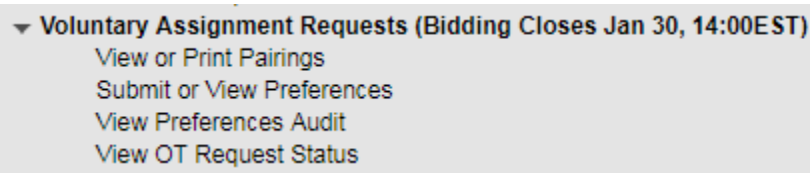
Voluntary Assignment Requests

Voluntary Assignment Requests (VARQ) is a new feature designed to allow crew members to submit preferences for trips they would be willing to fly in the event they become open during the processing time frame for the Target Date (which generally is the next day, but could be a different date).

Crew members will have a bid folder in which they can do the following:

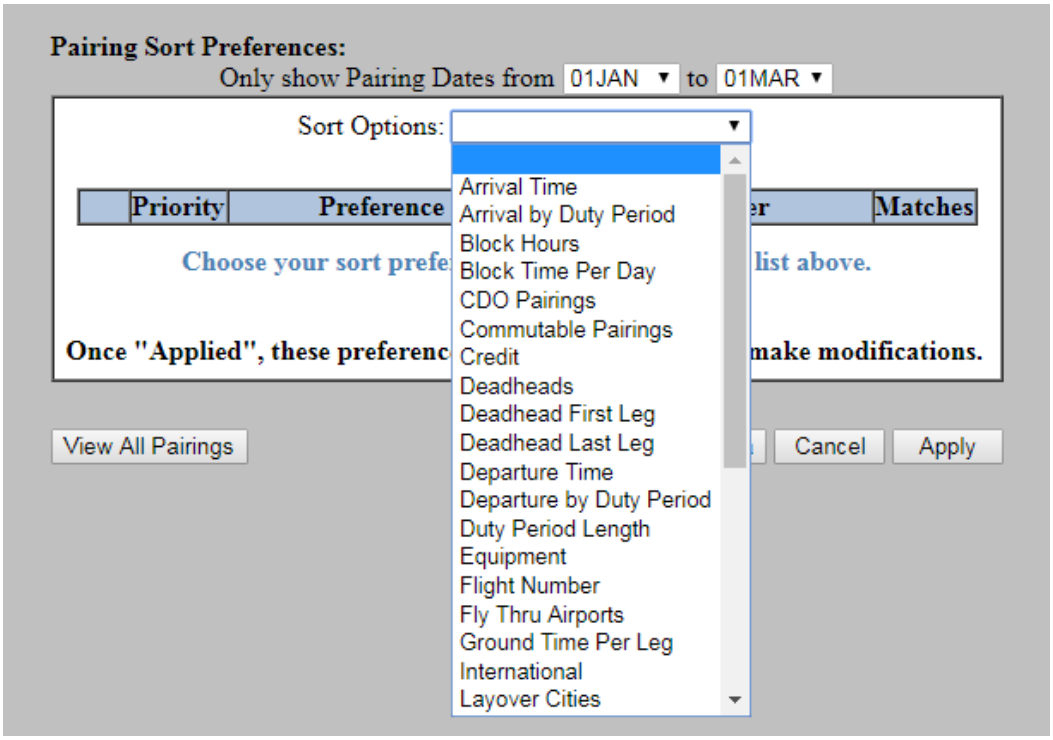


- **View or Print Pairings** – these are all pairings that exist in FLICA at that time. A person can use these preferences and see what pairings may match, so he/she knows what could potentially be awarded in the assignment process for the Target Date.
- **Submit or View Preferences** – Preferences that may be used to indicate the crew member's desired trips. Only preferences within this screen will be considered during the time of the award.
- **View Preferences Audit** –Shows all Added, Deleted or Modified preferences and how they were changed.
- **View OT Request Status** –Shows all matched requests that were generated and processed.

<u>View or Print Pairings</u> –

There are multiple sort criteria to allow the crew member to filter for pairings that match their preferences. While these preferences are not exactly the same as what is provided in the Voluntary Requests feature, they are close enough to help in many cases.

