


PBS TRAINING NEW HIRE

Prepared by
AFA PBS REPS
8/2025



WHAT IS PBS?


- PBS stands for Preferential Bidding System.
 - Navblue runs the web-based software that builds your individual monthly schedule, known as the Bid Preference System and/or PBS Scheduler.
 - Schedule construction is based on your preferences, including both likes and dislikes for flying, specific pairings, and days off. The awards are in seniority order.
- 


Where to find all PBS information?


- Log into <https://www.myenvoyair.com>
- Go to **Departments**
- Click **Flight Service**
- Click **PBS, Bidding, & Seniority Lists**





QUICK LINKS


 IPM & iPhone EFB
Resources


 PBS, Bidding, &
Seniority Lists


 CERS Online Reporting

 CSAP Reporting

 Training

 Inflight Service/Catering

 Crew Hotels /
MyCrewCare

 Sabre View

Everything PBS related can be found here

PBS, Bids, & Seniority Lists

Timeline



Preferential Bidding System (PBS)



Bid Packets



Pre-bid Results



Bid Results



Seniority Lists



All the information is available by clicking on the drop-down menu

Bidding Tools:

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline

Pre-Bid

- Pre-bid window: 10th – 13th*
- Pre-bid preliminary award: 14th*
- Pre-bid protest: 14th – 15th*
- Pre-bid final award: 15th*

VG, Fly through, and Slide

- VG requests: 10th – 20th*
- Fly Through requests: 10th -20th*
- Pre-bid Vacation slide: 15th – 20th* – RF 200 SLID

Bid

- Bid window: 15th – 20th*
- Bid protest window: 22nd – 23rd*
- Bid preliminary award: 22nd*
- Bid final award: 24th*

FOS lockout: 20th – 23rd*

* noon central time

Preferential Bidding System (PBS)

1. Timeline

Contains contractual month dates, Pre-Bid and Bid dates, and times

Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline

Preferential Bidding System (PBS)

Please remember that when you transfer bases, are awarded TDY, or return from any LOA in which you were inactive the month prior, **you will need to submit a new default bid. *

[Bidding System Login](#)

[PBS News \(updated 10/09/23\)](#)

[PBS Inquiries](#)

[PBS Resources \(updated 3/10/23\)](#)

Bid Packets

2. Preferential Bidding System (PBS)

PBS System Login, news, inquiries, and resources.

Bidding Tools:

[Home](#) / [Departments](#) / [Flight Service](#) / [PBS, Bids, & Seniority Lists](#)

PBS, Bids, & Seniority Lists

Timeline



Preferential Bidding System (PBS)



Bid Packets



PBS Monthly Targets

DFW

ORD

MIA

PHX

Pre-bid Results



Bid Results



Seniority Lists



DFW

ORD

MIA

PHX

[Flight Attendant Company Seniority List](#)

3. PBS Monthly Targets

Company targets for the upcoming bid month. This will show the number of each pre-bid option available. From here you can get an idea of how many lineholders and reserves are expected. By the **15th** the Company will update the 5% Minimum credit to be awarded.

4. Bid Packets

Each bid packet contains: Bid Timeline, RBLs, RWOs, CDOs, Standby shifts, RAPs, transition trips and all bid month pairings.

5. PBS Seniority Lists

Base seniority lists; this information is updated every month on the **15th**.

Company Seniority List

This seniority list includes all FAs and is updated twice a year (January and July).

PBS Targets

OCT PBS Target Information

PBS TARGETS	DFW	ORD	MIA	PHX
Total FA's	1034	480	248	171
Total RBL's	21	12	9	9
CDO's Lines	0	0	0	0
RWO Lines	7	4	2	0
ZTL	0	5	4	2
Part-time Lines	5	6	15	2
SB Lines	18	14	8	6
PBS FA's	1001	459	233	158
Expected Line Holders	830	369	170	110
Expected PBS RSV	169	87	56	49
Expected Daily RSV	98	51	32	28
RSV %	16.8%	19.0%	23.3%	30.6%
Min Credit Lines Offered (5%)	60	27	14	10
E75 Average DP	4:29	4:39	4:41	4:39

Target Information – Shows per base what is available to pre-bid.

- Total number of RBL lines available
- Total number of CDO lines available
- Total number of RWO lines available
- Total number of ZTL lines available
- Total number of Part-time lines available
- Total number of Standby lines available

RBL & Standby Breakdown – The number of each line to be awarded per Base.
*Oct. is used as an example

Pre-Bid Breakdown:

Standby	DFW	ORD	MIA	PHX
S1	2	2	3	2
S2	4	2	2	2
S3	2	2	1	2
S4	2	3	2	-
S5	2	3	-	-
S6	2	2	-	-
S7	4	-	-	-
S8	-	-	-	-
S9	-	-	-	-
S10	-	-	-	-

RBL	DFW	ORD	MIA	PHX
201	7	4	3	3
202	7	4	3	3
203	7	4	3	3

STANDBY TIMES MAY VARY BETWEEN BASES. PLEASE REFER TO BID PACKETS FOR TIMES.

Line Credit:

Target Line Average	75 hrs.
Minimum Credit Range	65 – 91 hrs.
Normal Credit Range	75 – 91 hrs.
Maximum Credit Range	91 – 110 hrs.
Part Time Credit Range	37.5 – 45.5 hrs.

Credit Ranges – total credit hours PBS need to complete a block.

Bid Packets

1 →

PBS - PHX FA – November 2023

Contract Month: November 01, 2023 – December 01, 2023

Pre Bids Open: October 10, 2023 @ 12noon Central
 Pre Bids Close: October 13, 2023 @ 12noon Central
 Bids Open: October 15, 2023 @ 12noon Central
 Bids Close: October 20, 2023 @ 12noon Central
 Schedule Change: November 5, 2023

2 →

PRE BIDS OPEN	PRE BIDS CLOSE	BIDS OPEN	BIDS CLOSE	PRELIM AWARDS	FINAL AWARDS
10 OCT	13 OCT	15 OCT	20 OCT	22 OCT	24 OCT

3 →

NOVEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

4 →

PHONE NUMBERS:

CREW SCHEDULE, PAYCOMP, & AVRS 888-436-CREW (2739)
 TRAINING CENTER 800-456-8980
 IN-FLIGHT 480-693-1544

AVRS is available to provide your current sequence information with any last minute changes. Reserves can confirm next-day assignments by calling the AVRS direct number **888-436-CREW (2739)**.

