

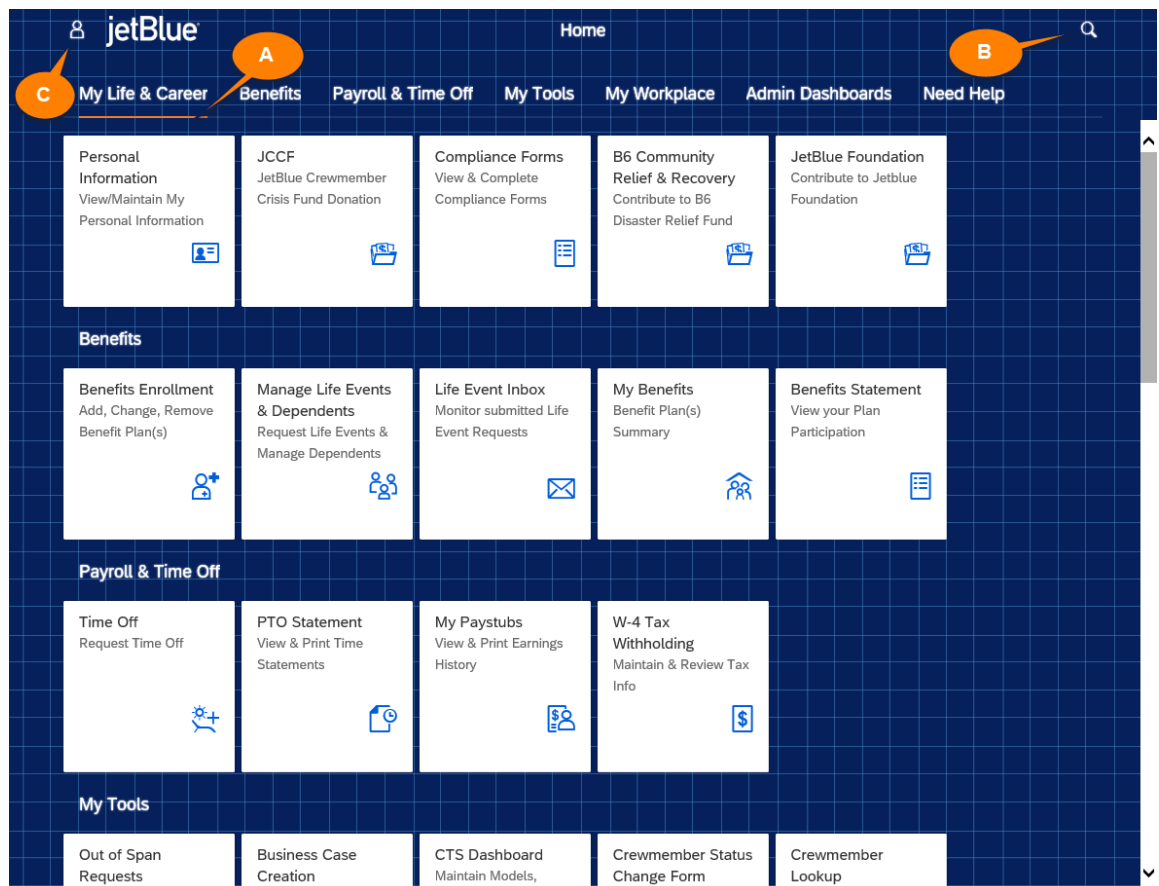
Welcome to the New Blue Crew Self Service

Our Blue Crew Self Service portal is now sporting a fresh new look with easier navigation and a more seamless experience for our Crewmembers.

A Click on an anchor link for fast navigation, to easily access Applications under:

- My Life & Career
- Benefits
- Payroll & Time Off
- My Tools
- My Workplace
- Admin Dashboards (role based)
- Need Help

B Alternative option for fast navigation is the search functionality. To start a search, click the magnifying glass icon. Enter any search term you choose in the search bar. – see below for step on how to perform a search



C When you want to log out of BCSS simply Sign Out, by clicking on the profile icon – see below for steps on how access the profile icon:

Sign Out of BCSS		
Step	Action	Screen
1.	Click on the Profile icon	
2.	Click the Sign Out link	
3.	Click the OK button	

Home

BCSS offers you a complete set of information, tools, and functionality to enable you to perform a variety of tasks in a simpler and more effective way – all in one place, with easy access and user-friendly features!

Information, tools, and functionality available on this page will vary depending if you are a Crewmember or Crewleader. From the portal you can view and update Personal information such as address, emergency contacts and bank details using the new Personal Information tile. As a Crewleader you also use the portal to access Organizational information for your department and other management tools under the My Workplace link.

