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Flight attendant pay consists of many variables and may sometimes appear to be complex. The Flight Attendant Pay Records Department offers this handbook as a guide to assist you in better understanding and verifying your pay.

There are actually two separate departments involved in ensuring correct pay for flight attendants, Flight Attendant Pay Records (WHQUN) and Corporate Payroll Services (WHQPZ). Each department has specific responsibilities. It may help in your understanding to note the differences in the two.

**Flight Attendant Pay Records (WHQUN)** has the responsibility of maintaining your payfile for accuracy according to the AFA Agreement. This includes adding premium, holding and understaffing pay (in the form of minutes and hours) to your payfile. As you become familiar with your monthly payfile in Unimatic, you will see that all calculations are in **hours and minutes**. When you contact the Pay Records team, you will find that they refer to everything in terms of time.

When WHQUN has completed pay or “closed out pay” for the month (the fourth business day of the month), the payfiles are locked from WHQUN. **Corporate Payroll (WHQPZ)** receives this hand-off of flight attendant pay records and computes and converts all of the credit hours into a **dollar value**. Taxes and other assigned deductions are noted and subtracted and a paycheck is issued.

To help this process proceed smoothly for you, this handbook explains how to read, understand and request accurate pay (DSPFAC) and how to verify it in your payfile (DFAP) or Monthly Flight Time Record (MFTR). A detailed explanation of how pay is computed and presented is located in the Statement of Earnings section followed by a review of the pay stub.

If there is a discrepancy, or if you have a question about your hours or pay, requiring a call to either WHQUN or WHQPZ, it is important to have your pay records (i.e., DFAP, check stub), available when you call. This ensures that both you and the Pay Records or Payroll Services professional has the benefit of working with the same information and it will assist in resolving a problem more quickly.

We hope that you will find this handbook helpful, and we welcome any comments or suggestions.

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## PAYCHECK INFORMATION

Paychecks are issued no later than the 1st and 16th of the month. If the 1st and/or 16th of the month fall on a holiday or non-banking day, your paycheck will arrive on the business day directly preceding the holiday or non-banking day. Direct deposit funds for January 1st are not available until the first working day after the banking holiday.

The 1st of the month paycheck is referred to as an advance. You will receive 70% of your base pay hours, which is 65 hours.

### *Exceptions to this are as follows:*

If by the 20th of the month your minimum reflects:

- 50 hours or more – you will receive a FULL ADVANCE or 70% of your base pay;
- 30 hours to 49:59 hours – you will receive a ½ ADVANCE or 35% of your base pay; or
- less than 30 hours – you will receive NO ADVANCE.

\* Your minimum is reduced by DNF, ANP and unpayable sick time (no time in sick leave bank).

The 16th of the month paycheck consists of total monthly earnings minus the 1st of the month advance.

## PAY EXCEPTIONS

### Using Unimatic DSPFAC

#### *DSPFAC (Display Flight Activity Certification)*

One of the first priorities for verifying your pay is to make certain you are compensated for irregularities or discrepancies to your bid line of flying. The automated FAC allows you to advise WHQUN of exceptions to pay relating to nonscheduled premium position, holding time, understaffing and exceptions you specify in "Additional Comments". Once you have input all information in the DSPFAC and stored the request, the system will automatically post premium pay and update the premium pay guarantee for the lineholder(s); calculate and post payable holding time; and collect understaffing requests for future processing.

**Please remember, the FAC through Unimatic is immediate and either automatically posts to your payfile or sends a meter directly to WHQUN for processing. When a paper FAC is submitted, the process may take longer due to co-mail transit time.**

Accurate FAC information is critical to ensure understaffing, holding and premium pay are calculated correctly. Listed below are helpful hints when completing your FAC.

It is the purser's responsibility to complete all necessary information in the computer for those flight attendants on the base ID for holding, premium pay, language, etc. DSPFAC information should be entered as soon as possible upon completion of the ID. This allows WHQUN to process your pay in a timely manner.

For understaffing, the purser submits requests for the *entire flight crew* via DSPFAC. Only one request should be submitted per flight number. Flight attendants on separate IDs should *not* request understaffing for that crew. The purser's request for understaffing includes all IDs on a FLT-LOF.

## Flight Activity Certification (DSPFAC)

When entering FAC information, sign on to Unimatic:

- Type DSPFAC and press the ENTER key
- Response is:

ID	DT	FN
DSPFAC/____/____/____		

- Type the requested information in each field and press the ENTER key

The following display is an example of what will appear on the screen. It is the premium position screen (PREPOS).

PREPOS/5801/30/JUL * INDICATE POSITIONS WORKED		F	B	C	D	E	
FN	NAME	SKED	ACT	FN	NAME	SKED	ACT
039087	PIELACH, M	F	_/	062451	BURNS, C	_/	_/
010493	ROMANO, B	B	_/	027428	SGGRO, D	_/	_/
050270	DUNNING, S	C	_/	034192	GAMBINO, M	_/	_/
053069	GIOMI, A	D	_/	033062	RILKO, B	_/	_/
059162	SIGGAL, S	E	_/	042112	ALBRECHT, L	_/	_/
062997	HARGROVE, C	_/	_/	012345	KELLY, T	_/	_/
011679	LECZEWSKI, V	_/	_/				
020115	FISHER, A	_/	_/				

## Premium Pay

### Contract Reference 5-B, 9-C-2

To request premium pay, type the actual premium and/or E SKED code(s) only if the correct code is not displayed in the SKED field.

- If awarded a premium line or trading with a bid lineholder in a premium position, you are responsible for working that position. In these cases, the computer will automatically pay the premium pay.
- If the premium position is worked for the entire ID, enter the position worked (F, B, C, D) in the ACT field. If only a portion of the ID was worked in the premium position, do not complete the ACT field, but list the flight worked on the Additional Comments (remark) page. See page 10 for instructions on entering additional comments.
- If flying a relief, reserve or a single line and working the premium position, premium pay must be input on the PREPOS page in order to be paid.
- The premium C position and the premium G position must be entered on the Additional Comments (remark) page in order to be paid. Premium pay for these positions needs to be entered manually, by the Pay Records team. Instructions for entering additional comments are explained later in this handbook.