FA BID SUMMARY:

RBL	201 – 203
RWO	301
ZTL	-
CDO	-

FA STANDBY SUMMARY:

STANDBY	TIME	SHIFT CODE
S-1	0700 – 1500	01111
S-2	1500 – 2300	02222
S-3	-	-
S-4	-	-
S-5		
S-6		
S-7		
S-8		
S-9		

"For standby guidelines please refer to Section 9 F of the current agreement."

FA RAP SUMMARY:

	TIME	SHIFT CODE
RAP 1	0400 – 1800	00001
RAP 2	1000 – 2359	00002
RAP 3	-	

CREDIT RANGES:

Target Line Average	75 hrs.
Minimum Credit Range	65 – 91 hrs.
Normal Credit Range	75 – 91 hrs.
Maximum Credit Range	91 – 110 hrs.
Part Time Credit Range	37.5 – 45.5 hrs.

← 5

← 6

← 7

← 8

1 Timeline – contains contractual month dates, Pre-Bid and Bid dates and times.

5 FA Bid Summary – Lists lines available for Pre-bidding.

2 Schedule Change – Airline Schedule changes occur on this date

6 FA Standby Summary – Lists the standby shifts available for pre-bidding.

3 Monthly Calendar – not a contractual calendar!

7 FA Rap Summary – Lists reserve availability periods for the bid month.

4 Phone Numbers – Crew Schedule, AVRS, and other important phone numbers.

8 Credit Ranges - total credit hours PBS need to complete a block.

Bid Packets

JULY 2017 ERJ FA CDO LINES DOMICILE: DFW																																						
CDO																																						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU			
128128128						129130130						130130130						129128129																				
: X CLICLLCLLDFW : : X ACTSPSPSPDFW : : X SPSPSPSPDFW : : X ACTCLLACTDFW : : X																																						
128= 1945/0625/0151; 129= 2102/0623/0127; 130= 2107/0620/0140;																																						
BLK NO. 401 DYS OFF 14																																						
CRD. 75.00 BLK. 20.05																																						
TAFB 116.48 C/O 0.00																																						
CDO																																						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU			
129129130						128128128						129129129						130129128																				
: X ACTACTSPSPDFW : : X CLICLLCLLDFW : : X ACTACTACTDFW : : X SPSPACTCLLDFW : : X																																						
129= 2102/0623/0127; 130= 2107/0620/0140; 128= 1945/0625/0151;																																						
BLK NO. 402 DYS OFF 14																																						
CRD. 75.00 BLK. 19.26																																						
TAFB 117.12 C/O 0.00																																						
CDO																																						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU			

CDO Lines – Displays the CDO lines available to pre-bid.

Line number
used to pre-bid

JULY 2017 EMT FA RBL/RWO LINES																															MICILILE: DFW																									
																															RBL 201																									
SU	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	RBL 201																			
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SH																					
R	R	R	R	R	R	:	R	R	R	R	R	R	:	R	R	R	R	R	X	:	:	X	X	X	X	X	(:	:	X)							BLK NO. 201						DYS OFF	13													
																																					CRD.						75.00	BLK.						0.00						
																																					TAFB						0.00	C/O						0.00						
																															RBL 202																									
SU	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	RBL 202																			
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU																					
:	X	X	X	X	X	:	:	X	(X	X	X)		R	R	R	R	X							X		R	R	R	R	R						BLK NO. 202						DYS OFF	14													
																																					CRD.						75.00	BLK.						0.00						
																																					TAFB						0.00	C/O						0.00						
																															RBL 203																									
SU	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	RBL 203																			
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU																					
R	R	R	R	R	R	R	R	R																												BLK NO. 203						DYS OFF	14													

RBL & RWO – Displays
RBL and RWO lines
available to pre-bid.

