

### TIMELINES FOR PAY COMP PROCESSING NEW PAY TYPES

	Displayed on HI1 or HSS	Reflects in HI1 as	in PPROJ	When Processed	Manual or Automatic	Above Guarantee	Credited	When to send HISEND 14
<b>VE</b>	HI1 underneath SEQ (initially in HSS)	VE PAY	NO	Closeout	manual	Yes	No	after 9th of month if VE isn't reflected in HI1
<b>LE</b>	HI1 underneath SEQ	LE PAY	YES	every 4 days	manual	No	Yes	6+ days after trip completion
<b>LE for OE</b>	HI1 underneath SEQ	OE STRAT	NO	every 4 days	manual	No	No	6+days after trip completion
<b>CC</b>	HI1 underneath SEQ	GUARPREM	Yes for 100%	Closeout	manual	50% pay	100% P&C	after closeout
<b>CR</b>	50% underneath SEQ	GUARPREM	NO	Closeout	manual	Yes	No	after closeout
	100% FLY DFP			Closeout	manual	Yes	No	after closeout
<b>OE</b>	HI1 PPROJ		YES			No	No	
<b>OE SK</b>	HI1 PPROJ	OE STRAT	YES	within 5 days of receipt*	manual	No	No	next day contact crew sked
<b>OR</b>	FLY DFP in HI1		NO			Yes	No	
<b>OR SK</b>	HI1	GUARPREM	NO	within 5 days of receipt*	manual	Yes	No	6th day
				*typically as soon as received				
<b>Premiums (non-flight hours)</b>								
<b>INTL overrides</b>								
<b>IPD</b>	HI1 underneath SEQ	IPDOVRDE	NO	weekly on Wed	manual	N/A	No	Thursday
<b>NIPD</b>	HI1 underneath SEQ	INTOVRDE	NO	uploads on 6, 17, 25th of each month	manual	N/A	No	on 7th, 18th or 26th
				captures information up to the 4, 15, and 23rd				
<b>Understaffing</b>	HI1 under the u/s total	"S" attached to flight number	NO	uploads on 6, 17, 25th of each month	manual	N/A	No	on 7th, 18th or 26th
<b>Purser</b>	HI1 underneath SEQ	PP \$ rate/ hours	NO	Closeout (FAPP - immediate)	automatic	N/A	No	after closeout
<b>Lead</b>	HI1 underneath SEQ	PP \$ rate/ hours	NO	Closeout (FAPP - immediate)	automatic	N/A	No	after closeout
<b>Aft</b>	HI1 underneath SEQ	PP \$ rate/ hours	NO	Closeout (FAPP - immediate)	automatic	N/A	No	after closeout
<b>Galley</b>	HI1 underneath SEQ	PP \$ rate/ hours	NO	Closeout (FAPP - immediate)	automatic	N/A	No	after closeout
<b>Language</b>	Header of HI1 (LANG)		NO	Closeout	automatic	N/A	No	after closeout

Notes:

\*CS will send re-code to paycomp

Closeout for previous month schedule typically occurs on the 9th.

Paid greater of ADJ GUAR or PPROJ plus GUARPREM/VE PAY/FLYDFP