

# Request for Vacation Time-Off & Request for Vacation Pay (PILV)

Walk up to the kiosk



Logon to Dashboard Anywhere

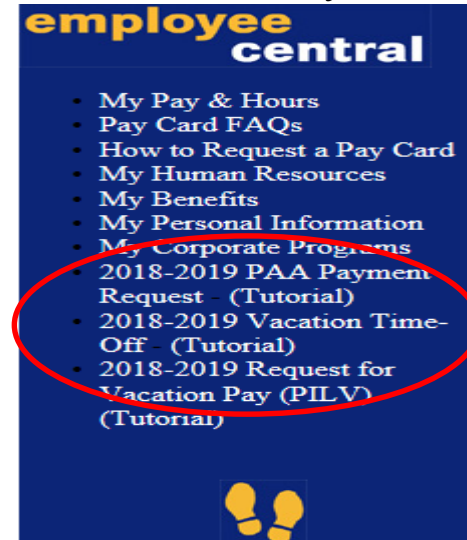
A screenshot of the FCA 'Dashboard Anywhere' website. The header includes the FCA logo, navigation links (HOME, WORKPLACE, PRODUCT CENTRAL, DEVELOPMENT, PAY &amp; BENEFITS, WORLD CLASS MANUFACTURING), and a search bar. The main content area is divided into several sections: 'Welcome' with user information for DJ Lance Rock; 'FCA Directory' with a search form; 'The Scoop' with news articles; 'FCA Announcements' featuring 'MYePAY'; and 'Attention All FCA US LLC Employees' with a 'W-2 Wage and Tax Statement' notice. A sidebar on the right contains 'The Pulse of America' infographic and 'Corporate Security Services'.

# Request for Vacation Time-Off & Request for Vacation Pay (PILV)

## On the kiosk



## On Dashboard Anywhere



**Vacation Time Off Requests** remain the same as in prior years.

**Request for vacation pay** allows employees to select the payment date for the vacation pay and elect vacation pay in increments of 8 hours up to the entire balance. There is no limit to the number of vacation payment requests.

# Request for Vacation Time-Off



The screenshot shows the login interface for the FCA Web Security Infrastructure. At the top left is the FCA logo with the text "FIAT CHRYSLER AUTOMOBILES" below it. To the right of the logo is the text "Web Security Infrastructure". Below the logo, there are two input fields: "User ID" and "Password". Below the "Password" field is a link that says "Need help logging on?(Password Wizard)". At the bottom of the login area is an orange "Sign in" button. At the very bottom of the page, there is a small disclaimer: "Access to FCA US LLC's computer systems is controlled. The Company provides access to personnel for use in the pursuit of the Company's business."

**Enter your:**  
✓TID  
✓Password  
(Same as Dashboard Anywhere)

# Request for Vacation Time-Off

## *Elect Vacation Time Off*

**On rows designated as a vacation week**

✓ Select a date using the calendar icon

**Shutdown Week rows** - Up to two weeks of vacation may have been scheduled to support the planned shutdown. These are identified with a title of “Shutdown Week” and are grey to indicate they cannot be changed.

**Vacation Week Rows** – If these are white, then the election period is open and these can be changed. After the election period closes, these will be protected from change. You must see your supervisor if a vacation needs to change.

**Ineligible Week rows** – Depending upon your vacation eligibility, up to four of these rows may be marked as ineligible and will be grey to indicate they cannot be selected.

**PAA Week** – You may convert 40 hours of your PAA to vacation. Scheduling PAA payments will be available in April.

**Request For Vacation Time off 2018-2019 (US)**

Employee: [ ] Seniority Date: [ ]  
 ID: [ ] Eligible Weeks Worked: [ ]  
 Plant: [ ] Total Eligible Vacation Time: 160.00  
 Department: [ ] Total Eligible PAA Time: 40.00

Calculation includes remaining weeks through the end of the vacation eligibility year.  
 This is a projected calculation based on your employment status. Refer to the Agreement for eligibility rules.

**Vacation Time off Requests By Week**

Vacation Scheduled	First Choice	Alternate Choice
Vacation Week	[ ]	[ ]
Vacation Week	[ ]	[ ]
Vacation Week	[ ]	[ ]
Vacation Week	05/01/2018	[ ]
Do you wish to use your Paid Absence Allowance (maximum 40 hours/1 week) for additional PAA Week	[ ]	[ ]

No indicates that you wish to use PAA for personal or sick leave or as payment during a re-employment period. You may decide how you wish to use it just before you are absent. However, once you make the decision to use PAA for an additional week of vacation leave.

