e-Crew
SAP BIDDING
Notes for the Crewmembers

Beginning B268 for Pilots and Flight Attendants, SAP bidding will move out of the FLICA system and into the eCrew system.

Once the bids have been awarded, crew members will now be given the option to modify their schedule during the two different phases called SAP1 and SAP2 in eCrew.

SAP has been tested using the Internet Explorer on PC only. Should crew members have issues regarding bidding in eCrew on any other browsers or devices they should report the issue to the First Class "Ask eCrew" email box. This box will be monitored and issues will be submitted over to the vendor for review. We will make every attempt to get any issues fixed as soon as possible. Until such time as the issues are fixed, crew are advised to switch to a PC and use IE browser for processing their bids for SAP.

The following instructions can be found in this document:

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Using eCrew for SAP 1 & SAP 2 Bidding

Access SAP Options

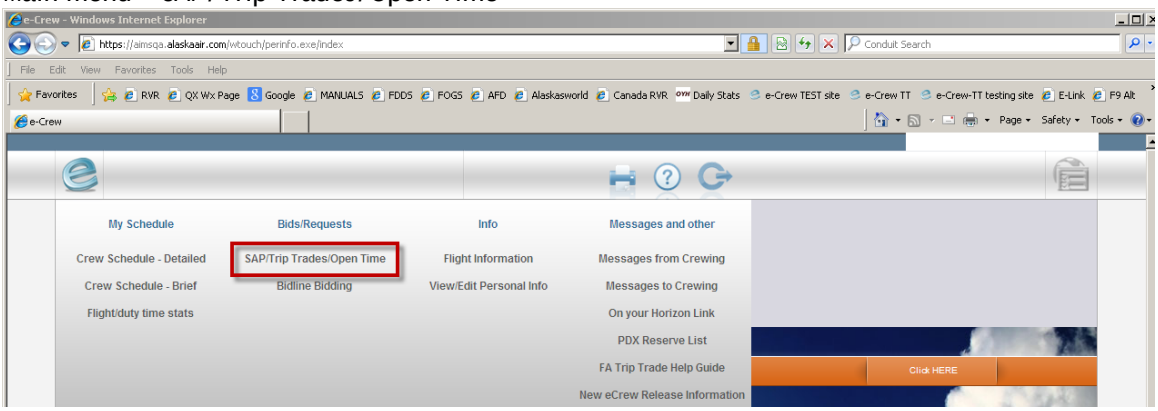
Two new options can now be found in eCrew.

1. The first option is the SAP 1 option where crew can submit a request to modify their awarded bidline. This SAP 1 request is submitted and recorded by the system. Once SAP 1 process closes, the Crew Planning Department will use the crew management system to 'award' these requests in order of seniority and by date and time in which each request was recorded into the system.

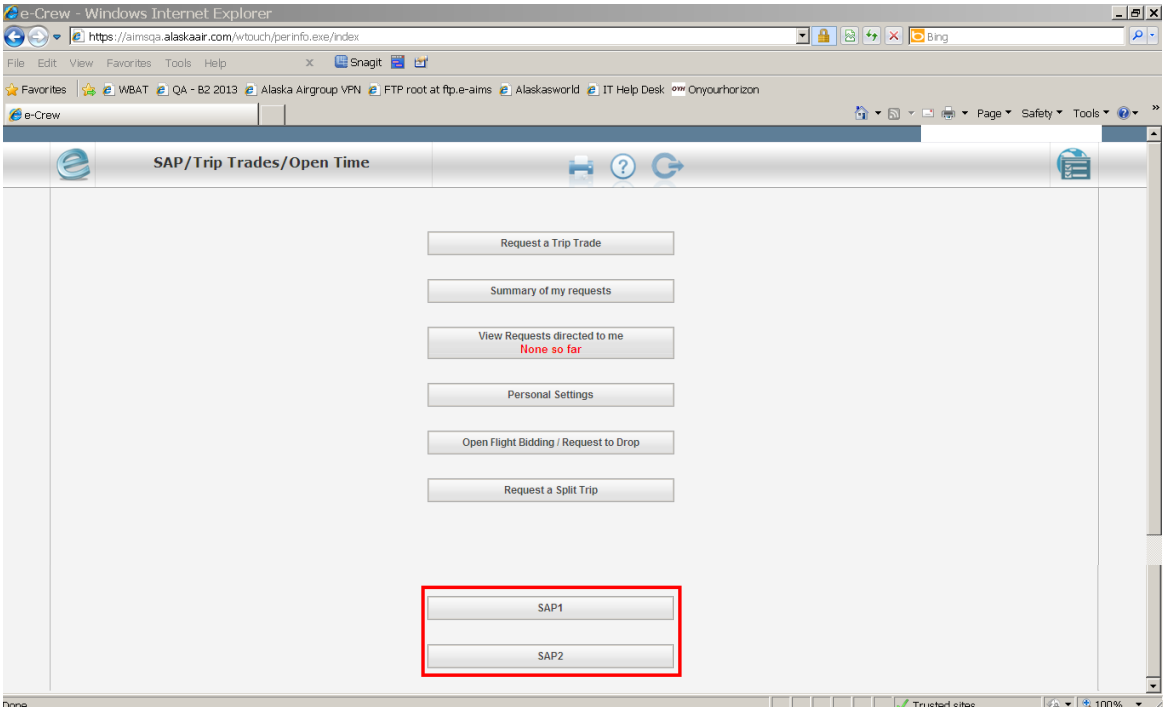
2. The second option is the SAP 2 option where crew can submit a request to modify their bidline after SAP 1 has been awarded. Request submitted during the SAP 2 process will be awarded immediately by the system on a first come, first serve basis. Crew will be notified by the system in real time if a request is accepted or rejected.