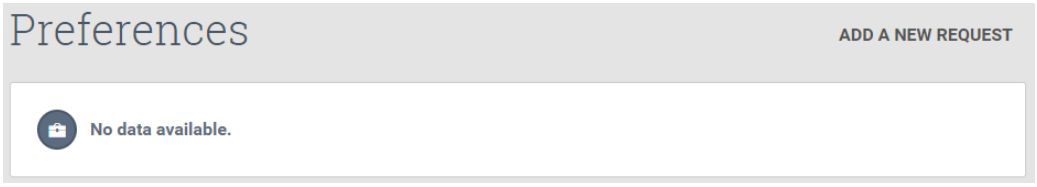
For more details on how to use this feature, look in the "Tutorials and Help" new the bottom of the Main Menu.



Submit or View Preferences –

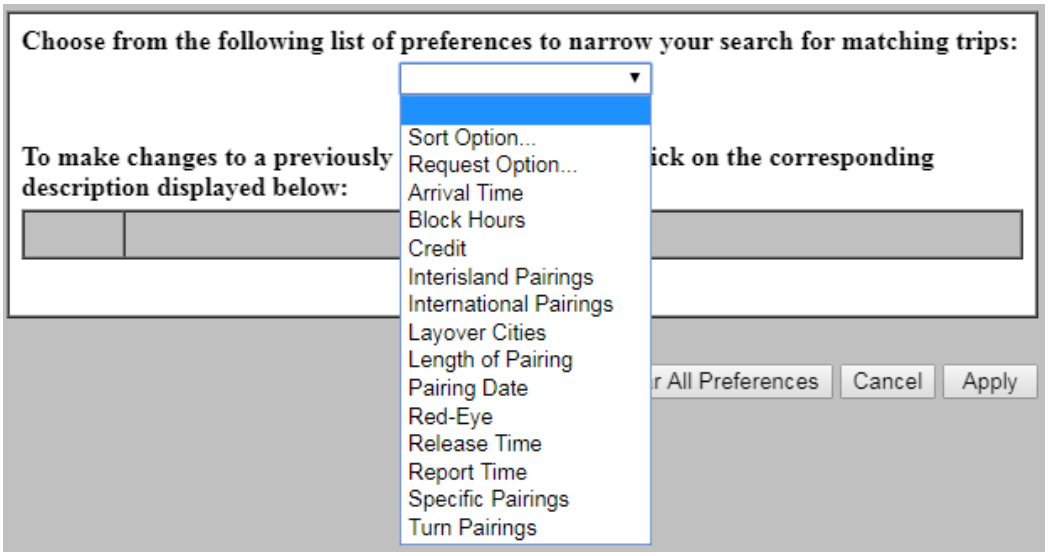
Location where preferences (created from multiple conditions) are set. The crew member can use any combination of conditions, but will always be required to set a Pairing Date.

1) Click on "ADD A NEW REQUEST" to setup a new preference

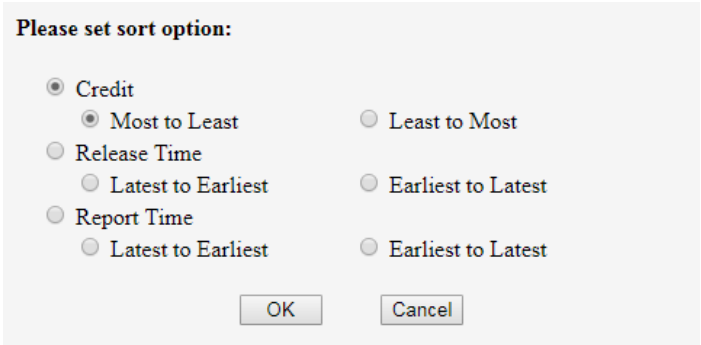


2) The user may choose to give a name to a preference if it is one that is used often (e.g. Interisland with only 5 hrs), otherwise it will use a default name of "Request #". This does not affect any processing, and is only meant to be a helpful feature to the crew member.