If you would like an email sent with the details of this request, please select below:  
 Send a copy to the following email: [ ]  
 Use my Personal email address that I maintain on My Profile. No personal email stored, My Personal Information -> Change My Personal Email Address.

Disclaimer: Your seniority and the number of weeks you worked may reduce your final pay.  
 [Submit] [Clear] [Done]

# Request for Vacation Time-Off

## Review your Requests.

If you need to make any changes, you can select new dates as necessary.

If you wish to receive an email confirmation of your selections, either check the “Use my Personal email address” and/or check the “Send a copy to the following email” and enter an email address **before** you click the submit button.

**If you would like an email sent with the details of this request, please select below:**

- Send a copy to the following email:
- Use my Personal email address that I maintain on My Profile:  @aol.com

**Disclaimer: Your seniority and the number of weeks you worked may reduce your final vacation payment to less than an even 40 hours.**



When you are done, click the “Submit” button to save your changes.

# Request for Vacation Time-Off Confirmation E-mail

From: EmployeeCentral@chrysler.com [mailto:EmployeeCentral@chrysler.com]  
Sent: Thursday, February 11, 2018 10:17 AM  
To: XXXXXXXXXX|  
Subject: Employee Central Request

We have received your Vacation Deferral payout request which you have submitted online.  
Here is the information you provided:

\*\*\*\*\*

Requested By: EMP  
CID: XXXX

Week Type	First Choice	Alt Choice	Deferral Week	Deferral Date
Vacation Week	05/02/2018	N/A	N/A	N/A
Vacation Week	05/16/2018	N/A	N/A	N/A
Vacation Week	05/23/2018	N/A	N/A	N/A
Vacation Week	N/A	N/A	N/A	N/A

PAA selection: NO

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We process most requests within one business day

Online Employee Central Request

# Request for Vacation Pay (PILV)

## On the kiosk

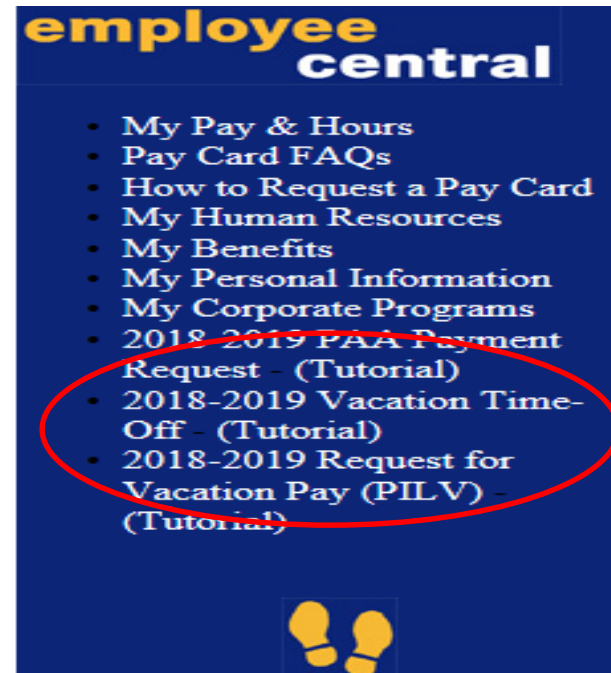
Note: This document **CAN NOT** be printed using the kiosk



Click on *2018-2019 Vacation Payment Request*

## On Dashboard Anywhere


Note: This document **CAN** be printed using Dashboard



Click on *2018-2019 Request for Vacation Pay (PILV)*

The next pages apply to the kiosk and Dashboard Anywhere.

# Request for Vacation Pay (PILV)



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**Enter your:**  
✓TID  
✓Password  
(Same as Dashboard Anywhere)



# Request for Vacation Pay (PILV)

## *Request For Vacation Pay*

**Request for vacation pay allows employees to select the payment date for the vacation pay and elect vacation pay in increments of 8 hours up to the entire balance. There is no limit to the number of vacation payment requests.**

### Request For Vacation Pay 2018-2019 (US)

Employee:	Eligible Weeks Worked:
D-ID:	Total Eligible Vacation Pay: 160.00
Plant:	Total Unpaid Vacation to Date: 160.00
Seniority Date:	Total Allocation of Unpaid Vacation: 0.00
	Remaining Hours of Unpaid Vacation: 160.00

Calculation includes remaining weeks through the end of the vacation eligibility year.  
This is a projected calculation based on your employment status. Refer to the Agreement for eligibility r

Current Vacation/TimeOff Elections

Schedule	First Choice	Alternate Choice	Schedule	First Choice	Alternate Choice
1.Vacation	<input type="text"/>	<input type="text"/>	3.Vacation	<input type="text"/>	<input type="text"/>
2.Vacation	<input type="text"/>	<input type="text"/>	4.Vacation	<input type="text"/>	<input type="text"/>

View Previously Cancelled Req

There are no current vacation pay advance requests.

