

LAA Flight Attendant Timelines for Crew Comp Processing

Pay/Assignment Type	Reflects in HSS/HI1 as:	When are changes reflected?	When to send Direct Connect claim
Voluntary Extension (VE) - Domestic	<p>HSS will reflect "VE" add-code at leg-level.</p> <p>Additional 100% added with a line-item as "VE PAY".</p> <p>*Additional position premium added with line-item.</p>	<p>Crew Tracking will immediately update flight leg with "VE" add-code.</p> <p>"VE PAY" entered during Closeout (8th)</p>	<p>If "VE" is not reflected on HSS immediately, <i>contact Crew Tracking</i> to update the flight leg.</p>
Voluntary Extension (VE) - International	<p>HSS will reflect "VE" add-code at leg-level.</p> <p>Additional 100% added with a line-item as "VE PAY".</p> <p>*Additional position premium, INTL/IPD override added as line-item.</p>	<p>Crew Tracking will immediately update flight leg with "VE" add-code.</p> <p>"VE PAY" entered during Closeout (9th)</p>	<p>If "VE" is not reflected on HSS immediately, <i>contact Crew Tracking</i> to update the flight leg.</p>
Location Delay Incentive (LE)	<p>Line-item added as "LE PAY"; OR seq will show "LEABVGUA"</p>	<p>Worked every Monday & Friday *except on holidays</p> <p>Entries should reflect on HI1 5-7 business days after completion of the sequence.</p>	<p>8+ days after sequence completion</p>
Red Flag Sequence - Lineholder	<p>Sequence displays "RED FLAG";</p> <p>*Additional 50% added with a line-item as "RED FLAG"</p>	<p>Completion of sequence flown</p>	<p>3 - 5 days after sequence completion</p>
Red Flag Sequence - Reserve	<p>Sequence displays "RED FLAG";</p> <p>*Additional 50% added with a line-item as "RED FLAG"</p>	<p>Completion of sequence flown</p>	<p>3 - 5 days after sequence completion</p>

International Premium Destination (IPD) Override	Line-item added as "IPDOVRDE"	All entries should be in by closeout	After Payroll Closeout - 8th of the following month
International (Non-IPD) Override	Line-item added as "INTOVRDE"	All entries should be in by closeout	After Payroll Closeout - 8th of the following month
Understaffing Pay	Flight number will be preceded by "S" (e.g. S101); Exception: Carryover sequence may show line-item added as "UNDERSTAFF".	Within 7 days of sequence completion, but no later than closeout	If after closeout, the "S" is not reflected next to the applicable flight number on the HI1, submit a DCONN ticket.
Position Premium (Purser, Lead Aft, Galley)	Line-item showing on the bottom of HI1, as "PP" and the applicable hourly rate (ex: "PP 2.50")	FAPP Program reflects flown and future flight legs immediately; Program will input cumulative hours as line-item on HI1 by the 9th of the following month.	After Payroll Closeout - 8th of the following month
Expenses (TAFB/Per Diem)	Expenses reflect in the header of the HI1 as: "D EXP" - Dom. Expenses "I EXP" - Intl. Expenses "MISC EXP" - Misc/Training Expenses "TTL EXP" - Total Expenses	D EXP/ I EXP - Immediately after seq completion; MISC EXP - Closeout	D EXP/ I EXP - Following business day; MISC EXP - After Payroll Closeout on 8th of the following month
Language/Speaker Pay	Total, cumulative language hours will reflect in the header of the HI1 as "LANG".	Closeout	After Payroll Closeout - 8th of the following month

Instructor-Led Training Pay	Training hours (ILT+WBT) added with line-item as "TRNG"; Training expenses reflect under "MISC EXP" in the header of HI1.	Completion of training sequence Programmed within FOS	After Payroll Closeout - 8th of the following month
Online Training Pay	Line-item added as "TRNG"	Closeout	After Payroll Closeout - 8th of the following month
Flight Departure Delays	Additional value to the right of the flight leg, showing as: "ATC, DEI, RCD, RFD"	Immediately after flight completion	If value fails to credit, FAs need to contact their Flight Service Manager per the below line of communication: Flt Attendant > Flt Service Mgr > Chief Pilot > Pilot
Callout Pay - Sequence Origination	Line-item added as "CALLOUT"; OR seqs will show "GUAR PREM"; Report sequence with "25" add code to reflect sign-in/release.	Same-day, after released by Crew Scheduling	Contact Crew Scheduling for release
Callout Pay - Mid-Sequence	Line-item added as "PD PROJ"; OR seqs will show "GUAR PREM".	Immediately after sequence completion	Following business day
Diversion	Additional value to the right of the flight leg, showing as: "DIV".	4-5 business days after scheduled sequence completion.	6+ business days after scheduled completion
Report Early	NA	NA	NA
Holding Time	Line-item added as "HLDGTME"	Worked MWF; 3-5 business days after submission	Must submit holding claim via Direct Connect or FOS immediately after event for consideration.
Stay Late	Line-item added as "GRDTME"	Worked MWF; 3-5 business days after submission	Must submit stay-late claim via Direct Connect or FOS immediately after event for consideration.

Ground Time	Line-item added as "GRDTME"	Worked MWF; 3-5 business days after submission	Must submit ground claim via Direct Connect or FOS immediately after event for consideration.
Random Drug/Alcohol Testing	Line item added as: "RANDOM" for random Drug test; "RANDOM A" for random Alcohol test	As soon as processed by Drug/Alcohol team	
Position Swap	FA"4" position flown	Immediate	If app is not able to be used, FA should contact their local Crew Service Center and the Duty Manager may submit the RF2042 CLT mask. In the rare case of a mid-flight illness of a crew member and the need for an extraordinary swap, the crew should contact Crew Tracking.
Settlement agreement protection	Line-item added as "PD PROJ"; OR/VF seqs will show "GUAR PREM".	Closeout	After Payroll Closeout - 8th of the following month
TTS, UBL, ETB, ROTA/D mis-awards		5 - 7 business days after Direct Connect receipt	Submit Direct Connect as soon as possible but no later than 30 days as Crew Scheduling reviews all of these claims.
<p>Notes:</p> <p>* Direct Connect claims are worked on a first come/first served basis usually within 5 - 7 business days. Only one submission per issue please.</p> <p>Messages sent to Payroll take 5 - 7 business days for processing.</p> <p style="text-align: right;"><i>Updated 12/21/2018</i></p>			