Note: If awarded a language qualified bid position, the language pay will automatically post. You do not need to complete a DSPFAC.

After reviewing and/or completing the PREPOS display, move the cursor to the bottom the of page and press ENTER.

The response is the MENU page, which is a listing of all the functions associated with the FAC.

## The Menu Screen

The Menu Screen is used to pull up different areas of the DSPFAC to look at or enter data in the automated Flight Activity Certification.

```

*****
*►MENU
* IF YOUR REQUEST IS COMPLETE, TAB TO AFTER THE 'STORE'
  REQUEST, ENTER AN 'X' AND TRANSMIT.
*
*   STORE REQUEST / ► STORE _
*
* IF YOU WISH TO ADD INFORMATION TO ANY OF THE FOLLOWING
  SCREENS, TAB TO THE DESIRED FUNCTION AND TRANSMIT.
*
*   PREMIUM POSITION      / ►PREPOS
*   HOLDING TIME         / ►HOLDNG
*   UNDERSTAFFING       / ►UNDSTF
*   ADDITIONAL COMMENTS / ►REMARK
*****

```

- The first line is the menu prompt. If at anytime you need to get back to the menu screen, type in **MENU** and **ENTER**. Unimatic will come back to this screen.
- The Store Request Prompt is used to store the FAC when all the information has been entered. When stored, the information in the FAC is immediately sent to WHQUN. (Prior to storing you may make multiple requests, i.e. understaffing, holding, LIP, and add information in additional comments pertaining to a specific ID).
- The premium position prompt will display the Premium Position screen, where you enter who flew the premium positions on the ID.
- The holding time prompt will display the Holding Time Screens that you use to request holding time for each flight of the ID.
- The understaffing prompt will display the screen that you use to request understaffing.
- The additional comments (remark) prompt will display the Additional Comments Screen for you to request any other items or to explain a reason for a request.

- To store a FAC, a character or number **must** be entered in the additional comments screen (remark), even if there are no remarks.

Next **TAB** to "Holding" and press **ENTER**.

The following display is an example of what will appear on the screen.

```

► HOLDNG/5801/30JUL
PLACE AN X IN HLD FOR SEGMENTS WHICH NEED A HOLDING ENTRY
FLT DT DEPARR HLD FLT DT DEPARR HLD FLT DT DEPARR HLD/
935/30/LAXHNL/ X/
934/31/HNLLAX/_/

```

## Holding

### Contract Reference 8-H

- The first line shows holding for ID 5801 on the 30th of July.
- The flight numbers are listed in the order they were flown during the ID. An X is placed in the blank where holding is requested.
- Tab to anywhere after the last character and press **ENTER**. This action will bring up the holding screen.

```

ADD HLD/5801/30JUL
ENTER HOLDING TIMES AND PLACE AN X BY ELIGIBLE ATTENDANTS
          BEFORE SEG          AFTER SEG
FLT DT DEPARR SKDD ACTD  START-END  SKDA ACTA  START-END
935/30/LAXHNL/ 1000/0959/____-____/ 1235/1308/ 1308/1401
          BFR/AFR          BFR/AFR
039087/PIELACH, M  /_/X/          062451/BURNS, C  /_/X/
010493/ROMANO, B  /_/X/          027428/SGRO, D  /_/X/
050270/DUNNING, S /_/X/          034192/GAMBINO, M /_/X/
053069/GIOMI, A   /_/X/          033062/RILKO, B  /_/X/
059162/SIGGAL, S  /_/X/          042112/ALBRECHT, L /_/X/
062997/HARGROVE, C /_/X/          012345/KELLY, T  /_/X/
011679/LECZEWSKI, /_/X/
020115/FISHER, A  /_/X/

```

- If holding occurs before departure and/or after arrival, indicate the **START** and **END** times in the **BEFORE SEG** and/or **AFTER SEG**. Time must be noted in the 24-hour clock. Times must be entered in order for the computer to award the holding time.

- In addition to completing the START-END times, indicate those flight attendants eligible for holding by placing an X in either or both the BFR/AFR columns.
- This is how holding pay is calculated: the first 10 minutes is not paid per Section 8H of the Agreement. However, when entering hold times, enter all holding time, as Unimatic will automatically deduct 10 minutes for you. Half of the remaining time is payable. Any time away credit or credit within the duty period in which holding occurred is subtracted from holding time.
- No more than 4 hours can be requested per flight segment. If holding exceeds 4 hours, please input all information in remarks.
- If an ID cancelled and the crew held before it cancelled, the ID is protected in your guarantee pay. Holding is offset by credit time. Expense money, however, is paid and needs to be indicated on a paper FAC (because the ID cancelled, you cannot request via Unimatic).
- Premium pay, language designated pay, language incentive pay and holding pay are automatically calculated and posted after the FAC is stored.
- When there is an irregular operation, such as return to block (RB), diversion (DV), fuel stop (XP) or return to field (RF), specify in the Additional Comments (remark) screen whether the irregular operation resulted in holding or actual flight time. Instructions for entering additional comments will be explained later in this handbook.

**Note:** To store an FAC, a character or number must be entered in the Additional Comments (remark) screen, even if there are no remarks.

Once the holding request is entered, move down and press ENTER. The MENU page will reappear on your screen.

Now TAB down to Understaffing and press ENTER.