R - RSV day

: - Weekend day off

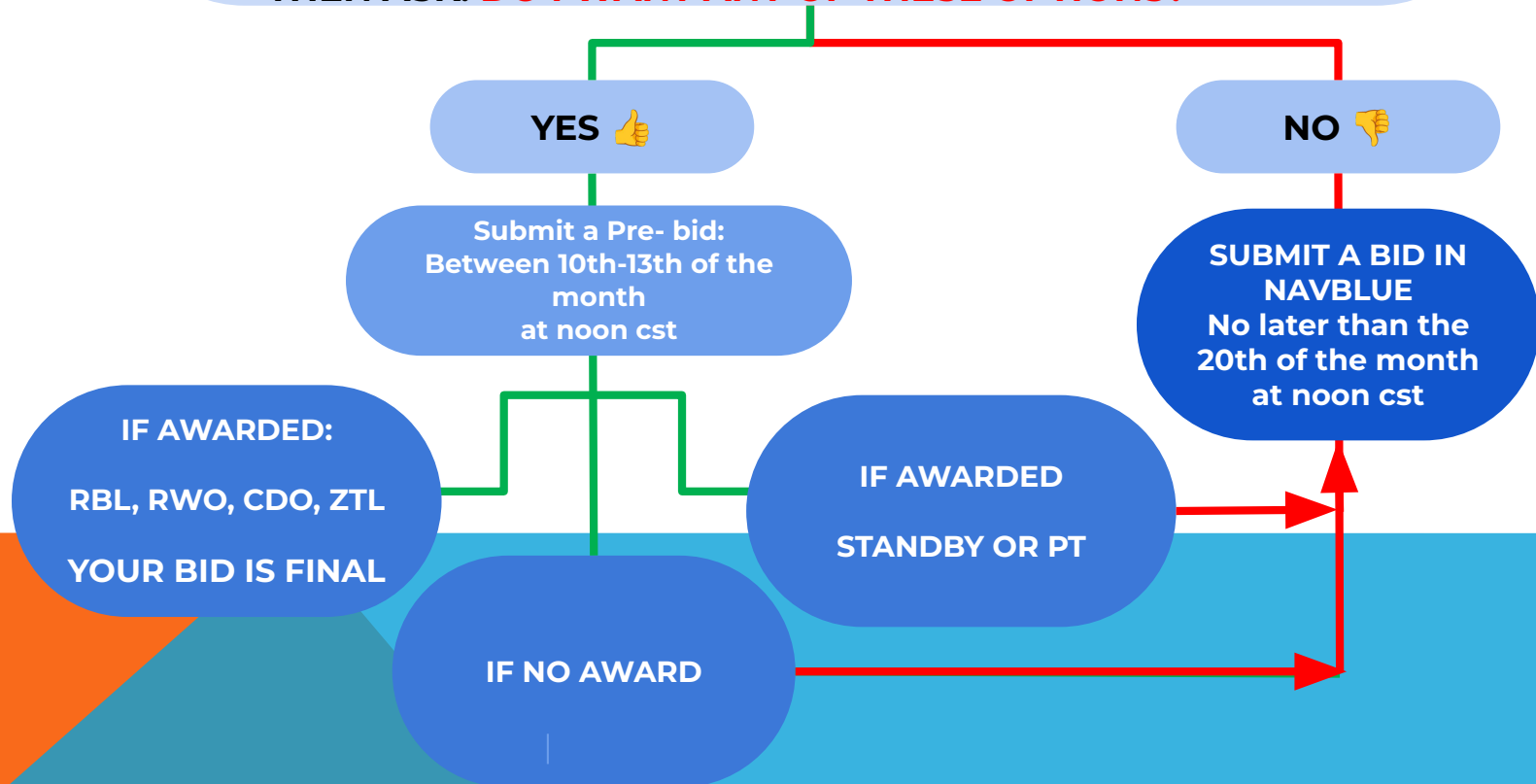
X - Weekday off

To Pre-bid or not to Pre-bid?

ON THE 10TH OF EACH MONTH:

1. Review the Seniority Lists
2. Review the Targets
3. Review the Bid Packets: RBL, RWO, Standby shifts, ZTL, CDO & PT


THEN ASK: **DO I WANT ANY OF THESE OPTIONS?**




READY TO PRE-BID?


Home / Departments / Flight Service / PBS, Bids, & Seniority Lists

PBS, Bids, & Seniority Lists

Timeline 

Preferential Bidding System (PBS) 

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Bidding System Login 

[PBS News \(updated 10/09/23\)](#)

[PBS Inquiries](#)

[PBS Resources \(updated 3/10/23\)](#)

**CLICK BIDDING SYSTEM
LOGIN**

ON MY BIDDING (PRE-BID PAGE)

envoy Preferential Bidding System

My Bidding

BID Preference System

Bid Protest

Pre-Bid Awarding

Bid Type

RSV Block Line (RBL)

Part Time

CDO Lines

RWO Lines

Airport Standby

Pre-bid Options

Your Pre-Bid Selections

ACTIVE

RBL-201
RBL-202
RBL-203
RWO-301

S1
S2
S3
S4
S5



Change the
Preference
order

Click Here if you desire to Fly on Vacation Days or Extend your Vacation

Restricted locations are not assigned for
this employee




Save

Add (move right) or
Remove (move left) a
Pre-Bid selection

To submit a Pre-Bid:

1. click **SAVE**
2. review options
3. click **CONFIRM**
4. save the confirmation #

HOW TO PRE-BID

- Click to highlight the option you want to request from the box on the left.
- Click the right-pointing arrow to move the option to the box on the right.
- Repeat the process until you have moved all your preferences to the boxes on the right (you can request as many options as you want).
- The options will be listed within the box in the same order you move them.
- If you wish to change the order, click to highlight the option and click the UP or DOWN arrow to move within the box.
- To remove an option, highlight the option and then click the left-pointing arrow to move the option to the box on the left.
- Once you are ready with all your preferences, click  .
- Once you click  , you will be asked to Confirm, click CONFIRM  .
- **ALWAYS** save a screenshot of the confirmation window until pre-bid awards are posted.

Pre-bid results:

Results are posted between the 13th of the month and the 14th of the month at noon cst

envoy **Preferential Bidding System**

My Bidding

BID Preference System

Bid Protest

Pre-Bid Awarding

- **Bid Protest** - Use this link to submit pre-bid protests. Opens on the 14th at noon cst, closes on the 15th at noon cst.

- **Pre-Bid Awarding** - Use this the link to view your individual pre-bid result and reasons report.

Bidding Timeline

10	<ul style="list-style-type: none">• Bid packets and bid targets are posted• FAs can make changes and submit their DEFAULT BID (only) at 1200 CST
15	<ul style="list-style-type: none">• Bid targets and seniority lists are updated• FAs can enter and submit a CURRENT BID (optional) at 1200 CST
20	<ul style="list-style-type: none">• Bid CLOSES at 1200 CST
22	<ul style="list-style-type: none">• Bid are published at 1200 CST• Bid protest opens at 1200 CST

BID OVERVIEW

The bidding process is to ask PBS for a block of pairings (a line) or a block of reserve. In order to be awarded either type of schedule seniority, legalities, and preference availability have to be considered.

Things to Remember when bidding

- Always look at the Targets before bidding to understand how seniority will affect your result.
- The bidding seniority is posted as Category Seniority on the Info Tab in Navblue. Always review it!! It will help you decide if adjustments to your bid need to be made.
- PBS DOES NOT BUILD THE PAIRINGS; the pairings are already built. All PBS does it combine them to reach the credit target.
- Holding a line of pairings once or during a certain period of time is not a guarantee that you will hold a line of pairings every month.
- For lineholders, PBS is all about credit and reaching the credit target, you have to focus on that.
- For reserves PBS is all about legality, you have to focus on that.

HOW TO ACCESS NAVBLUE FROM THE MAIN PBS PAGE?