Vacation Hours:  Minimum is 8 or Remaining Vacation Pay (if less than 8)  
Maximum is Remaining Vacation Pay.

Deposit Date:  \*Note: Deposit Date is one week following the Work Week.

Send a copy to the following email: 
  
 Use my Personal email address that I maintain on My Profile: No personal email stored, update from My Personal Information-->Change My Personal Email Address.

**Selecting Pay Weeks** – As you select Deposit dates for your vacation pay advance requests, your choices will appear in the “Current Requests” section.

Current Requests:

Deposit Date	Pay Week	Work Week Dates	Vacation Hours	Request Date	Requester	Cancel Entry
05/12/2018	19	05/01/2018 - 05/07/2018	8.0	01/09/2018 04:17:43 PM		<input type="checkbox"/>
05/19/2018	20	05/08/2018 - 05/14/2018	8.0	01/09/2018 04:17:47 PM		<input type="checkbox"/>
05/26/2018	21	05/15/2018 - 05/21/2018	8.0	01/09/2018 04:17:53 PM		<input type="checkbox"/>
06/02/2018	22	05/22/2018 - 05/28/2018	8.0	01/09/2018 04:18:02 PM		<input type="checkbox"/>
06/09/2018	23	05/29/2018 - 06/04/2018	8.0	01/09/2018 04:18:10 PM		<input type="checkbox"/>
06/16/2018	24	06/05/2018 - 06/11/2018	8.0	01/09/2018 04:18:19 PM		<input type="checkbox"/>

**Changes to Deposit Dates** – You can make changes to your deposits at any time, up to 6:00 am EST on the Monday of that pay week.

Select Vacation Hours and Deposit Dates.

Click Submit button to save.

**Note:** To receive your vacation payment, you must elect the pay period for payment. If you do not make an election, your vacation pay will be paid in May of 2018.

## Request for Vacation Pay (PILV)

### Review your Requests.

If you need to make any changes, you can select new dates as necessary.

If you wish to receive an email confirmation of your selections, either check the “Use my Personal email address” and/or check the “Send a copy to the following email” and enter an email address **before** you click the submit button.

**If you would like an email sent with the details of this request, please select below:**

- Send a copy to the following email:
- Use my Personal email address that I maintain on My Profile:  @aol.com

**Disclaimer: Your seniority and the number of weeks you worked may reduce your final vacation payment to less than an even 40 hours.**



When you are done, click on the “Submit” button to save your changes.

# Request for Vacation Pay (PILV) E-mail Confirmation

From: EmployeeCentral@chrysler.com [mailto:EmployeeCentral@chrysler.com]  
Sent: Thursday, February 11, 2018 10:30 AM  
To: XXXXXX  
Subject: Employee Central Request

We have received your Vacation Pay which you have submitted online. Here is the information you provided:

\*\*\*\*\*

Request for Vacation Pay

Vacation Hours: 8  
Date Deposit Requested: 05/20/2018  
Requested By: XXXXXX

\*\*\*\*\*

These Requests are open to cancel/change until the Monday prior to the Deposit Date Requested  
Online Employee Central Request

Request for Vacation Time-Off  
&  
Request for Vacation Pay (PILV)

- **January 29, 2018** - 2018-2019 Vacation Time Off and Vacation Pay scheduling election period begins.
- **April 30, 2018** – 2017-2018 PILV deferral link is removed from the kiosk.
- **April 27, 2018** – Vacation Time Off elections for the 2018-2019 vacation period closes. Employees must contact their supervisor to schedule vacation elections after April 27<sup>th</sup>.
- **May 11, 2018** - Unpaid Vacation from 2017-2018 year paid out.
- **May 18, 2018** – Payout for unpaid 2017-2018 PAA. First Pay Deposit Date for 2018-2019 Vacation Pay.