My Life & Career:

- Personal Information
- JCCF
- Compliance Forms
- B6 Community Relief & Recovery
- JetBlue Foundation
- Blue Pilot Fund (*Flight ONLY*)

Benefits:

- Benefits Enrollment
- Manage Life Events & Dependents
- Life Event Inbox
- My Benefits
- Benefits Statement

Payroll & Time Off:

- Time off (*Salary CMs ONLY*)
- PTO Statement
- My Paystubs
- W-4 Tax Withholding
- PTO Cashout (*Eligible Workgroup*)

My Tools:

- Crewmember Lookup
- Business Case Creation
- LiveOrg
- Out of Span Request (*Eligible role user*)

My Workplace:

- My Tasks
- Crewleader Reports
- Delegation Access

Need Help:

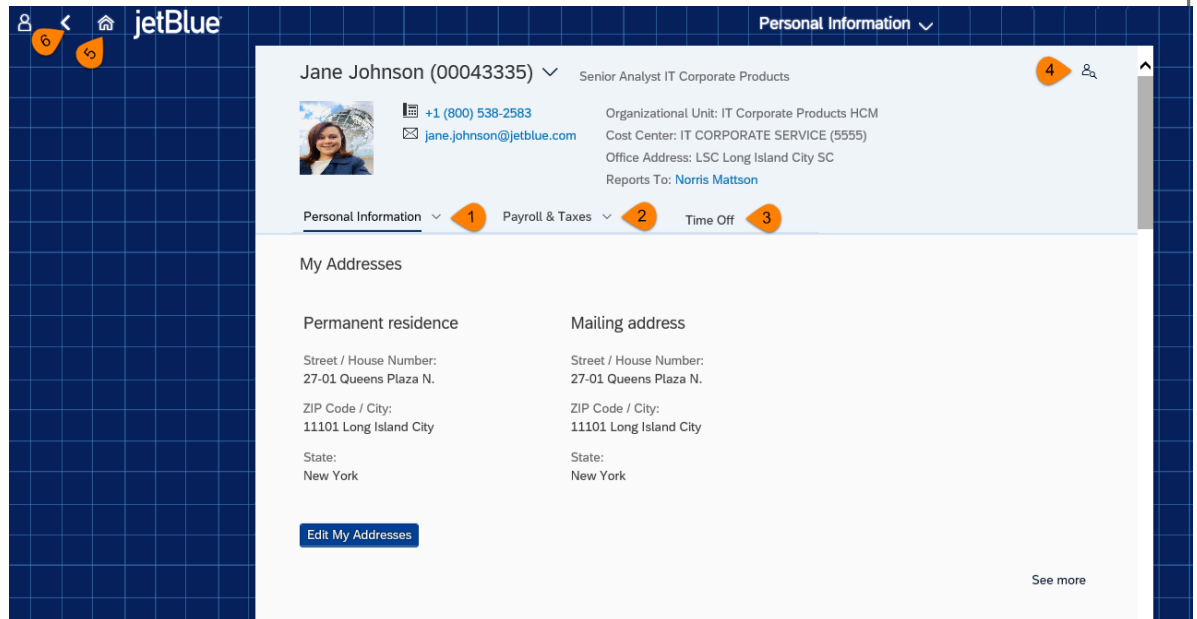
- How to Access your W-2
- Overviews – FAQs (*Eligible role user*)

The screenshot shows the jetBlue BCSS Home dashboard. At the top, there's a navigation bar with the jetBlue logo and a 'Home' label. Below the navigation bar, there are six main sections, each with a lettered icon (A-F) and a title. Section A, 'My Life & Career', includes tiles for Personal Information, JCCF, Compliance Forms, B6 Community Relief & Recovery, JetBlue Foundation, and Blue Pilot Fund. Section B, 'Benefits', includes tiles for Benefits Enrollment, Manage Life Events & Dependents, Life Event Inbox, My Benefits, and Benefits Statement. Section C, 'Payroll & Time Off', includes tiles for Time Off, PTO Statement, My Paystubs, W-4 Tax Withholding, and PTO Cashout. Section D, 'My Tools', includes tiles for Out of Span Requests, KCM Eligibility Maintenance, Business Case Creation, LiveOrg, and Crewmember Lookup. Section E, 'My Workplace', includes a tile for My Tasks. Section F, 'Need Help', includes tiles for eGuidance Overview, Compensation Overview, and Access W-2s and 1095-c Forms. Each tile contains a brief description of the functionality and a small icon representing the category.