In order to access these new features, go to the following location:

Main menu > SAP/Trip Trades/Open Time



**Note in the next display that there are now new options at the bottom of the list – SAP 1 & SAP 2. The appropriate option will be displayed and active during the open periods according to the contract.

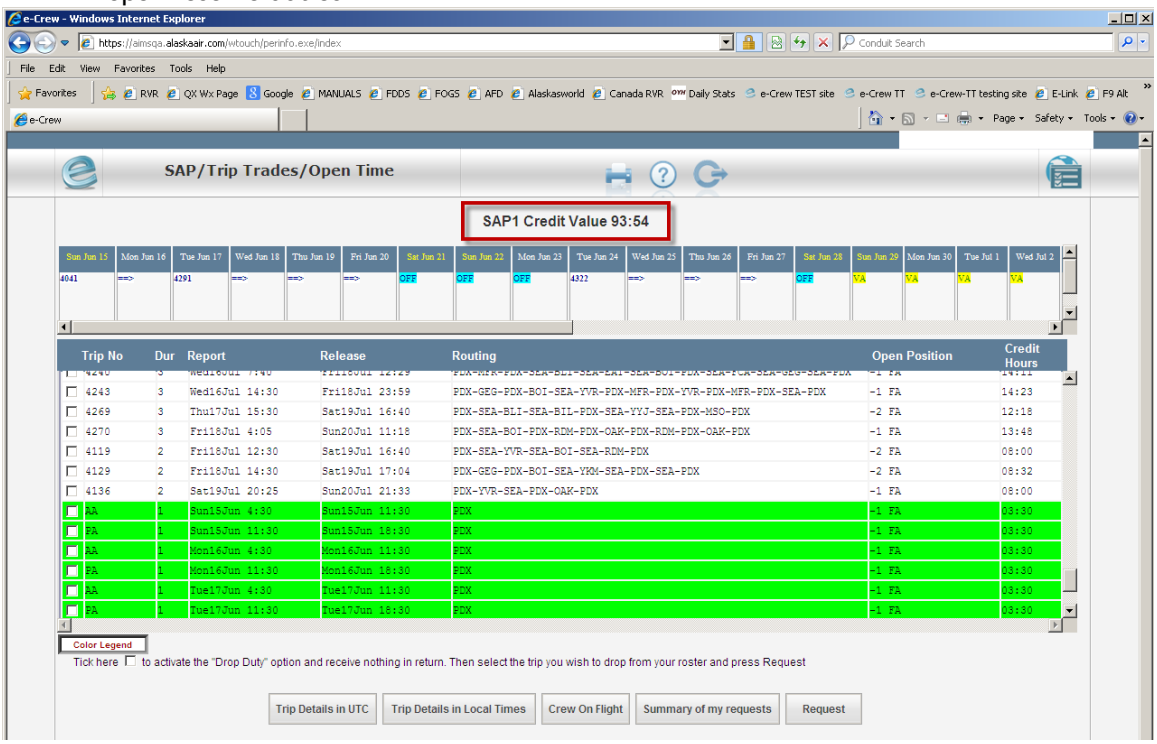

e-Crew - Windows Internet Explorer
https://aimsqa.alaskaair.com/wtouch/perinfo.exe/index
SAP/Trip Trades/Open Time
Request a Trip Trade
Summary of my requests
View Requests directed to me
None so far
Personal Settings
Open Flight Bidding / Request to Drop
Request a Split Trip
SAP1
SAP2

SAP 1 Bidding

Available request options in SAP 1

Once in the SAP 1 option, crew member will be able to view:

1. credit value of the awarded bid line
2. awarded bid line
3. open trips
4. open reserve duties

