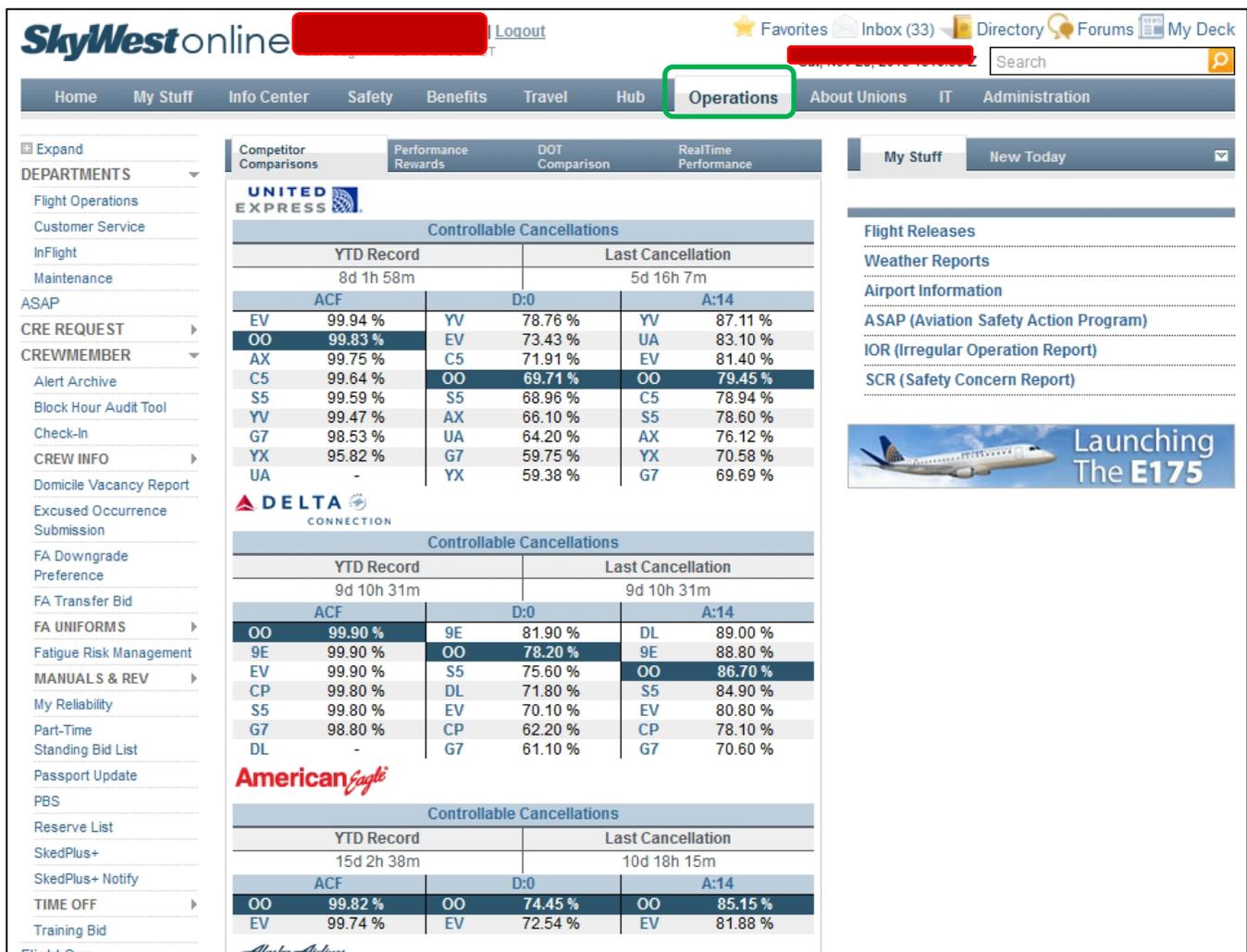


# SkyWest Online Instructions

These screenshots are from early 2016 and might not be completely accurate. Here are detailed instructions on obtaining your flight schedule and W2 from SWOL.

Log into SWOL using your ID and password.

Click on Operations.



