

Flight Pay Loss (FPL) Guide

Timely submissions of FPL request have greater approval rates.

FPLs for the following bid period must be **submitted no later than 4:00 pm on the Friday of the week the bids are awarded to ensure removal (including Secondary Line holders)**. FPL requests submitted after the deadline will be approved at the company's discretion. Secondary Line requests should be submitted during this same period.

Log in to the FDX MEC website (www.fdx.alpa.org)

- Go to **Home**
- On the drop-down menu select **ALPA FPL/PCS**
- Select **+ENTER NEW--->Trip Drop**

Only one trip can be entered per submission. Consecutive R-days can be entered on the same form.

Fill in the form starting with the **Member Information** section if it's not automatically filled out.

<input checked="" type="checkbox"/> Member Information	
ALPA Number: <input type="text"/>	<input type="text"/>
Employee No.: <input type="text"/>	Name: <input type="text"/>
Airline: <input type="text"/>	Council: <input type="text"/>
Pilot Status: <input type="text"/>	Equipment: <input type="text"/>
Hire Date: <input type="text"/>	Seniority Date: <input type="text"/>
	Class: <input type="text"/>
	Longevity Date: <input type="text"/>
Trip Information	
Reserve Pilot: <input type="checkbox"/>	
Total Hours Lost: <input type="text"/> decimal/hrs:min	
ALPA Business: <input type="text"/>	Start Date: <input type="text"/>
Trip Dropped: <input type="text"/>	End Date: <input type="text"/>
? Line No.: <input type="text"/>	? Trip ID: <input type="text"/>
Pilot Status: <input type="text"/>	Requested By: <input type="text"/>
Flying Code: <input type="text"/>	Created By: Preston, Meridith (S3247) -
Split Trip: <input type="checkbox"/>	Equipment: <input type="text"/>
? Reason: <input type="text"/>	Pay Guarantee: <input type="checkbox"/>
Admin. Notes: <input type="text"/>	
<input type="checkbox"/> Pre-bid	<input type="checkbox"/> Company Paid
<input type="checkbox"/> International	<input type="checkbox"/> Flight Instructor
<input type="checkbox"/> Check Airmen	
Attachments	
Cost Information	
Request Type: <input type="text"/>	Department: <input type="text"/>
	Project: <input type="text"/>
	Product: <input type="text"/>
	Charge Code: <input type="text"/>
Rate Per Hour: <input type="text"/>	Base Amount: 0.00
Fringe Rate %: <input type="text"/>	Fringe Amount: 0.00
<input type="button" value="Calculate Totals"/>	Total Estimated Amount: \$0.00

Trip Information section Complete the following fields.

- **Reserve Pilot** – NEVER check this box
- **Total Hours Lost** – Credit hours of trip or R-Days.
 - Secondary line holders (prior to trips/reserves being awarded): estimate the value using 6CH per day of ALPA work.
 - Splitting a trip (charging multiple committees for one trip): Enter the hours you want to charge the committee listed in the COST Information section (you must submit a separate FPL request for each committee you are charging).
- **ALPA Business** – Start and end date of the dates you will be doing ALPA business. If the ALPA business is not over consecutive days, enter the largest stretch of days here and enter the remaining days in the Reason section. All Days must be accounted to justify the request.
- **Trip Dropped** – Start and end date of the trip or R-Days you are requesting removal. If you have a Secondary Lines, these are the dates you need off to conduct ALPA (should match the ALPA Business days).
- **Line No.** – Line number
- **Trip ID** -
 - Trip: Pairing number (e.g. 256). Do not the date of the trip.
 - Reserve Line: Enter "Reserve"
 - Secondary Line: Enter "Secondary Line" prior to trips/reserves being awarded. If trips/reserves have been awarded, follow Trip and Reserve Line guidance.
- **Flying Code** – Select Domestic or International as appropriate.
- **Split Trip** – Check box if you are splitting the trip (charging multiple committees for one trip)
- **Reason** – A brief description of the work you will be doing. If ALPA business is not over consecutive days, enter all dates not covered in the ALPA Business range with a brief explanation of what work is being done for each range of dates.
- **Pre-bid, Company Paid, International, Flight Instructor, Check Airman** – Do not check any of these boxes.

Attachments – Don not attach any documents

Cost Information

- **Department** – Select FDX MEC (542000), or National Committee as appropriate
- **Project** – Select the committee to charge.
- **Product** – Select the appropriate code if required. ***Leave blank unless the system flags it as required when you submit.***
- **Charge Code** - Select the appropriate code if required. ***Leave blank unless the system flags it as required when you submit.***
- **Rate Per Hour** – Verify your pay rate.

After all costing information has been entered, select **Calculate totals** to calculate the Total Estimated Amount. ***The system will not allow you to submit the request without the estimated amount showing.***

Submit – To complete your trip removal request select **Submit** at the top of the page.

What Happens After You Submit?

After the trip removal request has been submitted, the requests are automatically sent to the proper approval channels. All FPL requests are routed through the MEC Secretary Treasurer's office. The Secretary Treasurer's office will then submit a letter to the company requesting the trip/reserves to be dropped at ALPA's expense. If the company approves the request (required if submitted on time), the trip/reserves will be removed and the MEC will be informed the request has been complied with and the status of the request will be updated from Pending to Approved. If the request is denied by the company, the status will be changed from Pending to Denied.

Quiet Period: 1200 Central the Monday after monthly bids are awarded to Open Time Release

The company will not drop drips during the quiet period. Trips that weren't dropped prior to the quiet period are usually dropped by 1200 on Friday after the quiet period ends. If your trip hasn't been dropped by then, please contact the MEC Secretary Treasurer & the Assistant to the MEC Secretary Treasurer at Fedex-FlightPayLoss@alpa.org. Please do not contact us until AFTER 1200 Central the Friday after Open Time Release as there's nothing we can do during the quiet zone.

If you have any questions about FPL, send an email to Fedex-FlightPayLoss@alpa.org and we will respond to you as quickly as possible.