

TO : Flight Crew Employees
FROM : Payroll HongKong
SUBJECT : Revised Flight Crew Monthly Report (FCMR)

1. The Flight Crew Monthly Report (FCMR) is furnished to each flight crew member monthly as a "pay slip" to explain the basis on which your monthly pay is computed. The attached FCMR for February has been redesigned to improve the presentation for easier understanding of the content of your February month end pay.
2. The FCMR will now separate your current month pay into two categories, Current Payroll and Activity Payment. The pay items to be included in each category are:
 - Current Payroll - Your current month guaranteed pay plus other fixed pay items such as Station Allowance and Position Allowance.
 - Activity Payment- Pay earned during the previous month which was in excess of the guaranteed pay or fixed allowance paid to you for the prior month.
3. The separation and identification of your pay into these two categories should make it easier to understand what you are being paid for and how the pay amounts were computed. Your monthly guaranteed pay for the current payroll period will now be identified in total amount without adjustment. The FCMR will continue to list your prior month flight activity chronologically and the conversion of this prior month's flight activity into monetary amounts will be shown under the Activity Payment section. Your leave differential pay, excess of your 1971 average flight hours per duty day over 2.333 hours per day multiplied by your pay rate per flight hour times days leave taken, will be shown as an item under Activity Payment.
4. Adjustment of prior month's payments is shown under "ADJUSTMENTS". Adjustments will normally result from late receipt of RPA's, Crew Member Duty Reports or other documentation which changes the amount of guaranteed pay or activity pay previously paid.
5. Also included on the form is a DEDUCTIONS section. This will be used to report deductions made from your gross pay for repayment to the Company of items not related to your pay. Examples are repayment of unused travel advance, collections for tickets, uniform issues, etc.
6. The total number of days of unused leave (includes old home and annual plus current annual vacation days) as of the end of the current pay period is reported on the bottom right hand corner of the FCMR for Captains, First Officers, Flight Engineers and Navigators on Pay Standard D. This will be added for other flight crew members at a later date.
7. This leave balance reflects and adjustment for the 2.5 days annual vacation leave earned in the month, less actual leave days taken as reflected on the CMDR. The information to be listed under the columnar headings of the FCMR is explained on the attached sheet.
8. Our ability to process your monthly pay is dependent on timely receipt of accurate and legible flight activity reports, i.e. Crew Member Duty Report, Aircraft Flight Logs, Deadhead On Non Company Aircraft Report, etc. Your continued cooperation in submitting these documents will help insure that you are paid correctly and in a timely manner.

Attachment

Attachment

Flight Crew Monthly Report
Explanation of Information Reported under Columnar Headings

- (1) FUNC Function you performed on each flight, i.e. Training First Officer (TFO), Check Pilot (CKP), Deadhead (DH), Captain (CAP), First Officer (FO).
- (2) CONT Data code identifying contract under which flight performed.
- (3) ACTY CODE Date code identifying aircraft type flown.
- (4) ACFT No. Aircraft Identification Number (Tail No.)
- (5) DATE Local time date on which flight performed.
- (6) BLOCK TIME Logged time from block to block.
- (7) PAY TIME Hours earned for computation of pay. Same as block hours for SEA operations; greater of block hours or guaranteed hours for Special Project Assignments guaranteeing 3½ hours minimum time per day; greater of block hours/factor pay hours ~~for one for five hours for 727, D6-4 or DC-6 aircraft.~~
- (8) SPL PRJ ^{OBH} ~~OBH~~ Applicable only to non cockpit flight personnel on Special Project assignment which gives 50 minutes guaranteed OBH per day.
- (9) PROJ TIME Block hours times project hour percentage for the aircraft type flown. If no project hour percentage applicable, actual logged time will be entered.
- (10) DHP TIME Deadhead Project Time. Deadhead hours times project hour percentage for the aircraft type on which deadhead was performed. PROJ TIME and DHP TIME are combined together in the Activity pay item titled PROJ & DHP.
- (11) LOGGED PROJ This item is not related to your pay. Data used for Company reference and customer billing.
- (12) NITE TIME Nite time hours logged.
- (13) D/H TIME Deadhead hours logged on Company aircraft per Aircraft Flight Log or on non Company aircraft per D/H Time on Non Company Aircraft Report.
- (14) WAIVER TIME Hours reported per Pilot Debriefing Form or Aircraft Flight Log.

In addition, the following prior month activity items which are included in the computation of your Activity Payment are reported on the FCMR for your information.

- a. One for Four Hours
- b. Leave Days Taken
- c. Instructor Pilot Time
- d. Per Diem