The screenshot shows the SkyWest online portal interface. The 'Operations' menu item is highlighted in a green box. The main content area displays performance comparison tables for three airlines: United Express, Delta Connection, and American Eagle. Each table shows 'Controllable Cancellations' with columns for YTD Record, Last Cancellation, and performance percentages for various flight codes (ACF, D:0, A:14).

**United Express Performance Comparison**

YTD Record		Last Cancellation	
8d 1h 58m		5d 16h 7m	
ACF	D:0	A:14	
EV 99.94 %	YV 78.76 %	YV 87.11 %	
OO 99.83 %	EV 73.43 %	UA 83.10 %	
AX 99.75 %	C5 71.91 %	EV 81.40 %	
C5 99.64 %	OO 69.71 %	OO 79.45 %	
S5 99.59 %	S5 68.96 %	C5 78.94 %	
YV 99.47 %	AX 66.10 %	S5 78.60 %	
G7 98.53 %	UA 64.20 %	AX 76.12 %	
YX 95.82 %	G7 59.75 %	YX 70.58 %	
UA -	YX 59.38 %	G7 69.69 %	

**Delta Connection Performance Comparison**

YTD Record		Last Cancellation	
9d 10h 31m		9d 10h 31m	
ACF	D:0	A:14	
OO 99.90 %	9E 81.90 %	DL 89.00 %	
9E 99.90 %	OO 78.20 %	9E 88.80 %	
EV 99.90 %	S5 75.60 %	OO 86.70 %	
CP 99.80 %	DL 71.80 %	S5 84.90 %	
S5 99.80 %	EV 70.10 %	EV 80.80 %	
G7 98.80 %	CP 62.20 %	CP 78.10 %	
DL -	G7 61.10 %	G7 70.60 %	

**American Eagle Performance Comparison**

YTD Record		Last Cancellation	
15d 2h 38m		10d 18h 15m	
ACF	D:0	A:14	
OO 99.82 %	OO 74.45 %	OO 85.15 %	
EV 99.74 %	EV 72.54 %	EV 81.88 %	

Click on SkedPlus+. SkedMinus- doesn't exist, although some suggest it should.

**SkyWest online** [Redacted] Logout ★ Favorites Inbox (33) Directory Forums My Deck

[Redacted]

---

Home My Stuff Info Center Safety Benefits Travel Hub **Operations** About Unions IT Administration

---

Expand

**DEPARTMENTS**

- Flight Operations
- Customer Service
- InFlight
- Maintenance

ASAP

CRE REQUEST

**CREWMEMBER**

- Alert Archive
- Block Hour Audit Tool
- Check-In
- CREW INFO
- Domicile Vacancy Report
- Excused Occurrence Submission
- FA Downgrade Preference
- FA Transfer Bid
- FA UNIFORMS
- Fatigue Risk Management
- MANUALS & REV
- My Reliability
- Part-Time
- Standing Bid List
- Passport Update
- PBS
- Reserve List
- SkedPlus+**
- SkedPlus+ Notify
- TIME OFF
- Training Bid

Competitor Comparisons		Performance Rewards		DOT Comparison		RealTime Performance	
<b>UNITED EXPRESS</b>							
<b>Controllable Cancellations</b>							
YTD Record				Last Cancellation			
8d 1h 58m				5d 16h 7m			
	ACF		D:0		A:14		
EV	99.94 %	YV	78.76 %	YV	87.11 %		
OO	99.83 %	EV	73.43 %	UA	83.10 %		
AX	99.75 %	C5	71.91 %	EV	81.40 %		
C5	99.64 %	OO	69.71 %	OO	79.45 %		
S5	99.59 %	S5	68.96 %	C5	78.94 %		
YV	99.47 %	AX	66.10 %	S5	78.60 %		
G7	98.53 %	UA	64.20 %	AX	76.12 %		
YX	95.82 %	G7	59.75 %	YX	70.58 %		
UA	-	YX	59.38 %	G7	69.69 %		