The following display is an example of what will appear on the screen:

```

-UNDSTF/5801/30JUL

FLT DT DEPARR UST FLT DT DEPARR UST FLT DT DEPARR UST/
935/30/LAXHNL/ 1/
934/31/HNLLAX/ 2/

```

## Understaffing

### Contract Reference 5-H

- TAB to fill in the segment of the ID where understaffing occurred, then enter the number understaffed (1 through 9). In the example provided on page 8, the purser requested 1 flight attendant understaffed for flight 935 and 2 flight attendants understaffed for flight 934.
- Only the purser needs to submit the request for understaffing. Flight attendants on separate IDs should not request understaffing for that flight. The purser's request for understaffing automatically includes all IDs on a FLTLOF. If the purser has additional information such as actual loads that may differ from company statistics, the purser enters this information in the remarks screen.
- Flight Attendant Pay Records uses three resources to determine understaffing:
  1. Position matrix within the bid package cover letter - determines which work position flight attendants have bid within a base ID. For example, if the aircraft is an A319, we follow the Narrow Body Bid Positions matrix.
  2. FLTLOF - indicates which position each flight attendant actually worked.
  3. DUAL report - this report is printed two days after each flight is completed and provides final passenger loads for E and Y cabins, required and actual staffing, meal service, and scheduled and actual flight times.
- Understaffing is not paid automatically. Understaffing requests are put into a holding file, analyzed by WHQUN and posted in the DFAP typically 5 to 10 days after trip completion.

**Note:** To store an FAC, a character or number must be entered in the Additional Comments (remark) screen, even if there are no remarks.

Once the understaffing request has been entered, move down to the bottom of the page and press ENTER. The MENU page will reappear.

TAB to REMARK and press ENTER.

The following display will appear on your screen:

►REMARK 5801/30JUL

ADDITIONAL COMMENTS:

---



---



---



---



---

### Additional Comments

- Enter pay-related items only on the ADDITIONAL COMMENTS page. For any holding, indicate HOLDING REQUESTED. For holding after arrival, indicate reason, flight number and departure/arrival stations.
- If a premium position was worked for part of an ID, indicate name, position, flight number and departure/arrival stations.
- If you were awarded an F, B or D position and you worked a different premium position, you must request premium pay in the Additional Comments (remark) section only.
- The premium G position and the premium C position must be requested in the Additional Comments (remark) section of the DSPFAC. You must specify the flight(s) and dates for the request.
- If you are having difficulty with an input on the PREM or HOLD screens, you may input your request in the Additional Comments (remark) section of your DSPFAC.
- After all comments have been entered, TAB the cursor to the bottom of the display. Press the ENTER key. Response is the menu page.

Note: to store an FAC, a character or number must be entered in the Additional Comments (remark) screen, even if there are no remarks.

If your request is complete, TAB after the STORE request, enter an X and press ENTER.

## PAY RECORD

### Using Unimatic DFAP

#### DFAP (Display Flight Attendant Pay Record)

DFAP is an acronym for Display Flight Attendant Pay. DFAP is a record of your pay activity for the month. To display your payfile for the month, type DFAP into Unimatic and press ENTER. This entry will bring up the following display:

	LOF	DOM	MO	FN	PRINT
DFAP	___/	___/	___/	___/	___

After entering the requested information, you may view and/or print your payfile for the month. To view your payfile leave the Print field blank. To print your payfile enter a P or a print symbol in the print field. By periodically checking your DFAP, you will ensure that you have been properly credited for your trips, holding, understaffing, premium pay, training, holiday pay and expense money.

DFAP/	1716A/	ORD	/	06	/	100001/	JONES, J						
GAR	8959	MIN 6500	FTM	9038	QPJ	25246							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
CERT#	ASMT	DT	TD	SKED	TUS	DHCR	FTCR	ACTL	TOTL	NITE	EXPNS	POSTING#	
43010	0130	01	30									0171975	
43810	5366	01	1	639								0171976	
43031	5366	01	1	639			639		639			0300348	
43810	5427	02	1	1850								0171977	
43800	5427	02	3	1850		210		1648	1858	510	11526	0020284	
43046	5427	02	3	140								0020285	
43810	5259	07	4	2130								0171978	
43800	5259	07	4	2130		2		2154	2156	1007	14802	0100936	
43046	5259	07	4	200								0100937	
43067	5259	07	1					12		12		0120687	
43810	5427	15	3	1850								0171979	
43800	5427	15	3	1850		12 145		1735	1932	1042	15603	0180811	
43046	5427	15	3	140								0180812	
43810	5277	21	3	1950								0171980	
43800	5219	21	3	1950		35		205	1633	1913		11962	0156634
43046	5219	21	3	200								0156635	
43810	5203	30	2	420								0171981	
43031	5203	30	2					420		420		0191676	
41073	CLEN	30									1576	*0031308	
41073	CLEN	30									1855	0031309	
TOTAL						49	355	1316	7250	9050	2559	55748	

The first line of the DFAP repeats the line number, domicile, month requested, file number and last name with first initial.

The second line shows the guarantee, minimum and projected flight time for the month and cumulative quarterly projected flight time.

The third line contains the column headings for the pay record or DFAP, which will be explained in more detail. (The reference numbers on line three do not appear on an actual DFAP display.)

**(I) Cert#** – This column represents the Certification Number and contains a five-digit code.

- The first number in the code represents pay status for receiving premium pay or not receiving premium pay:

4 = No Premium Pay

5 = Main Deck First Class G Galley Position or Lower Deck C or D position on a B747

6 = Lower Deck Galley C position on a DC-10

7 = Narrow Body Purser

8 = Wide Body Aft Purser

9 = Wide Body Purser

- The second number in the code represents work status for the month:

1 = Domestic Lineholder

2 = Domestic Reserve

3 = International Lineholder

4 = International Reserve

- The last three digits in the CERT # column indicate the type of activity posted. Following is a list of these codes and the type of activity they indicate in numerical order:

010 – Status for the full month

011 – Mid-month status change (RSV move-up)

021 – Critical coverage

023 – Standby reserve (ONSB)

025 – Miscellaneous credit time (One for Three after Four)

026 – Unavailability DNF (did not fly) or LOA (leave of absence)