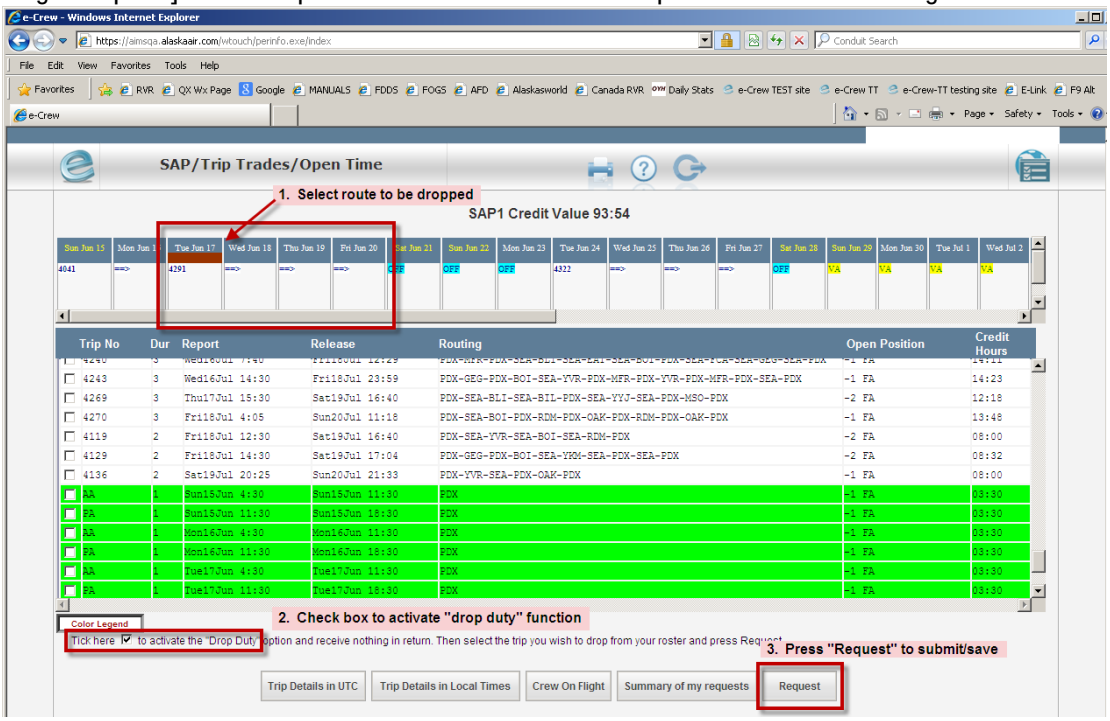


In SAP 1, crew will be allowed to submit a request to:

1. drop a route
2. trade a route on the bid line with a route/reserve duty in open time
3. pick up a route or reserve duty

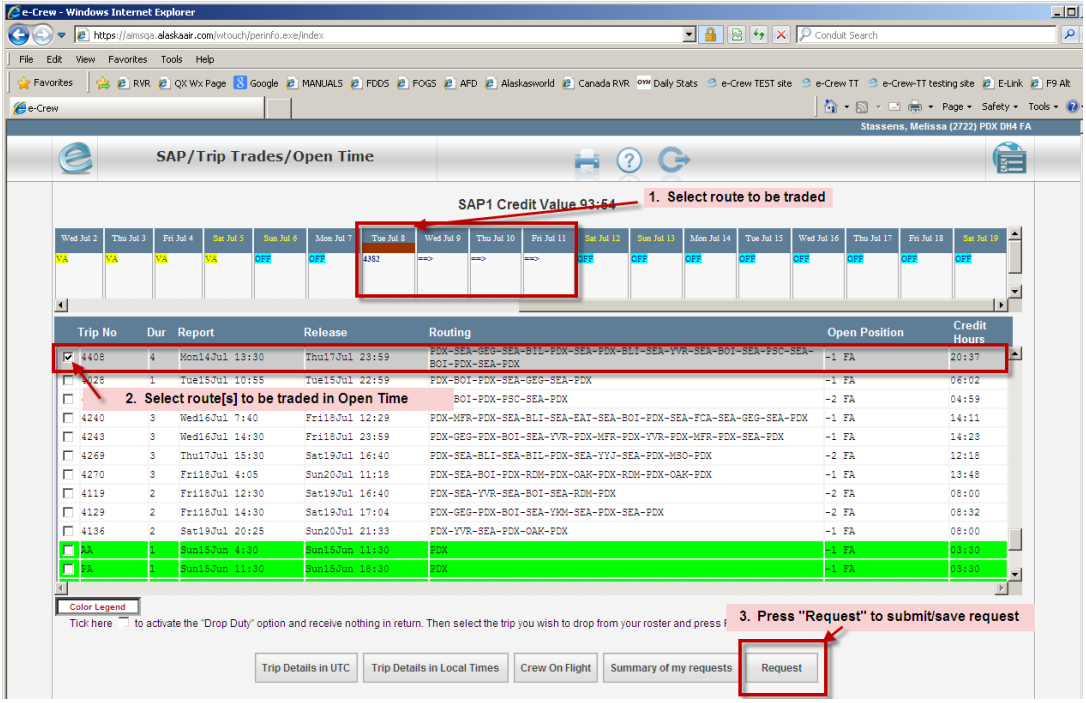
Submit a request to drop route

A single drop can be requested or multiple drops in a single request can be selected [max 6 drops in any single request]. The drop must not cause a line to drop below the minimum guarantee.