PBS, Bids, & Seniority Lists

Timeline

▼

Preferential Bidding System (PBS)

➤

****Please remember that when you transfer bases, are awarded TDY, or return from any LOA in which you were inactive the month prior, **you will need to submit a new default bid.** ****

Bidding System Login

PBS News (updated 10/09/23)

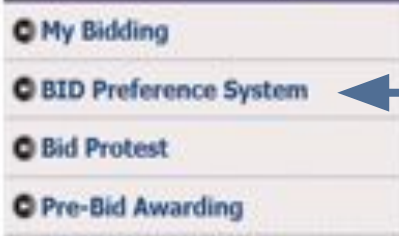
PBS Inquiries

PBS Resources (updated 3/10/23)

**CLICK BIDDING SYSTEM
LOGIN**

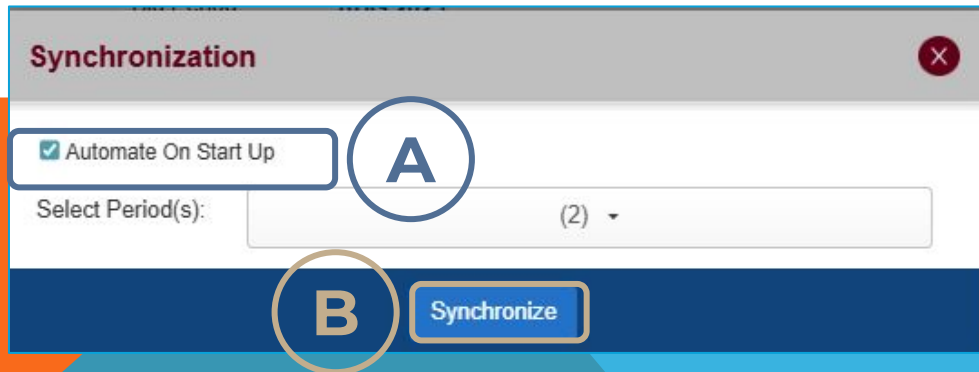
ON THE MY BIDDING PAGE (PRE-BID PAGE)

envoy Preferential Bidding System



CLICK on BID Preference System

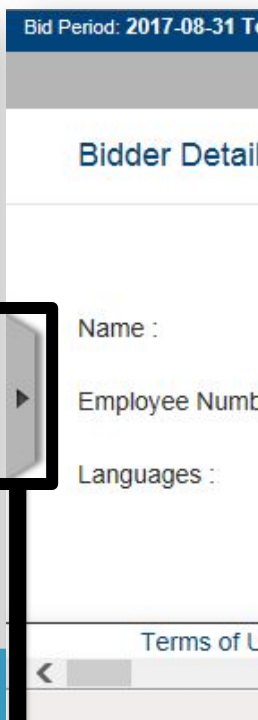
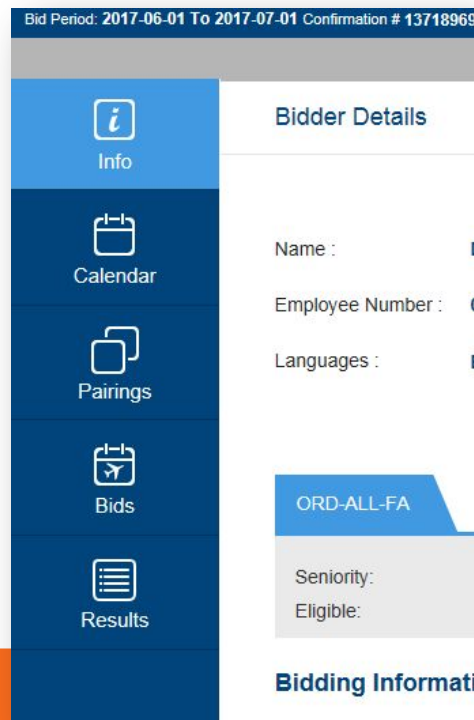
SYNCHRONIZATION



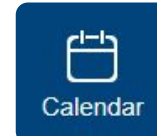
**A: Automate on Start Up –
✓ Click on the box next to
Automate On Start Up**

B: Click Synchronize

NAVIGATION TABS



Contains Bidder Details



Displays Bidder Monthly Calendar




Displays all pairings available to bid



Access to Current or Default Bid



Displays awards and Reasons Report

Click here  to display the navigation tab if not visible.

INFO TAB

Bidder Details

1
Name : **DERMALY FLORES**
Employee Number : **00432153**
Languages : **EN**

2
Bid Period : **FEB 2020**
Bid Period Start : **2020-01-31**
Bid Period End : **2020-03-01**

3

Total Pairings Day Wise

MIA-ALL-FA

Eligible: **Yes**
Seniority: **147**
Category Seniority: **10 of 102 (9.8%)**
Reduced Block: **No**

Restricted
Equipment:
Restricted
Location:
Restricted
Positions:

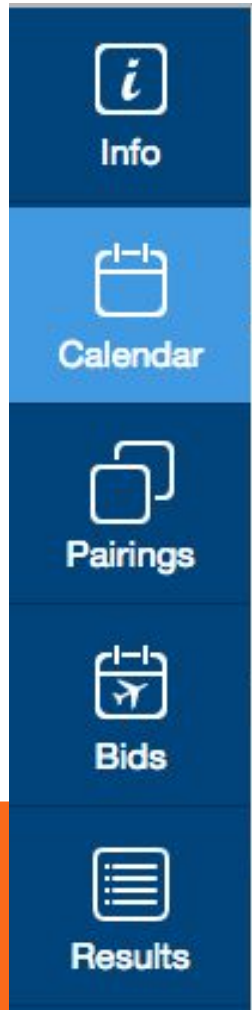
Bidding Information


Posted on 20 Apr, 2018 18:48

Upcoming Activities

1. Bidder Name and Employee Number
2. Bid Period, Bid Period Start and Bid Period End dates
3. Pie Chart with Pairings distribution based on Pairing length
4. Bidding information and Bidder Category Seniority (Bidding Seniority)
5. Displays upcoming activity, transition trips, absences, and restricted locations.

CALENDAR TAB




- The Calendar displays your activities for the month.
- You can toggle between the Horizontal and Vertical view of the Calendar. To switch views, click on the calendar button  on the gray bar.
- This calendar will only display the PBS awards. For schedule updates and changes refer to DECS, FOS, or CCI.