027 – AFA (trip dropped for Union business)

028 – Call (2-hour callout pay)

030 – SPL (trip dropped for special assignment)

031 – Non-occupational sick leave (ONSL or ENSL)

032 – ANP Authorized time off - no pay

033 – Occupational sick leave

035 – Vacation

037 – Maternity sick leave

038 – Scheduling error

046 – Ground pay

047 – Understaffing

048 – Training on an unassigned day

049 – Publicity assignment

050 – Training on an assigned day

051 – Working FAM trip (OJT for scheduled flight attendant)

052 – Familiarization trip for trainee

053 – Paid absence (ABS)

061 – Holiday pay

063 – ICO and MAC pay protection

064 – Displacement

066 – Make-up sick leave

067 – Holding time

069 – Drafting

070 – Premium pay

073 – Expenses

079 – Language designated

127 – Make-up AFA current month

131 – ONSL, ENSL (sick leave with scheduled purser pay)

132 – Guaranteed personal time off (PTO)

133 – Occupational sick leave with scheduled purser pay

135 – Vacation day at a time (DAT)

137 – Sick leave with purser pay

145 – Extended duty time (5 for 1 pay)

161 – Holiday pay at training rate

166 – Make-up sick leave previous month

167 – Holding time with premium purser pay

170 – Premium purser pay

173 – Parking Expenses

179 – Language incentive pay (LIP)

227 – Make-up AFA one month prior

232 – Unpaid portion of ID with day-at-a-time vacation

266 – Make-up sick leave 2 months prior

270 – SAFA premium (for accrual only)

279 – Holding with language designated

327 – Make-up AFA two months prior

332 – Military ANP

370 – SAFA premium purser (for accrual only)

379 – Holding with language incentive

470 – Premium guarantee

471 – Premium Guarantee purser

800 – Flying assignment worked

810 – Scheduled ID (trip guarantee)

999 – Mid-month transfer

(2) **ASMT** – This column represents Assignment and contains one of the following:

- ID number
- From / through dates for monthly status, premium guarantee or unavailability (LOA, DNF).
- Any of the following abbreviated pay codes:
  - AED - Automated External Defibrillator
  - AFA - Union business
  - ANP - Authorized no pay
  - BDAY - Birthday
  - CALL - Callout
  - CBT - Computer based training for equipment
  - CCOV - Critical coverage
  - CLEN - Reimbursable cleaning expenses
  - EQP - Equipment training
  - FAM - Key position familiarization trip
  - HOL - Holiday
  - ICO - International charter or MAC
  - IST - International service training
  - LD2 (LD3 etc.) - Leadership development training for qualified pursers
  - MEAL - Miscellaneous meal expenses
  - MISC - Miscellaneous expenses
  - MTG - Meeting or other training
  - NVU - New View training
  - OJT - On the job trainer
  - ONSL - Sick leave
  - PQT - Purser qualification training
  - PUB - Publicity assignment
  - RET - Recurrent emergency training
  - RSV - Denotes a scheduled reserve day
  - SAFA - Special assignment
  - SEMR - Seminar (also used for CLR)
  - STBY - Standby reserve
  - TAXI - Reimbursable limo/taxi expenses
  - UTRN - Training on unassigned days
  - VAC - All vacation including premium pay or payable deadhead credit associated with a vacation

(3) **DT** – This column represents the date and contains one of the following:

- First date of the scheduled bid month for the status posting and premium guarantee
- Total assignment days within an unavailability (LOA, DNF) or vacation period
- Originating date of the activity being posted

(4) **TD** – This column represents total days and contains one of the following:

- Total number of days in the bid month for the status posting and premium guarantee
- Total number of elapsed calendar days within an unavailability or vacation period
- Number of flight attendants understaffed
- Number of segments worked for a ground pay posting

(5) **SKED** – This column represents Scheduled time and contains one of the following:

- Total scheduled flight time within an ID
- Total bid time for activity removed due to DNF or ANP
- Actual flight time for an understaffed flight
- Total hours paid for training or publicity
- Total hours restored to the sick leave bank as a result of make-up sick leave
- Amount of scheduled premium pay protected by the line guarantee
- Total hours being paid at premium pay

(6) **TUS** – This column represents Time Under Schedule and contains time for flights that operate under scheduled flight time.

(7) **DHCR** – This column represents Deadhead Credit and contains time spent deadheading in an ID.

(8) **FTCR** – This column represents Flight Time Credit and contains time that is credited for an ID that is not actual flying time; examples of flight time credit are jury duty, sick leave, holding and vacation.

(9) **ACTL** – This column represents Actual and contains the actual flight time flown in an ID.

(10) **TOTL** – This column represents Total and contains the total flight time to be paid for the activity posted (Note: if you add your TUS, DHCR, FTCT and ACTL horizontally, it should equal the amount in the TOTL column)

(11) **NITE** – This column represents Night and contains the amount of time eligible for night pay in an ID

(12) **EXPNS** – This column represents Expenses and contains the amount in dollars and cents of expense money associated with the activity being posted

(13) **POSTING#** – This column represents Posting Number and contains a reference number. It is for tracking purposes only and allows Pay Records to distinguish one posting from another. An asterisk (\*) appearing before a posting number indicates that the posting has been voided. The first character(s) of the posting number will be letters, which represent the home domicile of the flight attendant.

- BO - BOS
- CD - CDG
- D - DEN
- E - EWR
- F - SFO
- FR - FRA
- H - HNL
- HK - HKG
- J - JFK
- L - LAX
- LH - LHR
- LS - LAS
- M - MIA
- N - NRT
- O - ORD
- PH - PHL
- S - SEA
- SC - SCL
- TP - TPE
- W - DCA

- Following the home domicile letter code, the first two digits reference the date in the month when the posting transaction was generated.
- The last four numbers are a computer generated sequence number to distinguish one entry from another.