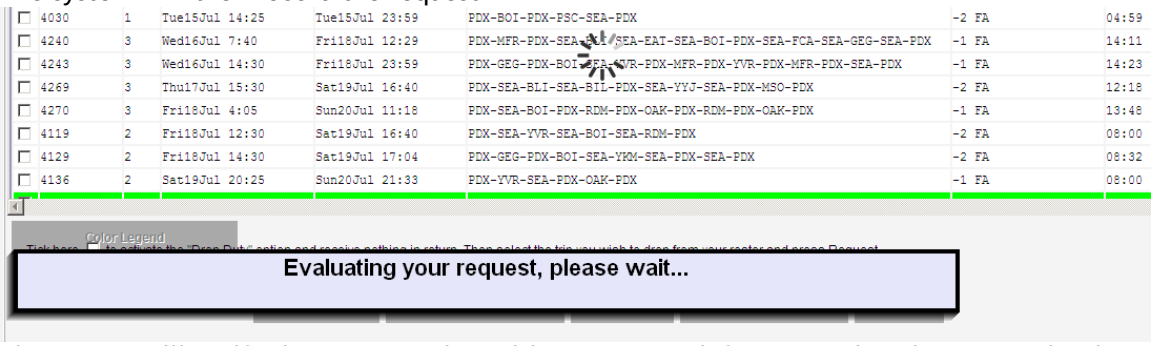


Trade route with Open Time route

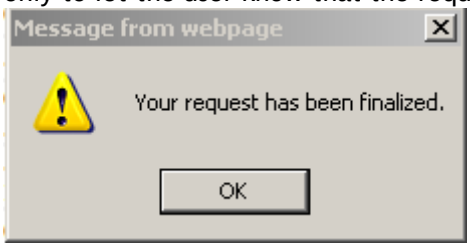
A single trade can be requested or multiple trades in a single request can be selected [max 6].



The system will then record the request:

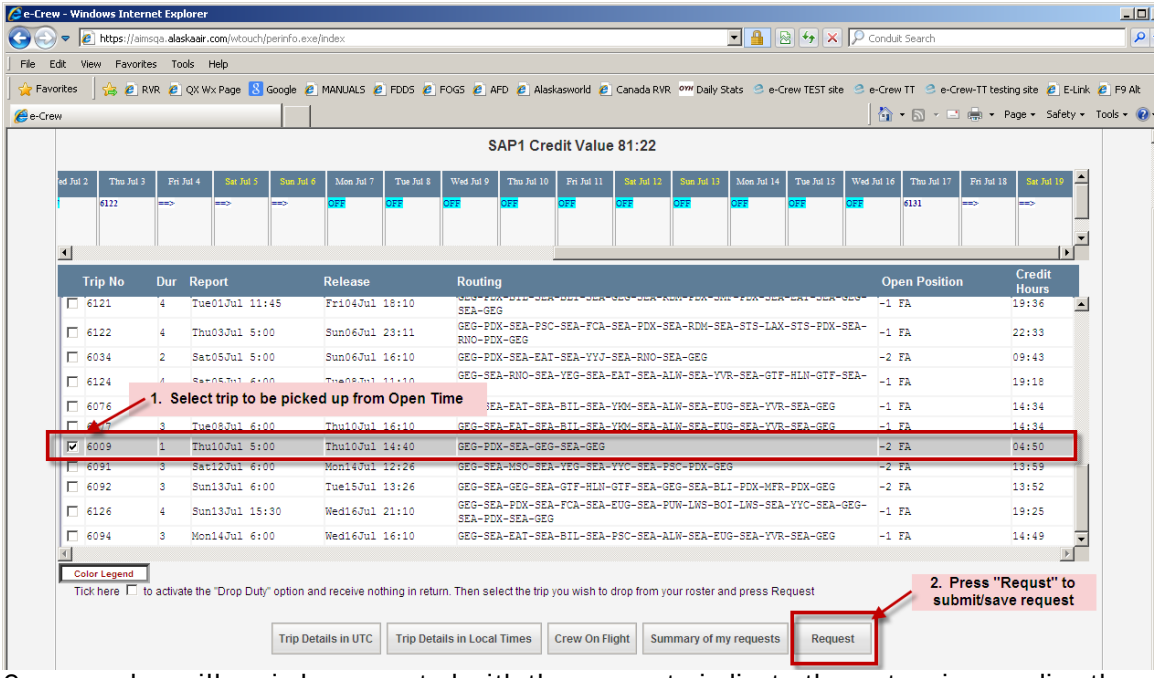


The system will notify the crew member with a pop-up to inform user that the request has been recorded. In SAP 1, this message is not intended to inform user that the roster has been changed or accepted. It is only to let the user know that the request was received by the system and has been recorded.

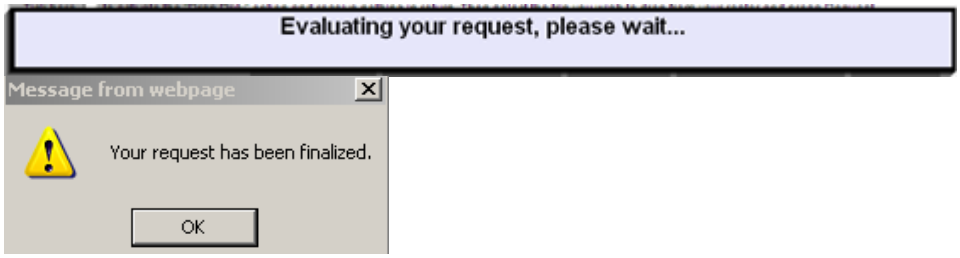


Pick up route[s]

Select the open time route or standby duty by checking the box next to the route to be picked up and select "Request". A single pick up can be requested or multiple pick up in a single request can be selected [max 6]