Horizontal

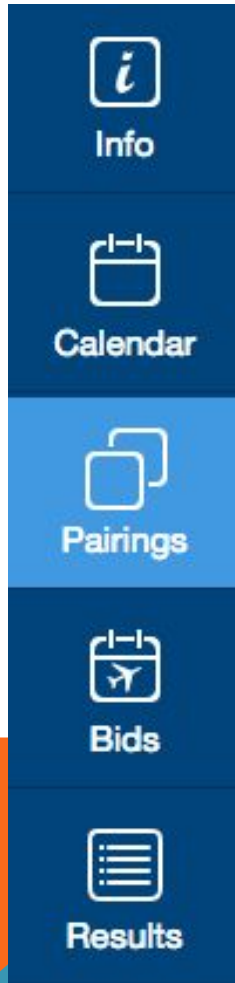
Sat, 04	
Sun, 05	
Mon, 06	
Tue, 07	02223
Wed, 08	02223
Thr, 09	02223
Fri, 10	02223

Square

Thr	Fri
02	03
09	10
 02223 	 02223 C/O : 15:59 Total Credit: 023:56 
16	17

PAIRINGS TAB

- In this tab you can view all the pairings available for the bid month.
- You can filter the pairings to narrow the search for specific pairings.
- For now, you will not use this tab, but if you want to learn more refer to the full PBS presentation on afaeagle.com

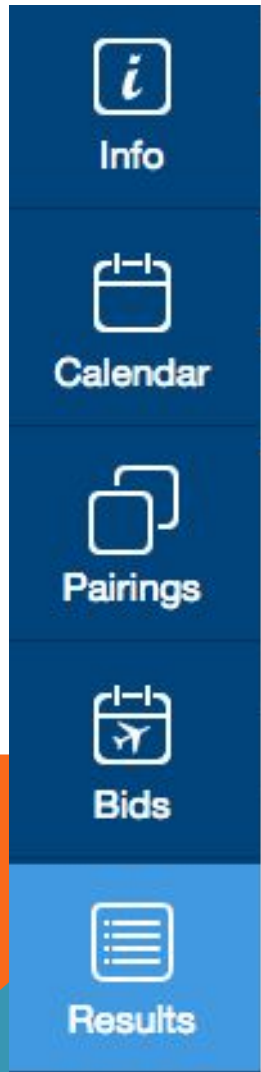


Bid Period: 2018-01-31 To 2018-03-01 Confirmation # 1371973139 Last Submitted: 30 Jan, 2018 18:16

Sort By: Pairing Number

	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed
22101	Check-In 07:30		Check-Out 16:33		Credit Value 012:37 TAFB 033:03		TLH														F1	
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22102	Check-In 07:30		Check-Out 12:51		Credit Value 009:40 TAFB 029:21		GNV														F1	
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22103	Check-In 07:30		Check-Out 15:10		Credit Value 009:22 TAFB 031:40		GNV														F1	
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22104	Check-In 07:30		Check-Out 15:10		Credit Value 009:26 TAFB 031:40		BHM														F1	
	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

RESULTS TAB



Results For: Nov2014 Sort By: Start Time Results Total In-Period Credit: 068.28

Award ID	Start Date	End Date	Total Credit	In-Period Credit	Positions
000000	2014-11-01 00:00	2014-11-03 23:59	000.00	015.22	AA
000001	2014-11-08 00:00	2014-11-08 23:59	004.30	004.30	AA
000002	2014-11-09 00:00	2014-11-10 00:00	000.01	000.01	AA
000003	2014-11-17 00:00	2014-11-17 17:42	000.25	000.25	AA
000004	2014-11-19 00:00	2014-11-19 14:05	004.00	004.00	AA