The last line of the DFAP shows the totals of each column (vertically), for each of the entries when added together.

**Note:** voided postings with an asterisk (\*) are not added into the TOTAL line.

- Totals are provided in the DFAP for each of the following columns:

TUS  
DHCR  
FTCR  
ACTL  
TOTL  
NITE  
EXPNS

### Example DFAP

The explanation of this display is on page 18.

DFAP/ 1716A/ ORD / 06 / 100001/ JONES, J													
GAR 8959 MIN 6500 FTM 9038 QPJ 25246													
	CERT#	ASMT	DT	TD	SKED	TUS	DHCR	FTCR	ACTL	TOTL	NITE	EXPNS	POSTING#
(1)	43010	0130	01	30									0171975
	43810	5366	01	1	639								0171976
	43031	5366	01	1	639			639		639			0300348
	43810	5427	02	1	1850								0171977
	43800	5427	02	3	1850		210		1648	1858	510	11526	0020284
	43046	5427	02	3	140								0020285
	43810	5259	07	4	2130								0171978
	43800	5259	07	4	2130	2			2154	2156	1007	14802	0100936
	43046	5259	07	4	200								0100937
(2)	43067	5259	07	1				12		12			0120687
	43810	5427	15	3	1850								0171979
(3)	43800	5427	15	3	1850	12	145		1735	1932	1042	15603	0180811
	43046	5427	15	3	140								0180812
	43810	5277	21	3	1950								0171980
	43800	5219	21	3	1950	35		205	1633	1913		11962	0156634
	43046	5219	21	3	200								0156635
	43810	5203	30	2	420								0171981
	43031	5203	30	2	420			420					0191676
	41073	CLEN	30									1576	*0031308
	41073	CLEN	30									1855	0031309
	TOTAL					49	355	1316	7250	9050	2559	55748	

(1) The CERT# 43010 illustrates

4 – No premium pay

3 – International line holder

010 – Confirms status for the month. For pay purposes this entry is necessary to open your payfile and ensure a paycheck will be generated

The ASMT entry 0130 denotes the days of the month, in this case from 01 to 30

The DT entry 01 indicates the first day of the month is the 1st (all pay months do not begin on the 1st)

The TD entry 30 signifies in this example 30 days in the month

(2) The CERT# 43067 illustrates:

4 – No premium pay

3 – International line holder

067 – Holding time

The ASMT entry 5259 denotes the ID number

The DT entry 07 indicates the day of the month the ID started

The TD entry 1 signifies in this example one segment of holding

The FTCT entry 12 indicates 12 minutes of holding time is credited for this ID

The TOTL entry 12 shows 12 minutes of total holding time is credited for this entry

(3) The CERT# 43800 illustrates:

4 – No premium pay

3 – International line holder

800 - Flying assignment worked

The ASMT entry 5427 denotes the ID number

The DT entry 15 indicates the day of the month the ID started

The TD entry 3 signifies in this example three total days in the ID

The SKED entry 1850 indicates 18 hours and 50 minutes of flying time is scheduled for this ID

The TUS entry 12 specifies this ID operated 12 minutes under schedule for this ID

The DHCR entry 145 indicates 1 hour and 45 minutes of deadhead time for this ID

The ACTL entry 1735 denotes 17 hours and 35 minutes of actual flying time for this ID

The TOTL entry 1932 shows 19 hours and 32 minutes of total credited time paid for this ID ( TUS + DHCR + ACTL )

The NITE entry 1042 indicates 10 hours and 42 minutes of night pay for this ID

The EXPNS entry 15603 denotes \$156.03 is payable in expense money for this ID (per diem)

You are able to view your DFAP in Unimatic for the current month, the prior two months and one month following the current month after bids are awarded.

Your line of flying contains all of your work-related activity for a month. This includes all IDs worked, training, meetings and other work activity. All IDs and work activity from the line of flying automatically generates entries into the pay record or DFAP. The first step in ensuring you are paid correctly is to make certain your IDs correctly reflect your flying activity. After flying an ID, Unimatic posts your IDs pay factors and any automated FAC factors you have entered. Unimatic also posts other activities into your DFAP from the line of flying such as training, meetings and other work activity. Flight Attendant Pay Records manually posts items such as cleaning and taxi expenses into your DFAP. By regularly checking your IDs, Lines of Flying and your DFAP, you can ensure you will be paid correctly.



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## STATEMENT OF EARNINGS

The statement of earnings is attached to your mid-month check, provided by WHQPZ. The statement of earnings is your copy of the pay comparison.

A common misunderstanding is that flight attendants are paid by their flight time credit or FTM. The FTM is your projected flight time credit and is used for scheduling purposes. It does not include holding pay. For this reason, the pay comparison is made between:

The dollar value of performance hours and premium worked

and

The dollar value of line guarantee hours and premium guarantee hours (lineholders) or the dollar value of minimum guarantee hours for reserves.

A calculation is done to determine which has the greater monetary value and you are compensated for the greater amount.

In the example provided on page 24, you will see the statement of earnings and on page 25, the corresponding MFTR. As you can see, the MFTR is in hours and minutes, whereas the statement of earnings is in decimals.

This is an important distinction. When the MFTR is converted to the statement of earnings, hours and minutes for guarantee and total performance are converted to decimals. In the example, total performance on the MFTR on page 25 is 75:28 or 75:28 (A) and we need to convert the hours and minutes to decimals to generate a paycheck. If we did not convert, the flight attendant in this example would be paid incorrectly.

The formula for converting is dividing minutes by 60. In the above example, we would divide 28 by 60 ( equals .47 ) and add .47 to 75. Therefore, 75:28 on the MFTR (hours and minutes) converts to 75.47 (see #8) on the statement of earnings on page 24 (decimals). This concept is very important to understand when viewing your statement of earnings.

### Example Statement of Earnings

An example of the Statement of Earnings may be found on the following page.