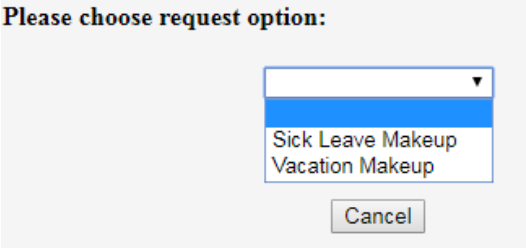
3) To setup the preference, select conditions from the drop down arrow



a. Sort Option… – this condition is used to be a tie breaker, if multiple pairings match a preference. If it is not used, the system will determine which pairing is attempted first.

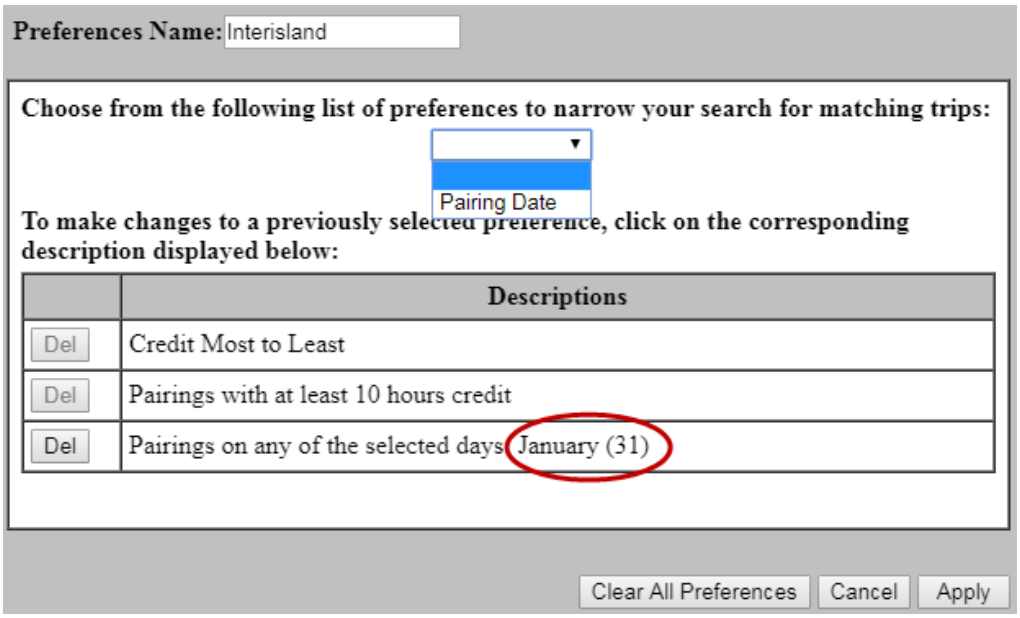


b. Request Option… – this condition allows the crew member to indicate that this preference is to be used to makeup up Sick Leave or Vacation

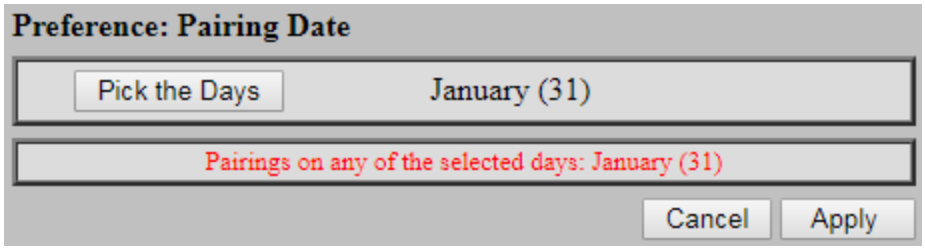


c. All of the other preferences can be used in combinations with Pairing Date (which is required in all cases).