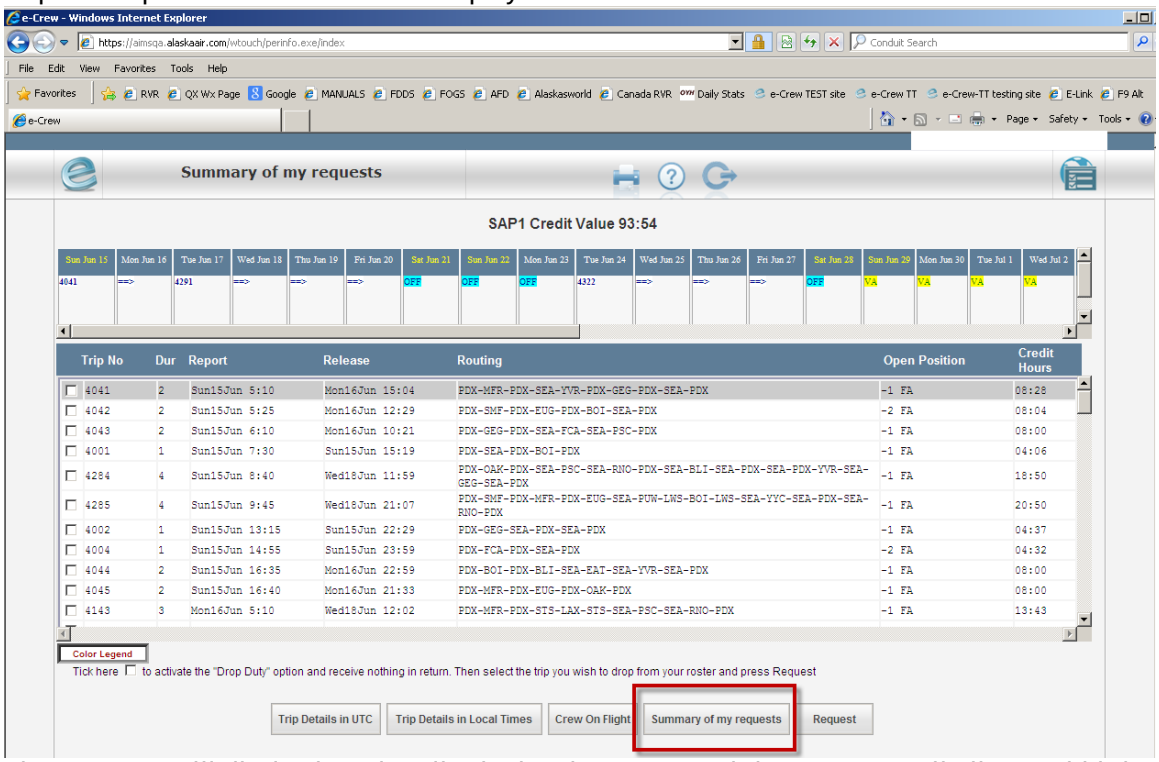


Crew member will again be presented with the pop-up to indicate the system is recording the request.

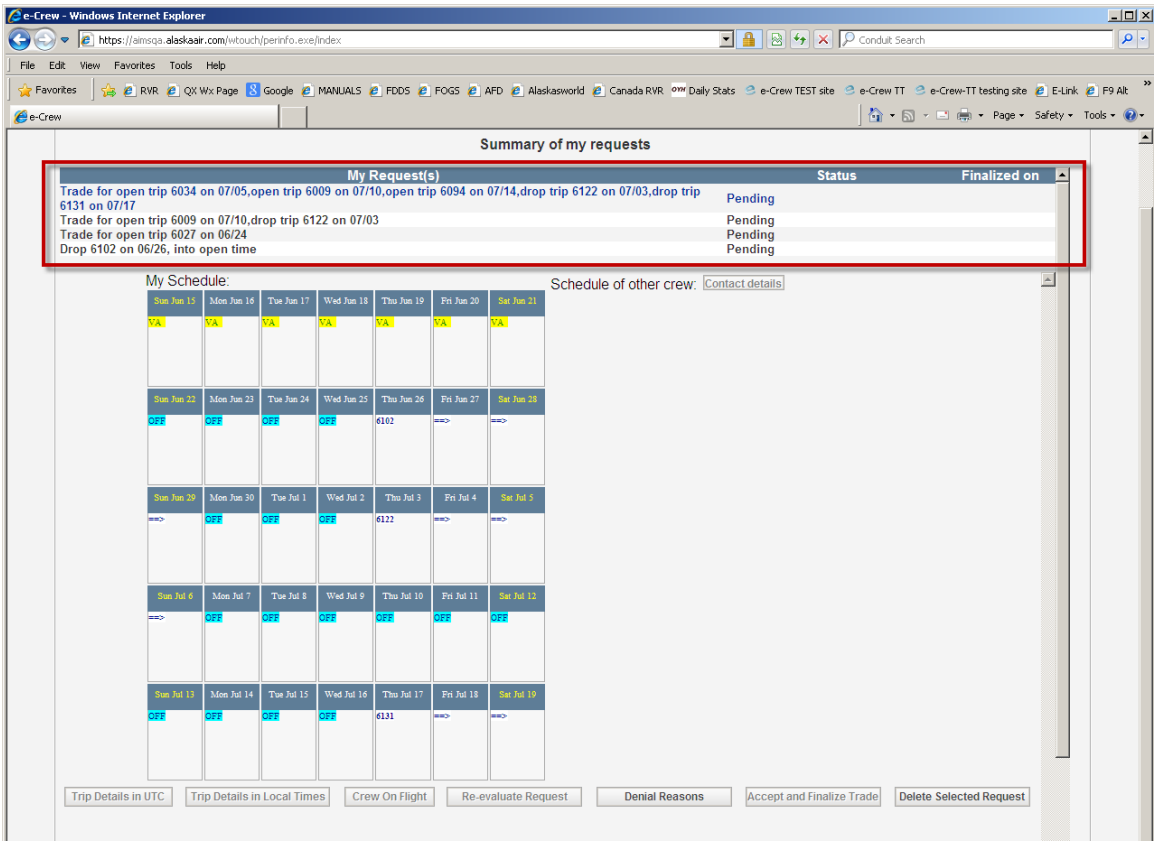


View submitted SAP 1 request:

A crewmember may review all request submitted into the system for SAP 1 by going to the "Summary of my requests" option while in the SAP 1 display screen.