UNITED AIRLINES, INC.		MONTHLY STATEMENTS OF EARNINGS				PAY MONTH:		JUL 2000		
SICK PAY INFORMATION		FLIGHT ATTENDANTS		FILE#	STATE	DEPT	CO ADD	LGTY	MAIL	
SICK	JOB-CD	PEN	NAME							
(3) SICK	51.38	5111-23	91	J JONES	100001	04	7866	ORDSW	14	H
(4) REQUESTED SICK PAID	51.38									
(1) GUARANTEE PAY		HOURS	AMOUNT	EARNINGS		PAY				
				HOURS	AMOUNT	HOURS	AMOUNT			
(5) INTL BASE	65.00	\$ 2952.00	(10) BASE	24.08	\$1093.60					
(6) INTL INCENTIVE	9.97	452.83	(11) SICK PAY	51.38	2333.50					
TOTAL	74.97	3404.83	(12) GROUND PAY	4.00						
(7) PREMIUM	.00	.00	NIGHT TIME PAY	2.11						
TOTAL PAY	3404.84	3404.84	COST OF LIVING	41.01						
TOTAL FLIGHT TIME CREDIT		PAID	EXPENSES	TAXP/D	IRSP/D	NONTAX	TOTAL	TOTAL	MONTHLY PAY	3474.22
(8) 75.47		(9) 75.47	CURR MO	185.64			185.64	LESS FIRST GROSS	2066.00	-
DOM INCENTIVE	41.84	PRIOR MO								
INTL INCENTIVE	45.42	TOTAL		185.64	(14)	185.64	TOTAL PAY THIS	(13)		
						CHECK		\$	1408.22	

**MFTR - Corresponding to the Statement of Earnings on previous page 24.**

MONTHLY FLIGHT TIME RECORD															
DATE	FILE NR:	ID-DATE OR FROM THRU	NAME:	JONES	J	DOMICILE:	ORD	MONTH:	JUL 2000	PAGE					
REMARKS	CERT	TRIP	SKED	FLY TIME	TM UNDER DHD	CREDIT	ACTUAL	TOTAL	NIGHT	NONTAX	NONTAX TAXABLE	TAX	POSTING	DUTY	PRD
STATUS	43010	0701	0731	31	7458	SKED				EXPENSES	SWITCH	EXPENSES	NUMBER		
S/L	43031	5264	04	(B)	2335	2335	2335	2335					00906219304		
S/L	43031	5281	05		2748	2748	2748	2748					00907090875		
WORK	43800	0721	04		2335	21	2344	2405	602	161.18	A		00907143008		2
GRND	43046	5264	04	200									00907242212		2
ORC	43073	ORC	00							24.46	A		00907242213		2
SPLIT	43773	SPLT	0731	30									99999955555		
TOTAL						21	00	5123	2344	7528	602	185.64			
TAX P/DIEM (T+E)		IRS P/DIEM	185.64			NON-TAX EXP		TOTAL EXPENSE	185.64						
			(A)			(N)									

- (A) = total performance hours
- (B) = guarantee hours
- (C) = ORC, special per hour allowance for layover cities where the relative cost of living is higher than in the United States.

## Components of the Statement of Earnings

Let's review the example of the statement of earnings on page 24.

On the left-hand side, is the calculation of pay according to your:

- (1) GUARANTEE and in the middle column is
- (2) EARNINGS PAY (Performance). You are paid the greater of these two amounts. After this is determined, you are then paid the additional amounts listed in the middle column such as holiday pay and ground pay.

### SICK PAY INFORMATION

- (3) Sick leave hours certified on MFTR

- (4) Sick leave hours paid

Sick leave hours restored (not shown)

### GUARANTEE PAY HOURS (reflected in decimals)

- (5) Base or salary is the hour and dollar figure of the minimum guarantee multiplied by the hourly rate.
- (6) Incentive is the hour and dollar figure (hours x incentive rate) in excess of the 65 hour minimum guarantee.
- (7) Premium guarantee hours and dollars.
- (8) Credit hours (from the TOTL column on the MFTR).
- (9) Paid hours is the greater of credit hours vs. guarantee hours (base + incentive). In the example, the flight attendant was paid in credit hours because the comparison was made between:
  - performance or total time of 7528 (A) on the MFTR and
  - guarantee hours of 7458 (B) on the MFTR.

## EARNINGS PAY

- (10) Base is the hour and dollar figure representing the actual credit hours less the sick leave credit hours paid.
- (11) Sick pay is the hour and dollar figure of sick leave paid.
- (12) Guarantee pay, ground pay, night pay, etc. are additional itemized pay factors.
- (13) Total pay this check is the total of the earnings pay dollar amount less any prior month adjusted. This amount will appear in the GROSS PAY field of the check register or pay stub.
- (14) Total expenses for the month will match the total expenses on the MFTR.

Flight attendants often ask why the amount on the statement of earnings after TOTAL PAY THIS CHECK is different from the actual amount of the check. The "TOTAL PAY" on the statement of earnings represents gross pay before taxes and other deductions are subtracted.

**Note:** On the MFTR on page 25, letter (C) is an ORC entry. ORC is a special per hour allowance that is established for those layover cities where the relative cost of living is higher than the United States. ORC is an automated posting and you do not have to request ORC pay.

# PAY STUB

## Pay Stub (1st of the Month - ADVANCE)

As provided in the example below, the pay stub itemizes all deductions, tax expenses and pay elements that were used to calculate final pay for the time period.