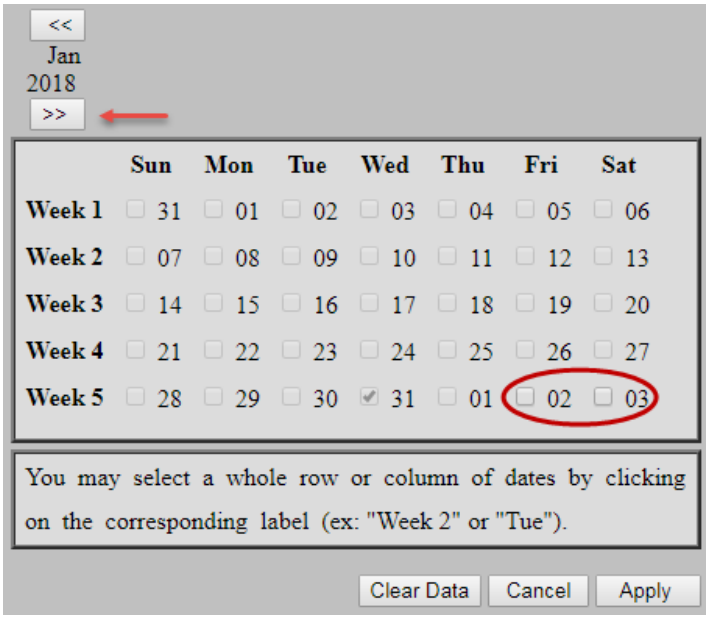
d. When a Pairing Date, within a preference, is reached or is within 13.5 hours of that date, the only modification allowed to for that preference is to change the pairing date. Only future dates, outside this window of time, will be allowed (example shows that the only modifiable condition is Pairing Date because it is within 13.5 hours of the Target Date).



i. Selecting the “Pairing Date” will popup the first box where the crew member will select “Pick the Days”

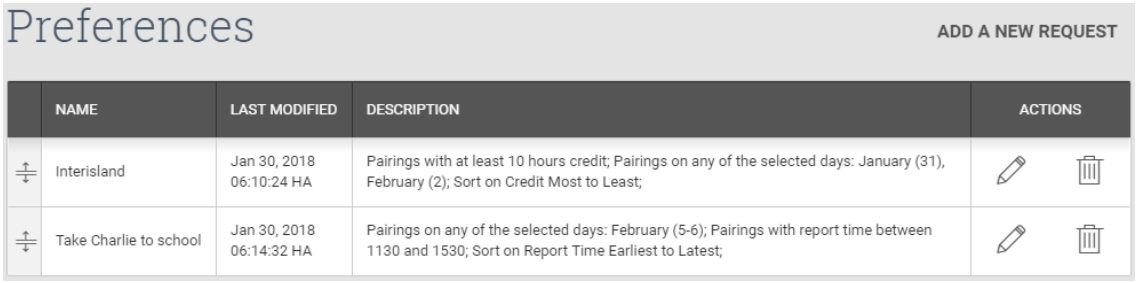


ii. A calendar view is provided from which the crew member can select the next available date (outside 13.5 hours), but may not unselect the dates within 13.5 hrs. The selection can be changed to future months to select dates beyond the 13.5 hours (in this example when set at 30 hours, Jan 31 and Feb 1 are not available to change, but Feb 2 and Feb 3 are).

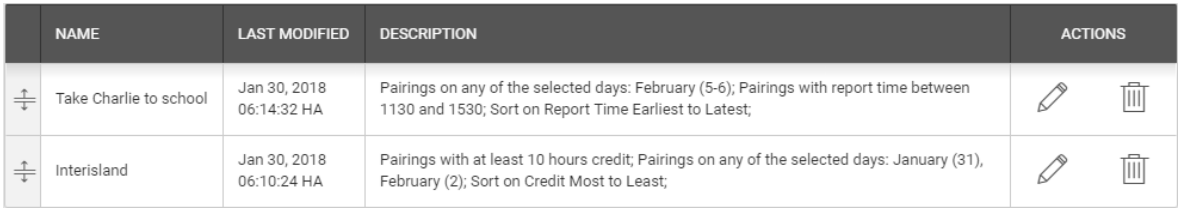


iii. You must Apply three times to save the changes.

4) Once all conditions are selected and applied, the final Preference will be available to view and prioritize



a. To prioritize, click this symbol to drag each item and drop in the preferred order (in example the two preferences were switched).



5) A preference may be edited by selecting the pencil icon .
6) A preference may be deleted (if outside the 10 hour window) by selecting the trash can icon (upon which the option to Cancel or Delete is given) and then selecting Delete.

