

Steps to fill out Payroll Discrepancy/Vacation Request Form

1. Sign in to Eaglestaff.aa.com
2. Enter your employee number
3. Click on Electronic Time and Attendance
4. Click on <https://sportal.aa.com/sites/Envoy/payrollExceptopm/Sitepages/Home.aspx>
5. Click on [Submit New Payroll Daily Attendance Exception](#) for the following:
 - **Payroll Discrepancies**
(For Payroll Related issues such as NBI/NBO/NB/No Meal/EBO/Short Turn. Etc..)
6. Click on [Submit New Vacation/Personal Holiday Request and Change](#) for the following:
 - **Vacation Request**
 - **VC/CSO**
 - **PHL Request**
 - **PHL/CSO**
 - **Vacation Donation**
 - **Sick conversion requests.**

As a reminder, all VC/PHL requests for next month must be applied online on or before the 15th of this month.

Example: If you wish to take vacation in August, you have to submit the request no later than July 15, and your VC request will be approved base on the seniority order and the number of weeks available for August.

Steps to apply for FMLA/LOA

Online:

1. My.Envoyair.com
2. Department
3. Human Resource
4. Leave of Absence Center
5. F &H Solution Group
6. New Intake – Fill out employee information.

OR

Call LOA center at **1-844-651-9111**

Email: **Envoyloa@FHSolutiongroup.com**