<b>DELTA CONNECTION</b>							
<b>Controllable Cancellations</b>							
YTD Record				Last Cancellation			
9d 10h 31m				9d 10h 31m			
	ACF		D:0		A:14		
OO	99.90 %	9E	81.90 %	DL	89.00 %		
9E	99.90 %	OO	78.20 %	9E	88.80 %		
EV	99.90 %	S5	75.60 %	OO	86.70 %		
CP	99.80 %	DL	71.80 %	S5	84.90 %		
S5	99.80 %	EV	70.10 %	EV	80.80 %		
G7	98.80 %	CP	62.20 %	CP	78.10 %		
DL	-	G7	61.10 %	G7	70.60 %		

<b>American Eagle</b>							
<b>Controllable Cancellations</b>							
YTD Record				Last Cancellation			
15d 2h 38m				10d 18h 15m			
	ACF		D:0		A:14		
OO	99.82 %	OO	74.45 %	OO	85.15 %		
EV	99.74 %	EV	72.54 %	EV	81.88 %		

**My Stuff** New Today

---

Flight Releases

Weather Reports

Airport Information

ASAP (Aviation Safety Action Program)

IOR (Irregular Operation Report)

SCR (Safety Concern Report)

---

**Launching The E175**

Click on Options and select Crew Time Report.p

The screenshot shows the SkedPlus+ interface. At the top, there are navigation tabs: 'My Schedule', 'Open Time', 'My Transactions', 'Reserve', and 'Credit History'. Below these, there is a secondary menu with 'Options', 'Print', 'Export', and 'Jump to Month: Nov 2015'. The 'Options' menu is open, showing 'Flight Schedules', 'Flight Crew', 'Crew Time Report' (highlighted with a green box and a mouse cursor), and 'My Information'. A calendar for November 2015 is visible, with dates 27, 28, 29, 30, and 31. There are red 'LOA' (Leave of Absence) markers on the 27th and 31st. A red bar obscures some information above the calendar.

Enter **12/31/2015** and **1/1/2017** for the dates (note the screen shot below is from last year- we don't have a current one). This captures your overnight on 12/31 for both years to allow for maximum per diem deduction.

The screenshot shows the 'Crew Time Report' form. It has a title bar 'Crew Time Report'. Below the title bar, there are two date input fields: 'From Date: 12/31/2014' and 'To Date: 1/1/2016'. Both date fields are highlighted with green boxes. To the right of the date fields is a 'View' button. Red arrows from the text above point to the date fields.

Allow the webpage to full populate with your schedule before printing or saving. When printing onto paper, please select two pages for sheet. You can also print to PDF or save the webpage as an htm or html file.

We also need your W2.

Click on My Stuff and enter your SWOL password.

The screenshot shows the SkyWest Online homepage. The 'My Stuff' menu item is highlighted with a green box. The page features a navigation bar with links like Home, My Stuff, Info Center, Safety, Benefits, Travel, Hub, Operations, About Unions, IT, and Administration. A sidebar on the left lists various services such as Expense Report, LEAVES OF ABSENCE (LOA), My Deck, My Doc Requests, My Favorites, My Invoices, My IT Requests, My Messages, My OJIs, and My Password Reset. The main content area includes a 'My Profile' section with a login prompt and a password field, and a 'My Profile' section with a 'Submit' button. There are also news items like 'April's Deck' and 'Giving Thanks for Great Service'.

Click on Payroll and W2.

Click on View next to 2016 under Tax Year (the example below does not have 2016 listed)

The screenshot shows the SkyWest Online Payroll section. The 'Payroll' menu item is highlighted with a green box. The page displays a table of tax years and form types. The 'W2' menu item is also highlighted with a green box. The table lists tax years from 2010 to 2014, all with 'Original W2' form types. A 'View' link is highlighted with a green box next to the 2014 entry.

Tax Year	Form Type	View
2014	Original W2	<a href="#">View</a>
2013	Original W2	<a href="#">View</a>
2012	Original W2	<a href="#">View</a>
2011	Original W2	<a href="#">View</a>
2010	Original W2	<a href="#">View</a>

We only need the first page of the W2, and this too can be printed to PDF.

Please let us know if you have any questions or concerns as you go through this. In the past we could do this ourselves, but SkyWest Airlines has respectfully asked Aligaen Accounting, LLC to not put pilots and flight attendants in a position of being disciplined for allowing access to their personal information.