The summary will display in order all submitted requests and the status. Until all SAP 1 bids have been awarded – requests submitted will show as "Pending". *Note: SAP 1 requests can not be re-ordered. You must submit your requests in the sequential order that you want them processed.*



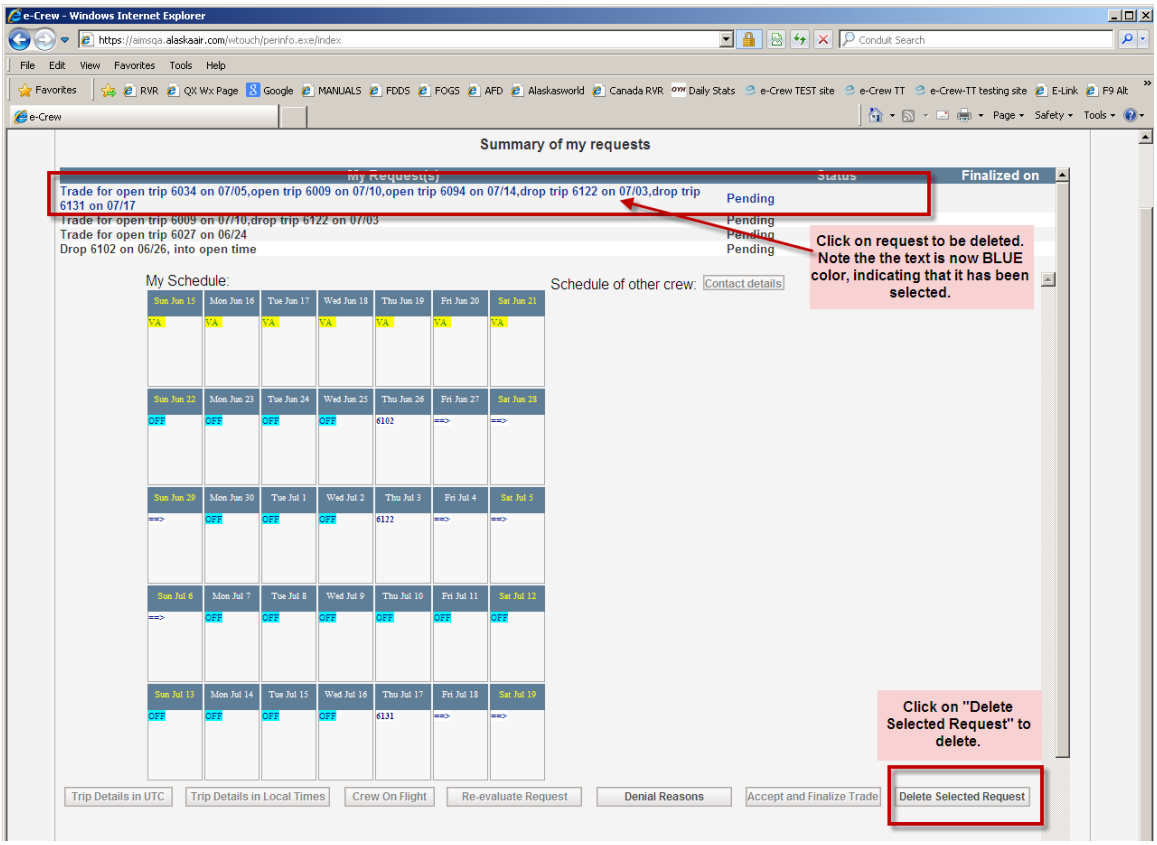
Delete a SAP 1 request

In order to delete a request from the list of request submitted, crew member should select SAP 1>Summary of my requests.

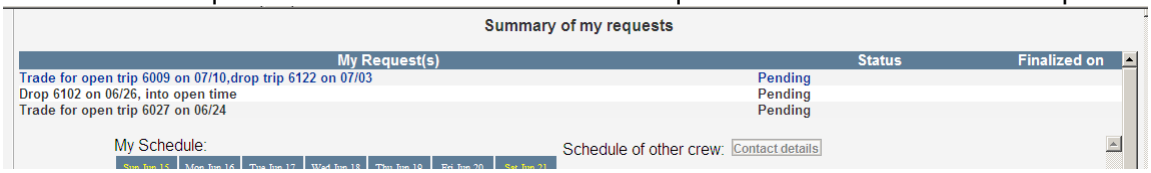
At the bottom of the page there are two options activated –

1. Denial Reason
2. **Delete Selected Request**

Click on the request that is to be deleted by crewmember and then select the option "Delete Selected Request". This will remove the request from SAP 1.



Crew member request will refresh and show new bid request list – minus the deleted request.



