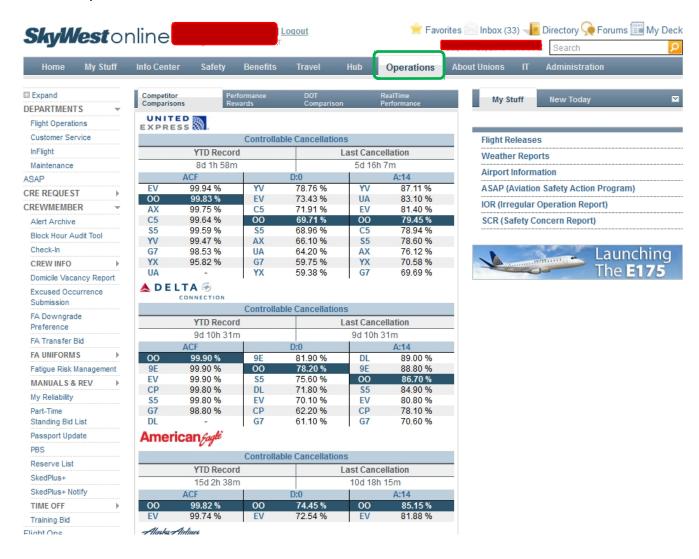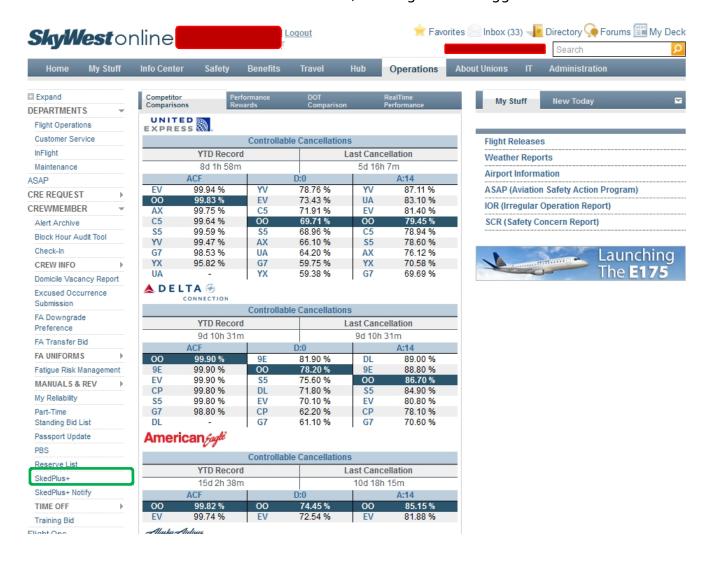# SkyWest Online Instructions

These screenshots are from early 2016 and might not be completely accurate. Here are detailed instructions on obtaining your flight schedule and W2 from SWOL.

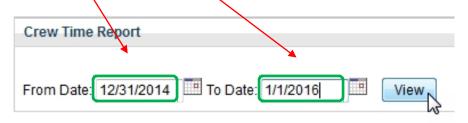Log into SWOL using your ID and password.

Click on Operations.

Click on SkedPlus+. SkedMinus- doesn't exist, although some suggest it should.
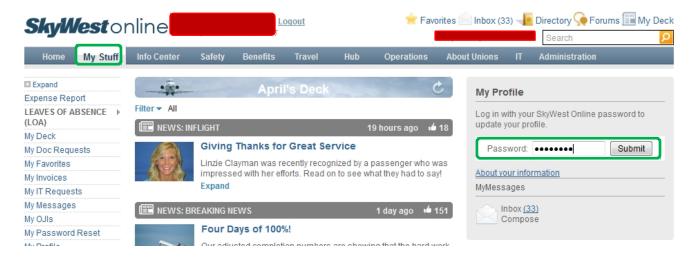
Click on Options and select Crew Time Report.

Enter **12/31/2016** and **1/1/2018** for the dates (note the screen shot below is from a previous year- we don't have a current one). This captures your overnight on 12/31 for both years to allow for maximum per diem deduction.

Allow the webpage to fully populate with your schedule before printing or saving. When printing onto paper, please select two pages per sheet. You can also print to PDF or save the webpage as an htm or html file.
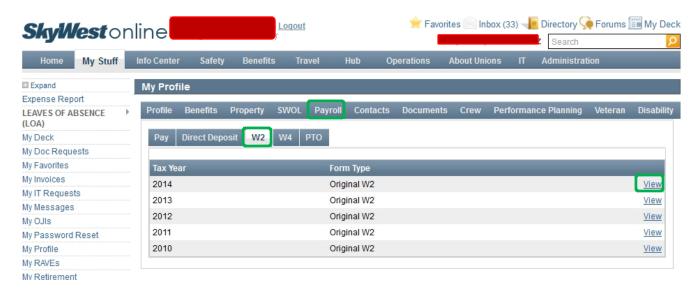
We also need your W2.

Click on My Stuff and enter your SWOL password.

Click on Payroll and W2.

Click on View next to 2017 under Tax Year (the example below does not have 2017 listed)

We only need the first page of the W2, and this too can be printed to PDF.

Please let us know if you have any questions or concerns as you go through this.