Reasons Report

Per Bid: 000000
Bid: 000000

Category: 000000
Position: 000000

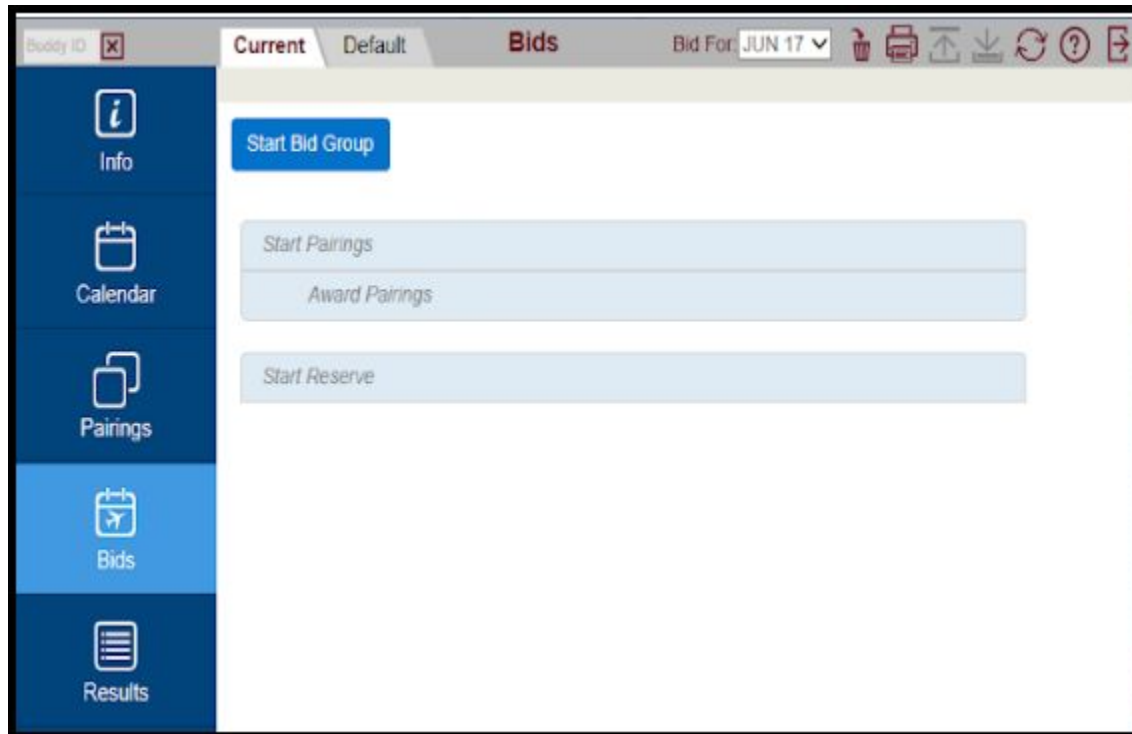
Drop Awards

Drop Award	Start Date	End Date	Total Credit	In-Period Credit	Positions
000000	2014-11-01 00:00	2014-11-03 23:59	000.00	015.22	AA
000001	2014-11-08 00:00	2014-11-08 23:59	004.30	004.30	AA
000002	2014-11-09 00:00	2014-11-10 00:00	000.01	000.01	AA
000003	2014-11-17 00:00	2014-11-17 17:42	000.25	000.25	AA
000004	2014-11-19 00:00	2014-11-19 14:05	004.00	004.00	AA

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- The Results Tab has two sections, **Awards** and **Reasons**
- **Awards** will display a list of your awards for the bid period.
- **Reasons Report** explains how PBS handled each of your bid preferences. For details on the reasons report, review the full PBS guide online.

BIDS TAB



Here you will enter, edit, and submit your Monthly Bid using either the Current or Default bid.
Click on the tab with the name of the bid to start adding or editing your preferences.

BID TYPES

CURRENT BID

- Can be submitted only between the 15th and 20th of the month (1200 CST)
- Does not carry over. It **will** erase each month
- If created, it will always be read; **even** if a default bid exists
- White Background

DEFAULT BID

- Can be submitted at any time
- Carries over from month to month **unless** the FA transfers, goes on a leave, or on TDY
- **Will only be used if no current bid exists**
- Yellow background



The screenshot shows a web interface for managing bids. At the top, there are three tabs: 'Current', 'Default', and 'Bids'. The 'Current' tab is active, but a red arrow points to the 'Default' tab. Below the tabs is a blue button labeled 'Start Bid Group'.

NOTE: PBS does not read both bids and does not jump from one bid to the other. Default bid will be used only if no Current bid exists.

USE YOUR DEFAULT BID !!!

YOU WILL BE USING YOUR
DEFAULT BID, BECAUSE YOU
WILL MAKE VERY FEW
CHANGES TO IT DURING THE
FIRST MONTHS



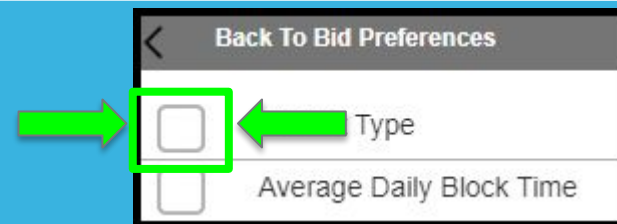
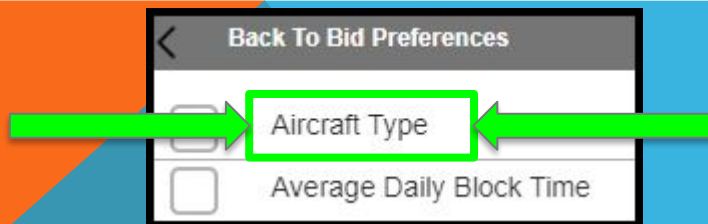
IMPORTANT!!!

TO ADD

ALWAYS CLICK
ON THE **WORDS**

TO REMOVE

CLICK ON THE
CHECKBOX

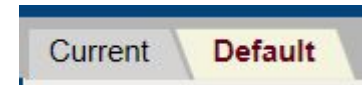


STARTING A PAIRINGS BID GROUP

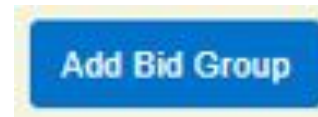
1. Click the **Bids** Tab



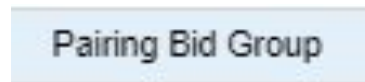
2. Select Bid Type – **Default Tab**



3. Click Add Bid Group



4. Click



5. Click



WAIVE BID PREFERENCES

Waivers are used to allow certain pairing combinations that otherwise would be not possible due to contractual restrictions. Their use is optional and it is the bidder's choice to use some or all of them.

1. Click **Waive**
2. Select the waiver you want to use, one at a time
3. Each time clicking 

☐

Minimum 2 Days Off In A Row

Waive the required 2 days off every time you are awarded a day off. This reduces the minimum days off from 2 to 1.

☐

No Same Day Pairings

Allows PBS to award a pairing beginning the same day another pairing ends, providing you meet all legalities.

☐

1 Day Off in 7

Allow 24 hours free from duty in lieu of a calendar day in domicile per 7-day period.

WAIVERS

**MINIMUM 2 DAYS OFF
IN A ROW**

AEX 12:21 013:19 28285 F1	GCK	TYR 11:43		ABI 13:35 016:29 28307 F1	SPS	ABI 14:02		ELP 14:43 004:00 02548 F1	RDU Jul4 21:31
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**NO SAME DAY
PAIRING**

GRK 14:44 013:56 02549 F2	SGF 07:43								
		SPS 21:45 010:26 28425 F1	RPT	SP1 17:41					

1 DAY OFF IN 7

DSM 07:50 013:07 02166 F1	AVI	CAE 09:41		LIT 11:40 011:25 02401 F1	ROC	AVI 11:55	SGF 15:27 012:20 02583 F2	DAY 09:43
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SET CONDITION

1. Select Set Condition

Home	Close
Apply	Reset All
Start Bid Group	
Prefer Off	
Award Pairings	
Avoid Pairings	
Instruction	
✓	Set Condition
Waive	

2. Select Minimum Credit Window

3. Click

Apply

- PBS has three credit targets: Minimum credit (65), Normal Credit (75), and Maximum Credit (91)
- The credit window is the target of hours PBS must reach to complete your pairings block
- The lowest number of minimum credit lines awarded will never be less than 5% of the domicile population. But depending on the targets it may be awarded to more than 5%.
- That is why it is so important to include Set Condition Minimum Credit in your pairings bid group.
- This will not guarantee that you will hold a line, but it does increase the chances.

