training)

Earnings	rate	hours	this period	year to date
Regular	179.0600	31.00	5,550.86	22,203.44
Above Guar	179.0600	10.89	1,949.96	4,572.12
Home Study			300.00	300.00
Perdiem Taxabl				93.60
Gross Pay			\$7,800.82	27,169.16

* Excluded from federal taxable wages

Taxable Per diem here if you had Reserve in base

Deductions	Statutory		
	Federal Income Tax	-826.58	3,157.89
	Social Security Tax	-469.45	1,627.66
	Medicare Tax	-109.79	380.66
	CA SUI/SDI Tax	-75.40	261.24

Other Benefits and Information

	this period	total to date
Er 401K Match	390.04	1,353.77
G.T.L.	32.25	129.00

Important Notes

EFFECTIVE THIS PAY PERIOD YOUR MARITAL STATUS HAS CHANGED FROM SINGLE TO MARRIED.

EFFECTIVE THIS PAY PERIOD YOUR FEDERAL EXEMPTIONS HAVE BEEN CHANGED FROM 4 TO 2.

YOUR COMPANY'S PHONE NUMBER IS 914-701-8000.

CONFIRM these are accurate- if not, update in ADP under the TAX WITHHOLDING tab

Verify that these deductions are correct

Other		
Dental	-18.32*	73.28
Medical	-233.88*	935.52
Union Assess	-73.33	254.52
Union Dues	-121.69	422.37
Vision	-9.21*	36.84
401K Pretax	-1,014.11*	3,519.82
401Kcu Pretax	-390.04*	1,242.75
Per Diem N-Tax		-1,232.71

Non Taxable Perdiem check in the Perdiem Report

Adjustment	
Per Diem N-Tax	+865.75
Net Pay	\$5,324.77
Checking	-5,324.77

16,489.32