FILENO	NAME	COADDR	ORGAN	ST	JOBCODE	TAX KEY	PEN	CHECK NO	HOME ADDRESS
100001	J JONES	ORDSW	07866	04	511123	04051000	91	03259638	55 CLAIR MEDINA, IL 60067
PERIOD ENDING: 7/31/00 CHECK DATE: 8/1/00 US EXEMPTIONS FED: 00 STATE: 00									
YEAR-TO-DATE		CURRENT EARNINGS				DEDUCTIONS			
DESCRIPTION	US DOLLARS	DESCRIPT	US DOLLARS	DESCRIPT	US DOLLARS	DESCRIPT	US DOLLARS	DESCRIPT	US DOLLARS
US YTD TXBL WAGES	11576.84	REGULAR PAY	2066.00	FED TAX	200.31	FICA TAX	157.50		
US STATE WH TAX	522.00	GROSS PAY	2066.00	FA LTD	7.07	FLIGHTPAC	11.00		
US FICA WH TAX	1141.71	EMP LF PTX	-5.40	CHARITY	15.50	CO ST TAX	73.00		
US FEDERAL WH TAX	1373.72	24 HR COV	-1.95	CU	514.09	CA SD1	14.41		
401K	3285.18	401K 22%P	-454.52	PEGASUS	25.00				
MISC TAX	97.73	TAX P/DM							
		ADJ GROSS	1604.13						
		IRS P/DM							
		EXPENSE-PD		TTL DEDUCT	TTL EXPN 0	NET DEPOSIT			
				1017.88		586.25			

Please review the beginning of this booklet as it explains that the first of the month check is an advance of your base pay.

## Pay Stub (16th of the Month - MIDMONTH)

In the example of the pay stub below, this is a continuation of the statement of earnings on page 24, and is the midmonth pay stub. It is similar to the middle portion of your paycheck.

FILENO	NAME	COADDR	ORGAN	ST	JOBCODE	TAX KEY	PEN	CHECK NO	HOME ADDRESS
100001	J. JONES	ORDSW	07866	04	511123	04051000	91	03259638	55 CLAIR MEDINA, IL 60067
PERIOD ENDING: 7/31/00 CHECK DATE: 8/1/00 US EXEMPTIONS FED: 00 STATE: 00									
YEAR-TO-DATE		CURRENT EARNINGS				DEDUCTIONS			
DESCRIPTION	US DOLLARS	DESCRIPT	US DOLLARS	DESCRIPT	US DOLLARS	DESCRIPT	US DOLLARS	DESCRIPT	US DOLLARS
US YTD TXBL WAGES	12268.22	REGULAR PAY	1140.72	FED TAX	83.39	FICA TAX	78.59		
US STATE WH TAX	522.00	SICK PAY	2333.50	FA LTD	7.07	PEGASUS	25.00		
US FICA WH TAX	1210.30	DTY FREE CM (C)	3.48	UNION DUES	39.00	FLIGHTPAC	11.00		
US FEDERAL WH TAX	1437.11	1ST GROSS	-2066.00	CU	514.09	CO ST TX	30.00		
401K	3481.27	GROSS PAY (A)	1408.22	CHARITY	6.71	CA SD1	6.21		
MISC TAX	103.94	24 HR COV	-1.95						
		401K 22%P (B)	-196.09						
		EMP LF PTX	-5.40						
		ADJ GROSS (D)	1208.26	TTL DEDUCT	TTL EXPENSES	NET DEPOSIT			
		IRS P/DM	185.64	(E) 811.06	(F) 185.64	(G) 582.84			

## Components of the Pay Stub

### Explanation of Items on Mid-month Pay Stub on Previous Page

- (A) – Gross pay: represents the Total Pay This Check from the Statement of Earnings.
- (B) – Tax expenses: PRE TAX deductions such as employee life insurance, 401K, health and dependent care and tax expenses. They represent the “Total Taxable Expenses” from the row identified by a “T” on the MFTR.
- (C) – Duty free commission: automatically posted on the pay stub two months after sales and is added to gross pay. This information is transferred automatically from the vendor. The flight attendant does not need to request this. If there are discrepancies, contact the duty free representative in your domicile.
- (D) – Total Adjusted Pay: the total of gross pay - less pre tax deductions.
- (E) – Total deductions: including service charges, taxes, union dues, etc.
- (F) – Total expenses: includes IRS per diem and non-taxable expenses identified by “A” and “N” on the MFTR.
- (G) – Net deposit: equals total adjusted pay minus total deductions plus total expenses.

## **REIMBURSABLE CLEANING AND TAXI EXPENSES**

### **Cleaning Expense Reimbursement - Contract Reference 16-G**

The UA/AFA Agreement states that a cleaning receipt must bear the name of the cleaning establishment, the date and the name of each uniform item cleaned and must be submitted within 60 days.

Additionally, department or corporate auditing procedures require that **AN ORIGINAL AND UNALTERED RECEIPT SPECIFICALLY IDENTIFYING UNIFORM ITEMS BE SUBMITTED.** The receipts must be attached to a company reimbursement form. A company reimbursement form includes the flight attendant's name, company address and domicile.

Corporate auditing policies further require that copies of receipts, or receipts that were previously rejected by WHQUN for any reason will not be considered again for reimbursement. Some of the reasons for rejection include out-of-date or altered receipts or receipts that do not include the cleaner's name. If the receipt is rejected, you will be notified of the reason for the rejection. (Rejected receipts may sometimes be claimed against personal income taxes.)

Currently, in ORD and SFO, United has contracted with cleaning establishments to provide cleaning services where no cash payment is required. United is directly billed for these services. This method in these domiciles requires no reimbursement forms or procedures.

### **Taxi Expenses - Contract Reference 6-C**

There are several circumstances under which a flight attendant may claim reimbursement for taxi expenses. In some cases, certain time parameters or a maximum of \$10 applies. In others, the entire amount may be paid if a full explanation accompanies the reimbursement request. The AFA/UA Agreement defines these situations in Section 6-C-1, 2, 3, 4 and 5.

Corporate auditing procedures require that you provide an original dated receipt signed by the driver, along with a Company Reimbursement Form. The form includes your name, file number and domicile, and should also include the ID, flight number and date.