Personal Information

The Personal Information has been enhanced to simplify the navigation and updates to your Personal data. The Personal Information application provides a quick summary of your information at a glance. The following capabilities are enabled for you in a single overview page:

- Personal Data
- Addresses
- Communication
- Driver's License (AO/GO CMs Only)
- Emergency Contact
- W-4 Withholding
- Paystubs
- Time off (Salary CMs)



Alternatively, you can search for these tools by clicking on the drop down arrow, which will take you directly to the application or by scrolling to its location:

- 1 Personal Information** dropdown menu button will expand to allow you to select and navigate you to My Addresses, Bank Details, Communications, My Emergency Contacts, or Driver License (visible to ONLY AO/GO CMs) application
- 2 Payroll & Taxes** dropdown menu button will expand to allow you to select and navigate to Paystubs, or W-4 Tax Withholding application
- 3 Time Off** link will allow you to navigate to the Time Off application
- 4 Crewmember Lookup** icon allows you to search for Crewmembers in the organization. You can also access this application in the Home page of BCSS under My Tools
- 5 Home** icon allows you to navigate back to the launchpad home page of BCSS
- 6 Go Back** arrow icon allows you to navigate back to the previous screen

My Paystubs

My Paystubs application has been enhanced to enable Crewmembers to view and manage a digital version of all paystubs each payroll period, easily and flexibly using a desktop or mobile device. The new features of the application will allow Crewmembers to sort and group the entries in the paystubs list, personalize the columns on the list, and view the details of your paystub by displaying either a pdf version of the paystub or downloading the pdf locally on your device.

Items (286)

Search Paystubs

Sort Paystub

configure column view

Group Paystub

Download PDF

View Paystub pdf

Pay Date	Payroll Type	Payroll Period or Offcycle Reason	Gross Pay	Deductions	Take Home Pay	
Payroll Year: 2019						
09/05/2019	Regular payroll run	08/16/2019 – 08/31/2019	34,379.60 USD	20,454.26 USD	13,925.34 USD	Download PDF >
05/06/2019	Regular payroll run	04/16/2019 – 04/30/2019	4,398.96 USD	1,891.33 USD	2,507.63 USD	Download PDF >
04/19/2019	Regular payroll run	04/01/2019 – 04/15/2019	4,398.96 USD	1,891.32 USD	2,507.64 USD	Download PDF >
04/05/2019	Regular payroll run	03/16/2019 – 03/31/2019	4,398.96 USD	1,891.33 USD	2,507.63 USD	Download PDF >
03/20/2019	Regular payroll run	03/01/2019 – 03/15/2019	4,398.96 USD	1,891.33 USD	2,507.63 USD	Download PDF >
03/14/2019	Bonus payment	Additional payment	204.40 USD	91.31 USD	113.09 USD	Download PDF >

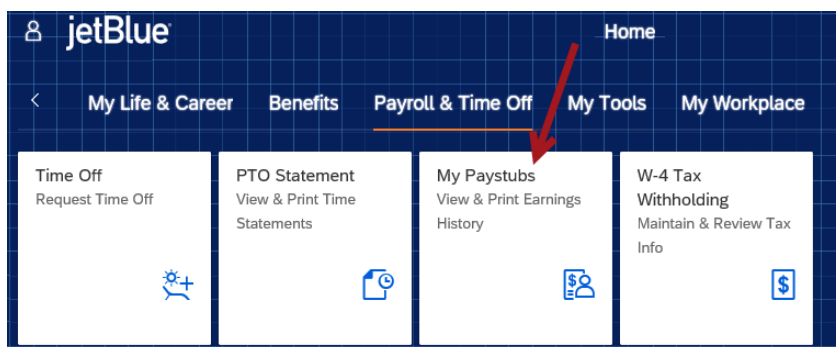
My Paystubs application is located within the Personal Information tile as well in the Home page under Payroll & Time Off

Personal Information Payroll & Taxes Time Off

Paystubs

<p>Take-Home Pay</p> <p>1,322.64 USD</p> <p>Regular payroll run September 9, 2019</p>	<p>Take-Home Pay</p> <p>1,322.63 USD</p> <p>Regular payroll run August 20, 2019</p>	<p>Take-Home Pay</p> <p>1,322.63 USD</p> <p>Regular payroll run August 8, 2019</p>	<p>Take-Home Pay</p> <p>1,903.49 USD</p> <p>Regular payroll run July 19, 2019</p>
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View My Paystubs



Time Off

For our salary CMs, submitting PTO has never been easier. The Time Off application allows our salary Crewmembers to create and submit leave request quickly and flexibly. In addition Crewmembers can track the status of their leave requests and the current PTO balance.

Leave Type	Validity	Available	Sent/Approved	Posted	Total
PTO-Entitlement	10/15/2007 – 12/31/9999	130.04 Hours	32 Hours	2,136 Hours	2,298.04 Hours

Leave Type	Validity	Status	Approver	Quota Used
PTO	09/12/2019 – 09/16/2019	Sent	Norris Mattson	24 Hours
PTO	08/23/2019	Approved	Lenny Ferguson	8 Hours
PTO	04/29/2019 – 05/07/2019	Posted	Norris Mattson	56 Hours
Sick	03/26/2019	Posted	Norris Mattson	8 Hours
PTO	03/08/2019 – 03/12/2019	Posted		24 Hours

REQUEST TIME OFF

Step	Action	Screen
1.	Click on the Create Request button	
2.	Select desired Leave Type for the drop down menu	

3.	Enter the Start and End date of the leave.	
4.	Optional enter Note to Approver	
5.	Click the Save button to request your leave.	