AWARD PAIRINGS

1. Select Award Pairings

	Start Bid Group
	Prefer Off
✓	Award Pairings
	Avoid Pairings
	Instruction
	Set Condition
	Waive

3. Click –Select-

4. Select:

Greater Than >

5. On:

^	^
000	00
▼	▼

2. Then Select Average Daily Credit (average of hours per day on a pairing)

6. Change the credit hours 000 to 004

7. Click Apply

8. Change 004 to 003 and Apply

	Aircraft Type
	Average Daily Block Time
✓	Average Daily Credit

AWARD PAIRINGS

9. Click on



10. Then Click on the check mark ☒ on Average Daily Credit to deselect it

11. Scroll down to

Pairing Check-In
Station

and click

12. Click on

None Selected ▼

13. Click on the base so it turns dark gray, with a check mark

**Example:

MIA



14. Click apply

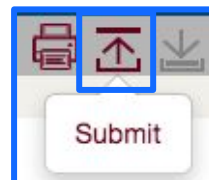
Apply

- This is how your bid should look if you used all waivers

1	Pairing Bid Group
2	Waive Minimum 2 Days Off In A Row
3	Waive No Same Day Pairings
4	Waive 1 Day Off in 7
5	Set Condition Minimum Credit Window
6	Award Pairings If Average Daily Credit > 004:00
7	Award Pairings If Average Daily Credit > 003:00
8	Award Pairings If Pairing Check-In Station ORD
Award Pairings	

1	Pairing Bid Group
2	Set Condition Minimum Credit Window
3	Award Pairings If Average Daily Credit > 004:00
4	Award Pairings If Average Daily Credit > 003:00
5	Award Pairings If Pairing Check-In Station ORD
Award Pairings	

- If you did not use all the waivers, it should be similar but without 2, 3, and 4
- Your Pairings Bid is complete, let's Submit so we do not lose the work done
- Click on the Submit symbol



Now, your Pairings Bid is ready...

... let's do your...

...RESERVE BID

Remember:

RBL and RWO lines can only be bid during the **Pre-Bid** process. This section only refers to creating a **Reserve Bid Group** within your bid in the PBS Scheduler (Navblue).

- **The Start Reserve** bid instructs the PBS Scheduler to build you a reserve schedule.
- The PBS Scheduler does not move back to your previous bid groups. All preferences must be restated in each bid group.

What can I prefer for when bidding Reserve?

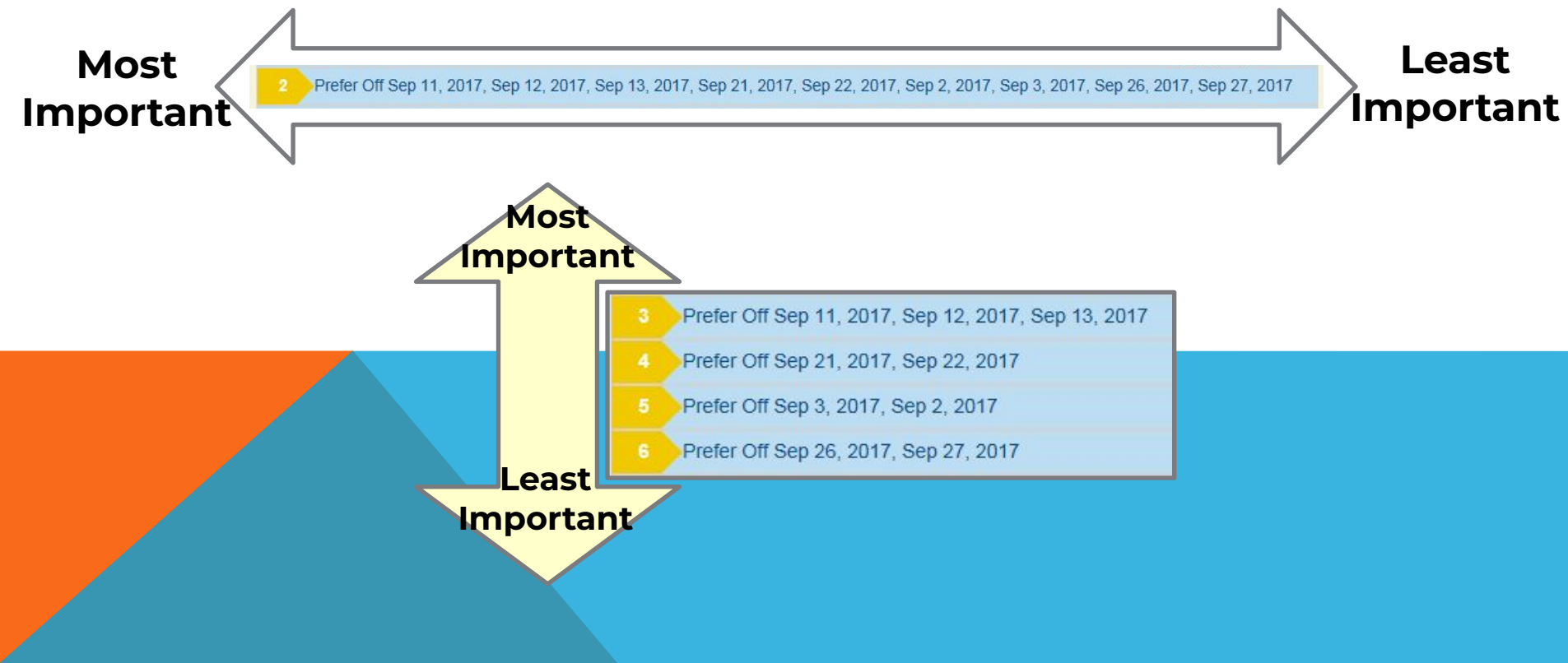
Reserve bidders will only have the option to prefer for Days off

When preferring for days off, the bidder can use:

- The default 4-3-2-2 days off combination
- A specific combination other than 4-3-2-2
- Set condition combinations with or without date range

PREFER OFF BID NOTES

The PBS Scheduler takes the listing order into consideration when honoring the Prefer Off Bid Preferences.