<u>View Preferences Audit</u> –

A report that lists any modifications made to preferences, whether it was to Add, Modify or Delete.

1) The crew member can select different date ranges to see any modifications made during that time.

Start: Dec 30, 2017 End: Jan 30, 2018 Filter: All Actions Search

Preferences Audit				
Date*	Employee #	Name	Action	Details
01/30/2018 10:22:29	350	Interisland	Deleted	Pairings with at least 10 hours credit; Pairings on any of the selected days: January (31), February (2); Sort on Credit Most to Least;
01/30/2018 10:14:32	350	Take Charlie to school	Modified	**Name:** OLD="Request 1" -> NEW="Take Charlie to school" **Options:** OLD="Pairings on any of the selected days: February (5-6); Pairings with report time between 1130 and 1530; Sort on Report Time Earliest to Latest; " -> NEW="Pairings on any of the selected days: February (5-6); Pairings with report time between 1130 and 1530; Sort on Report Time Earliest to Latest; "
01/30/2018 10:14:12	350	Request 1	Added	Pairings on any of the selected days: February (5-6); Pairings with report time between 1130 and 1530; Sort on Report Time Earliest to Latest;
01/30/2018 10:10:24	350	Interisland	Modified	**Name:** OLD="Request 2" -> NEW="Interisland" **Options:** OLD="Pairings with at least 10 hours credit; Pairings on any of the selected days: January (31); Sort on Credit Most to Least; " -> NEW="Pairings with at least 10 hours credit; Pairings on any of the selected days: January (31), February (2); Sort on Credit Most to Least; "

2) Selection can be made for just All Actions, Added, Modified or Deleted.

<u>View OT Request Status</u> –

A summary of requests that were generated when a pairing matched a preference for the Target Date. The crew member will also be able to see all responses for those requests and in which Round a request was processed for that day's run.

1) Possible responses:
   a. Another request approved – means the crew member had multiple matching pairings that day, but a higher priority item was already approved and assigned.
   b. <Pairing> picked up by <Name> (emp id) – means a senior crew member received this pairing.
   c. <Pairing> (FA) Not Available – means a crew member was assigned a trip who is making up Sick Leave or Vacation
   d. All others are due to legalities flagged by the system.

Pri	Requested (HA)	Type	Status	Cancel /Hide	Comments
1	23 JAN 13:45	Swap H7094:24JAN For H6155:24JAN (FA)	Denied 23 JAN 13:46	☐	CS: Rnd 2, H6155:24JAN picked up by <Name>(EmpId)
3	23 JAN 13:45	Swap H7094:24JAN (FA) For H7133:24JAN (FA)	Approved 23 JAN 13:46	☐	CS: Rnd 2
4	23 JAN 13:30	Add H6136:24JAN (FA)	Denied 23 JAN 13:45	☐	CS: Rnd 1, H6136:24JAN (FA) Not Available
5	23 JAN 13:45	Swap H7094:24JAN For H7164:24JAN (FA)	Denied 23 JAN 13:46	☐	CS: Rnd 2, Another request approved
11	23 JAN 13:30	Add H7034:24JAN (FA)	Denied 23 JAN 13:45	☐	CS: Rnd 1, Less than min rest after H7116:23JAN (10:14 < 12:45)

Processing

Processing is done in Rounds, with requests for Sick Leave Makeup or Vacation Makeup done first, then in Seniority order, in the order of preference set by the crew member. Pairings are matched to preferences and requests are submitted by the system.

1) Requests are submitted as Add requests if no pairing already starts on the Target, therefore no conflict.
2) When a matched pairing for the Target Date conflicts with a pairing on the crew member's schedule:
    a. If the pairing on the schedule starts on a day prior to the Target Date, the request is denied with "conflicts with <pairing>"
    b. If the pairing on the schedule starts after the Target Date, the request is denied with "conflicts with <pairing>"
    c. If the pairing on the schedule starts ON the Target Date, the request is submitted as a Swap (the pairing on the schedule for the pairing that matched a preference).
3) Any pairings that drop into open time due to Approved Swaps will be the trips that are matched in subsequent Rounds.
4) Rounds will continue until no other pairings can be assigned.