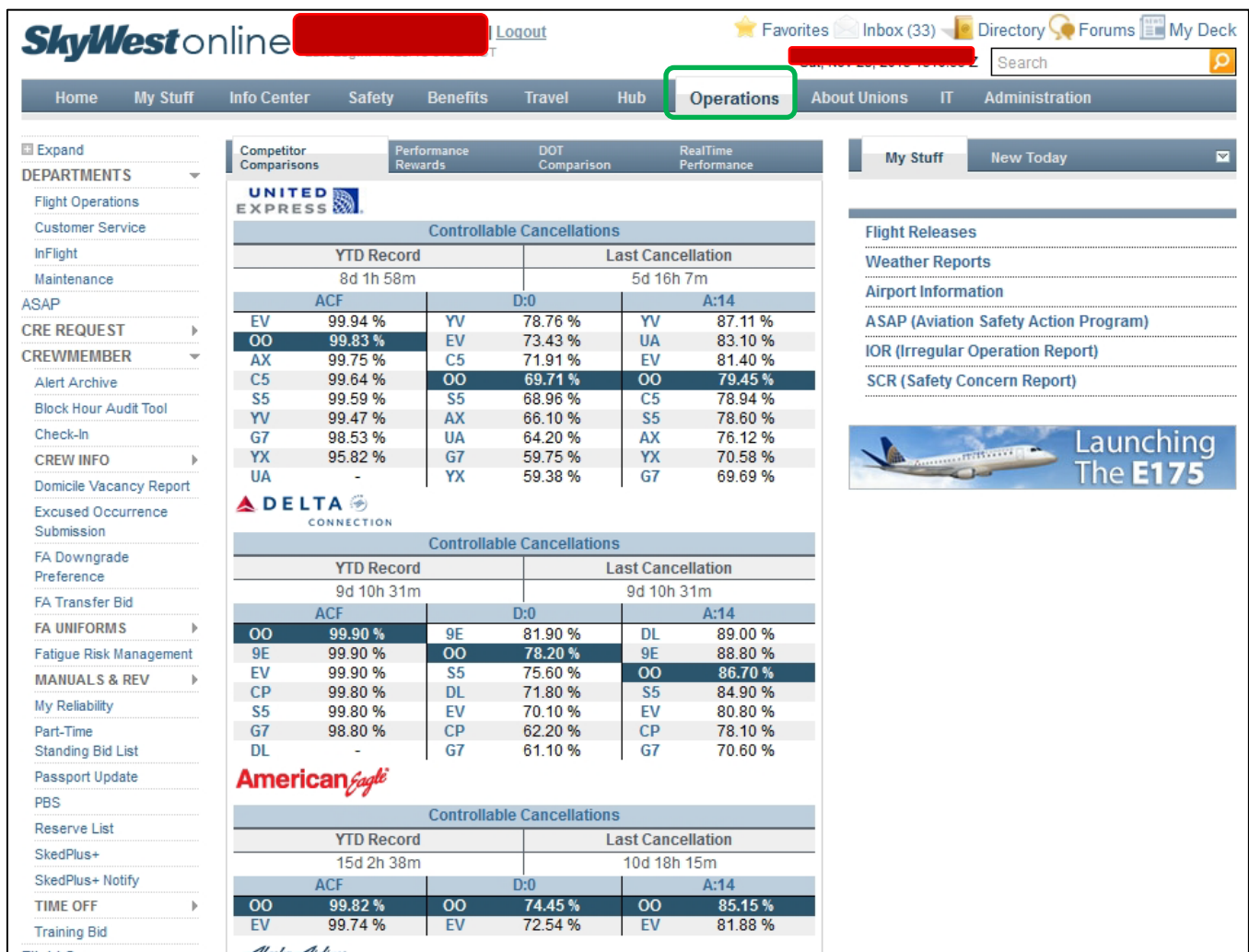


SkyWest Online Instructions

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 top navigation bar includes links for Home, My Stuff, Info Center, Safety, Benefits, Travel, Hub, **Operations** (highlighted with a green box), About Unions, IT, and Administration. A search bar is located on the right. The left sidebar contains a list of departments and tools, including 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, and Training Bid.

The main content area displays performance data for three airlines: United Express, Delta Connection, and American Eagle. Each section includes a table of Controllable Cancellations, showing YTD Record and Last Cancellation data.

UNITED EXPRESS

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

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

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 %	

On the right side of the portal, there are links for Flight Releases, Weather Reports, Airport Information, ASAP (Aviation Safety Action Program), IOR (Irregular Operation Report), and SCR (Safety Concern Report). A banner at the bottom right promotes the launch of the E175 aircraft.

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

SkyWestonline

Logout

Favorites

Inbox (33)

Directory

Forums

My Deck

Search

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

UNITED EXPRESS

Controllable Cancellations

YTD Record

8d 1h 58m

Last Cancellation

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

Controllable Cancellations

YTD Record

9d 10h 31m

Last Cancellation

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

Controllable Cancellations

YTD Record

15d 2h 38m

Last Cancellation

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+ web interface. At the top, there's a navigation bar with 'My Schedule', 'Open Time', 'My Transactions', 'Reserve', and 'Credit History'. Below this is a secondary bar with 'Options', 'Print', 'Export', and a 'Jump to Month' dropdown set to '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'. In the background, a calendar for November 2015 is visible, with dates 27, 28, 29, 30, and 31. Some dates have 'LOA' (Leave of Absence) marked in red.

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 two date input fields: 'From Date' and 'To Date'. The 'From Date' field contains '12/31/2014' and the 'To Date' field contains '1/1/2016'. Both fields are highlighted with green boxes. A red arrow points from the text '12/31/2015' in the previous block to the 'From Date' field. Another red arrow points from the text '1/1/2017' to the 'To Date' field. A 'View' button is located to the right of the date fields, with a mouse cursor hovering over it.

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 navigation bar at the top includes links for Home, My Stuff (highlighted with a green box), Info Center, Safety, Benefits, Travel, Hub, Operations, About Unions, IT, and Administration. On the left sidebar, there is a list of links including Expand, 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 features a section titled 'April's Deck' with a filter set to 'All'. Below this, there are news items: 'NEWS: INFLIGHT' from 19 hours ago with 18 likes, and 'NEWS: BREAKING NEWS' from 1 day ago with 151 likes. A 'Giving Thanks for Great Service' section mentions Linzie Clayman. A 'Four Days of 100%' section is also visible. On the right, the 'My Profile' section prompts the user to log in with their SkyWest Online password to update their profile. A password field (masked with dots) and a 'Submit' button are highlighted with a green box. Below the password field are links for 'About your information' and 'MyMessages'. At the bottom right, there is an 'Inbox (33)' and a 'Compose' button.

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 'My Profile' page in SkyWest Online. The navigation bar at the top is the same as the previous screenshot. The left sidebar is also the same. The main content area has a 'My Profile' header. Below it, there is a tabbed interface with tabs for Profile, Benefits, Property, SWOL, Payroll (highlighted with a green box), Contacts, Documents, Crew, Performance Planning, Veteran, and Disability. Under the 'Payroll' tab, there are sub-tabs for Pay, Direct Deposit, W2 (highlighted with a green box), W4, and PTO. Below these sub-tabs is a table with two columns: 'Tax Year' and 'Form Type'. The table lists tax years from 2014 down to 2010, all with the form type 'Original W2'. To the right of each row is a 'View' link, which is highlighted with a green box for the 2014 row.

Tax Year	Form Type	
2014	Original W2	View
2013	Original W2	View
2012	Original W2	View
2011	Original W2	View
2010	Original W2	View

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.