RGO - RESERVE GOOLDEN OFF

- To have PBS assign RGOs to the prefer off days of your preference, they must be listed first on a single bid line, separate from other prefer off days.
- RGOs must be three consecutive days off.
- RGOs must begin on the first day of a block of days off.
- RGOs will be placed according to the flight attendant's bid, if possible.
- If none of the prefer off bids can be contained within RGOs, RGOs will be placed according to coverage needs.
- If there are no prefer off bids, RGOs will be placed according to coverage needs.
- If there are no blocks of three or more days off, no RGOs will be awarded.

PARAMETERS FOR DAYS OFF ON PBS

PBS is defaulted to build a Reserve block with:

- One block of 4 days off in a row
- One block of 3 days off in a row
- Two separate blocks of 2 days off in a row

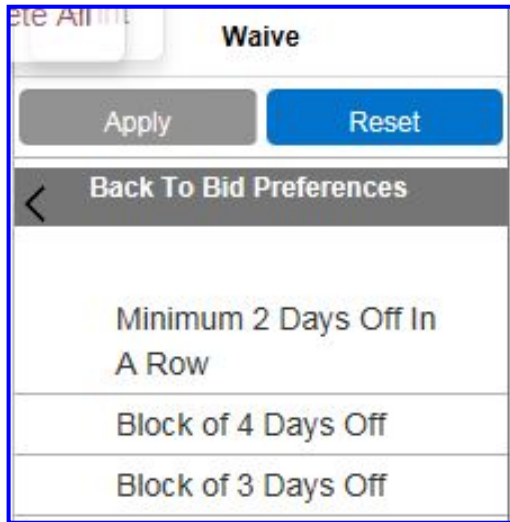
Meaning that if a FA does not request any days off or does not request a different arrangement of days off the system will assign the 4-3-2-2 combination. However, said combination could be adjusted by the bidder. Most times waivers will be required if a special combination of days is preferred for.



PARAMETERS TO BUILD A RESERVE LINE

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Two Blocks Of 2 Days Off - The 2 blocks of 2 can't be waived. They may be contained in a group that is exactly a block of two or a larger group. | <ul style="list-style-type: none">• 6 Working Days - No block of working days may exceed 6 days in a row. They may be less, but no more. | <ul style="list-style-type: none">• 11 days off - Reserve blocks will contain 11 days off. When requesting days off you may select less than 11, not more. If more are selected, some will be denied. |
| <ul style="list-style-type: none">• Single days off - If single days off are preferred for the "Waive minimum 2 Days Off" must be inserted in the bid group. | | |
| <ul style="list-style-type: none">• Single days off - If single days off are preferred for the "Waive minimum 2 Days Off" must be inserted in the bid group. | <ul style="list-style-type: none">• Block of 4 Days Off - If the bid group does not contain a block of 4 days off, the "Waive Block of 4 Days Off" must be inserted in the bid group. | <ul style="list-style-type: none">• Block Of 3 Days Off - If the bid group does not contain a block of 3 days off, the "Waive Block of 3 Days Off" must be inserted in the bid group. |

RESERVE BIDDING WAIVE OPTIONS




The screenshot shows a mobile application interface for 'Waive' options. At the top, there is a 'Waive' title and two buttons: 'Apply' and 'Reset'. Below these is a 'Back To Bid Preferences' button with a left arrow. The main content area lists three options: 'Minimum 2 Days Off In A Row', 'Block of 4 Days Off', and 'Block of 3 Days Off'. The interface is framed by a blue border.

- **Minimum 2 Days Off In a Row:** Allows your schedule to be completed with instances of single days off.
- **Block of 4 Days Off:** Allows your schedule to be completed without a block of 4 days off.
- **Block of 3 Days Off:** Allows your schedule to be completed without a block of 3 days off.

The Questions:

We have put together a series of questions that will help you make sure that your bid for Reserve Prefer Off is Correct. Always ask the first question first, the other questions do not have to be in the same order.

- **Do I have 2 blocks of 2?** If no, fix it
 - **Do I have single working days?** If yes, fix it
 - **Do I have more than 6 consecutive working days?** If yes, fix it
 - **Do I have more than 11 days off total?** If yes, fix it
 - **Do I have a block of 3?** If no, use the waiver
 - **Do I have a block of 4?** If no, use the waiver
 - **Do I have single days off?** If yes, use the waiver
- 

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30	31			27	28	29	30	31		

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- **Do I have more than 11 days off total?** If yes, fix it
- **Do I have a block of 3?** If no, use the waiver
- **Do I have a block of 4?** If no, use the waiver
- **Do I have single days off?** If yes, use the waiver

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31			27	28	29	30	31		

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- **Do I have more than 11 days off total?** If yes, fix it
- **Do I have a block of 3?** If no, use the waiver
- **Do I have a block of 4?** If no, use the waiver
- **Do I have single days off?** If yes, use the waiver

WE WILL WORK WITH YOU MAKING
SURE THAT YOU HAVE LEGAL
BLOCKS TO SUBMIT. IF YOU CARE
FOR A DIFFERENT ARRANGEMENT,
LET US KNOW, TO SEE IF IT WOULD
WORK. ONCE WE ARE DONE PLEASE
SUBMIT YOUR BID AND TAKE A
PICTURE OF YOUR CONFIRMATION
NUMBER

(ALWAYS DO!!)

- **If selecting specific dates:**

- Go to Prefer Off
- Select Date list
- Click on your desired days off

- **If selecting a number of days with no specific dates:**

- Go to Set Condition
- Select Consecutive Days Off

Once you are done, we need to make sure it is a legal preference. How do you know? Ask the questions:

- **Do I have 2 blocks of 2?**
- **Do I have more than 6 work days in a row?**
- **Do I have single working days?**
- **Do I have a block of 3?**
- **Do I have a block of 4?**
- **Do I have single days off?**
- **Do I have more than 11 days off?**