### **Reimbursement**

The same reimbursement form may be used for cleaning or taxi reimbursement, and must be sent with your original receipts via company mail or U.S. mail to WHQUN - United Airlines, P.O. Box 66100, Chicago, IL 60666. In some domiciles, a central location has been designated for collection of Company Reimbursement Forms and receipts. The domicile will periodically send them to WHQUN. In other locations, flight attendants assume personal responsibility for mailing reimbursable receipts to WHQUN.

The expenses will be input into the current month's payfile if the receipts are received prior to the 15th of the month. If received after the 15th of the month, we will make every effort to post expenses in the current month.

The payment for these expenses will be reflected in the *non taxable expenses column* on your Monthly Statement of Earnings and paid on your *16th* of the month check.

## CERTIFICATION CODE/CONTRACT REFERENCE CHART

CERTIFICATION CODE (Last 3 Digits)	MONTHLY FLIGHT TIME RECORD ABBREVIATION	CONTRACT REFERENCE
010	STATUS	
011	STATUS	9-A6, 10B
021	COVRG	5-N, 9-J
023	S-RSV	10-G
025	TMCR	8K
026	DNF	5-C,D
027	AFA	3-R
028	CALL	8-F
030	SPL	8-E
031	S/L	19-A
032	ANP	5-C,D,L and 9-N4
033	OCCSL	19-B
035	VAC	18-K
037	MATSL	19-A
038	SKER	8-I
046	GRND	5-J
047	UST	5-H
048	TRNG	15-A
049	PUB	5-G
050	TRNG	15-G
051	OJT	15-I
052	K-TRN/FAM	5-A
053	PD ABS ( includes DIF)	4-N,O,T
061	B-HDAY	5-M, 2-Q and 12-V3
064	DSP	8-D
066	MSL	19-C4
067	HLDG	8-H
069	DRFT	8-G

## CERTIFICATION CODE/CONTRACT REFERENCE CHART (CONT.)

CERTIFICATION CODE (Last 3 Digits)	MONTHLY FLIGHT TIME RECORD ABBREVIATION	CONTRACT REFERENCE
070	PREM	5-B, 12-D4
073	TAXI, CLEAN, MEAL, MISC, ORC	6-C, 16-G
079	LANG	12C
127	MU-AFA	3G, 12Q4
131	S/L	19A, 5B, 12D
132	GWOP	4V, 5-C,D
133	OCC SL	19B, 5B, 12D
135	DAT	18-U
137	MAT SL	19A, 5B, 12D
145	EXTDTY	Side letter p. 253
161	TR/HOL	5M3
166	MSL	19C
167	HLDG	8H, 5B, 12D
170	PURSER	5B, 12D
173	PARK	6D
179	LIP	5P, 12C
227	MU-AFA	3G, 12Q4
232	DWOP	18-U
266	MSL	19C
270	SPLPRM	12D
279	LNGHLD	8H, 12C
327	MU-AFA	3G, 12Q4
332	ML-ANP	9I, 12Q4
370	SPLPRM	12D
379	LIPHLD	8H, 5P, 12C
470	PREMIUM GUAR	5-B,C and 12-D4
471	PGAR	5-B, C and 12-D4
800	WORK	8
999	TXFR	22

## FREQUENTLY ASKED QUESTIONS

**Q. I was awarded and scheduled to work the aft purser position, but flew the purser position because it was open. Why won't the computer accept my input for the purser position?**

A. If you are awarded a premium position line, Unimatic will not allow you to change that in the DSPFAC PREPOS page. You must enter the premium position you actually worked in the remarks section of the DSPFAC so Pay Records can manually post it correctly.

**Q. To be credited with Language Incentive Pay (LIP), do I need to enter something in the remarks of the DSPFAC?**

A. LIP and language designated are automated on each segment applicable. If the Purser authorizes LIP pay for a flight attendant who uses a language on a flight that is not scheduled for LIP pay, they must put a request in the remarks section of the DSPFAC.

**Q. I know that the first 10 minutes of holding is not paid. How do I enter holding times into the computer to take that into account?**

A. Enter all of the holding time, the computer will subtract the 10 minutes automatically. Example: a flight scheduled to depart at 8:00 actually departs at 8:30 and there is holding from 8:00 to 8:30. The holding should be entered from 8:00 to 8:30 and the computer will automatically subtract the first 10 minutes and pay holding for 20 minutes (since holding is paid at half of your hourly rate you are credited at 10 minutes of flight pay).

**Q. There were changes to our meal service resulting in understaffing. Does the DUAL report reflect that?**

A. The DUAL report shows the most current meal services on each flight. If a meal service changed, resulting in a different staffing requirement, it would be reflected in the report. If you experienced irregular operations, which resulted in a revised meal service, the purser would need to note the change in the remarks section on the DSPFAC for that flight. If the purser has additional questions, she/he may contact Flight Attendant Pay Records.

**Q. I am working an ID other than the base ID on which we had understaffing. If the purser requests understaffing and holding, do I also have to put in a DSPFAC to request it too?**

A. The purser will request understaffing for all flight attendants on the flight segment. Since you are on a separate ID, you need to request holding.

**Q. I am a flight attendant based in Paris and paid in francs. How does United calculate my pay?**

A. All United flight attendants who work under the UA/AFA Agreement are paid in U.S. dollars (USD). The USD pay is then converted into local currency. (A flight attendant based in an international domicile may choose to be paid in either USD or local currency.) The exchange rates are based on bank rates and may change from paycheck to paycheck. There is a floor limit on exchange rates to ensure a minimum compensation level in the UA/AFA Agreement located on page 252.

**Q. I am a domestic lineholder and I worked several international trips this month. I don't see that I've been paid for the international trips in my statement of earnings. Can you help?**

A. If you are paid by your performance you will not see international trips listed separately on your statement of earnings. In order to verify that you were paid for those trips you will need to multiply your domestic pay times the domestic trips and the international pay times the international trips. Then, add both to find total pay. The result should equal adding your base plus the incentive on your paycheck. If you are paid by your guarantee, the international trips will be separated.