Using eCrew for SAP 2

SAP 2 Bidding

Available request options in SAP 2

Once in the SAP 2 option, crew member will be able to:

1. view credit value of the bid line, as adjusted following SAP 1
    a. in SAP 2, as crew member makes changes to his/her bid line, this credit value will adjust in real-time and show the new value.
2. view bid line
3. view open trips
4. view open reserve duties

In SAP 2 option crew will be allowed to submit a request to:

1. drop a route
2. trade a route on the bid line with a route/reserve duty in open time
3. pick up a route or reserve duty
4. drop a reserve duty
5. trade a route with a reserve duty
6. trade a reserve duty with a route
7. trade reserve duty with reserve duty

The process to drop, trade or pick up a route or reserve in SAP 2 is the same process as it is in SAP 1**.**
Refer to SAP 1 instruction.

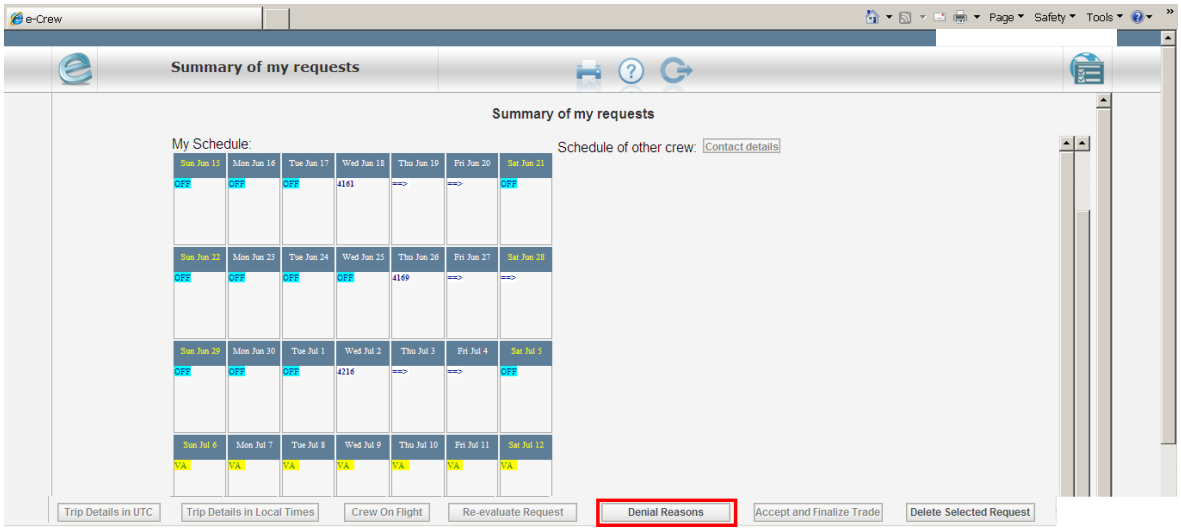
One additional option is available to the crew member in SAP 2 option.

Reviewing SAP 1 Rejected Requests

Once the SAP 2 bidding opens, crew may log into eCrew and go to SAP 2 option to review his/her SAP 1 summary and the associated denial reasons for any rejected SAP 1 requests.

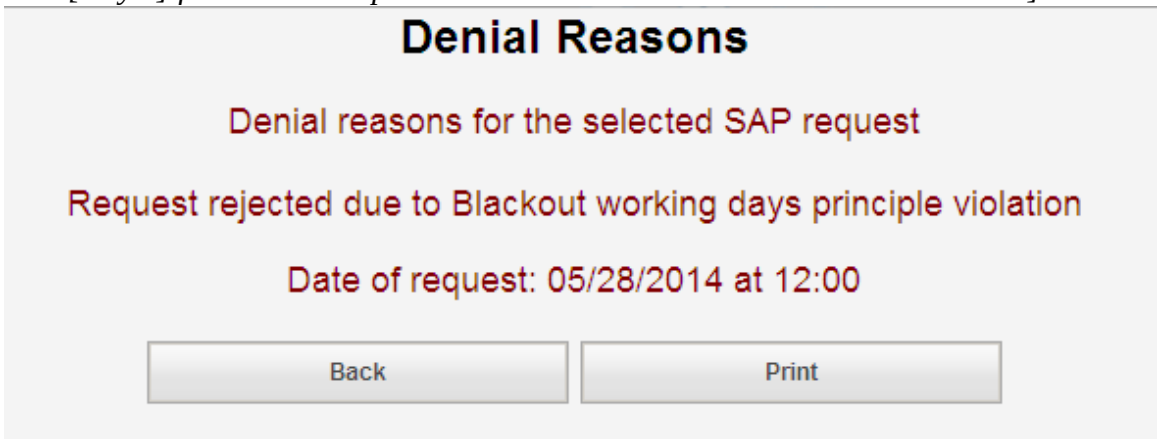
To review denial reasons:

1. log onto ecrew and go to SAP 2>Summary of my requests
2. select the request that is to be reviewed by clicking on the request
    a. crew member should note that the text turns to a blue color when selected
3. click on the "Denial Reason" option at the bottom of the displayed page
    a. the system will display the reason for the rejection



Select the request to be reviewed

The system will display the reason that the request was rejected.
[*In this case the crew member was attempting to trade a route which worked over a CBA blackout date [July 4] for a route in open time which did not work over the blackout date]*



Understanding Denial Reasons

As a general rule, the system will review each request in the following order in most cases:

1. [If reserve request] Check if Reserve duty to pickup, is available
2. Line Type Restrictions
3. Min/Max Credit limits
4. Blackout Periods
5. Selected Duties to keep on the roster, are violated by the request [duty which cannot be dropped]
6. FAR Limitations
7. CBA Rules
8. Transition threshold rules
9. Crew route complement check

If a crew member is presented with a denial that they do not understand then they should contact their ACP, Supervisor or a Union Rep for follow up. **A detailed description of the submitted request along with a print out or screen shot of the denial is required in order to follow up.**

FAR denials

Below are a few of the most common FAR rejection reasons that a crew member may see and why they may be presented.

