

IMPORTANT REMINDER:

Remember, Regular Hours on the 31st reflect the 1st half of your current month's guarantee, while Regular Hours on the 15th reflect the 2nd half of your previous month's guarantee.

Regular hours may be reduced if hours are dropped through an actual drop or trade down. If you do not pick up additional hours before auditors complete the payroll audit, your Regular hours will reflect the reduced total.

PAY CODES:

For pull down supplemental pay screen on rainmaker

CDA - INTL PER DIEM (Non-Taxed per diem)
CE4 - IOE ENV FA (Initial Operating Exp)
CE7 - Additional Hours
CEA - JM EX Premium
CEG - Undertime
CEJ - Random Drug Test
CEL - TAFB (Taxable)
CEO - TAFB (Non-Taxable)
GRV - Grievance Pay
PKA - Parking Toll
PP3 - Holiday Pay (worked)
PPT - Open Time Premium
VPP - Vacation Payout LOA (when on LOA)
REG - Base Hours
SCK - Sick Bank Hours
TRO - Training Hours
VAC - Vacation Bank Hours



UNDERSTANDING PAY

HOW TO LOG INTO RAINMAKER AND ADP RAINMAKER

This displays current information and allows you to send questions to your pay auditor.

1. Go to MyEnvoyAir.
2. Click on PAY & Benefits.
3. Select Pay Home.
4. Click on Crew Pay Services (for Pilots and Flight Attendants).
5. Click on The New Crew Pay System (Duo authentication will be required next).



In Rainmaker, navigate to the top corner and use the search bar to find reports. Clicking on "Current" will display the current month's report, but you can use the dropdown menu to access reports from previous months.

At the end of each line, there is a bubble icon that allows you to type a question directly to your pay auditor.

ADP (shows actual pay stub) for pay day

1. Go to my envoy air
2. The click ADP
3. Use DUO code
4. Click on review statement
5. Above the QR code click the View Statement and you will be able to see entire Statement including the notes of what each paid line represents.

NOTE: You can compare your hours between Rainmaker and your pay stub to ensure accuracy.

For questions, contact your Union Reps.



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