When presented with this denial – Crew are attempting to add a route which does not provide FAR required rest of 10:00 minimum rest between duties. This is a POST FLIGHT warning which means if duty was added there would be inadequate rest following the trip being added to schedule and the next duty scheduled on roster.

When presented with this denial – Crew are attempting to add a route which does not provide FAR required rest of 10:00 minimum rest between duties. This is a PRE FLIGHT warning which means if duty was added there would be inadequate rest between the end of a duty already scheduled on the crew member's schedule and the report time of the duty being added to the schedule in the request.

FAR 117.25[b] requires that each crew member must have a minimum of 30:00 rest in each consecutive 168:00 hours. If the request was approved – crew member would be short the required 30:00 hours.

FAR 117.23[c] limits a crew member to no more than 60:00 Flight Duty hours in any consecutive 168:00 hours. If the request was approved – crew member would be exceeding this limitation.

FAR 117.27 TOO MANY CONSEC NIGHT
FDP'S INFRINGING THE WOCL in the period starting on Jun13,05

WOCL [Window of circadian low] means a period of maximum sleepiness that occurs between 0200 and 0559. When a crew member receives this denial it means that they are attempting to adjust the schedule to have more than 3 duty periods which infringe on the WOCL window [0200 – 0559].

CBA Denials

Based on most recent contracts for both Pilot and Flight Attendants, the following are the most commonly seen denial reasons for both SAP requests.

Request rejected due to Blackout working days principle

A crew member may see this denial reason if they attempt to submit a request which leaves an open duty on any date which is defined in their CBA as a black out date:
For Pilots those dates are:

- ~ July 4
- ~ Thanksgiving Day and day after Thanksgiving
- ~ December 24, 25
- ~ December 31
- ~ January 01

For Flight Attendants those dates are:

- ~ First three days of a new bid period
- ~ Mothers Day
- ~ Thanksgiving Day and day after Thanksgiving
- ~ December 24, 25
- ~ December 31
- ~ January 01

Request rejected. Transition threshold numbers exceeded.

[Pilots] The pilot group is prohibited from dropping any duty into open time during the first three days if the request results in open duty periods exceeding the following:

3 open duty periods in PDX
2 open duty periods in SEA
1 open duty periods in GEG
1 open duty periods in BOI
1 open duty periods in MFR
1 open duty periods in ANC

FLIGHT TIME EXCEEDED in the 7 day period ending on Jul12.
Maximum 30:00 hours, Attempt 33:19 [Rule:3300 Line:2]

[FA CBA] Crew member is attempting to schedule more than 30:00 hours of block time on his/her schedule during a consecutive 7 day period. [Refer to CBA Article 5, Hours of Service]

[Pilot CBA] Crew member is attempting to schedule more than 28:30 hours of block time on his/her schedule during a consecutive 7 day period. [Refer to CBA Section 7, Hours of Service]

The request may be rejected if the crew member is attempting to modify schedule that results in falling below:

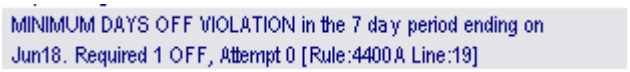
Pilot

- ~ Regular Line: minimum of 80.5 credit hours
- ~ Part Time Line: minimum of 56.0 credit hours or attempting to exceed maximum 80.5 credit hours
- ~ Maximum of 105 block hours in bid period

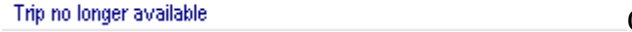
Flight Attendant

- ~ Regular Line: minimum of 80.8 [80:48]credit hours
- ~ Part Time Line: minimum of 40.4 [40:24] credit hours
- ~ Part Time Line: maximum of 11 duty periods allowed in bid period

Crew member is attempting to modify schedule with a duty period that encroaches on scheduled vacation. During the bidding process, this is not allowed.



[Pilot only] Each crew member is required to have 1 calendar day off in any 7 consecutive day period. Crew member is attempting to modify schedule which does not allow for a calendar day off. Calendar day off = 0001 - 2359.



Crew member is attempting to request a modification that involves a duty with is no longer available in the open time list. Crew member should exit ecrew SAP and refresh the open time list to see most current list of duties available.

Crew member is attempting to modify schedule that involves a duty with is no longer on his/her schedule. This is a denial which may show up only in SAP 1 history and is presented to crew member when a previous request was approved.

This denial will be presented when crew member has attempted to place multiple duties on a single day during a straight pick up request.

This denial will be presented when crew member has attempted to place multiple duties on a single day during a swap request.