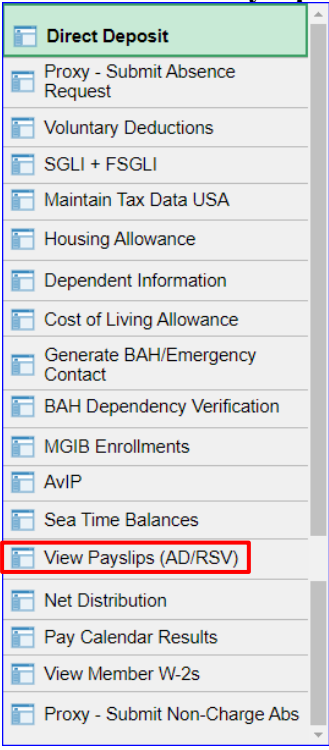# View Member's Payslips

Introduction	This guide provides the procedures for a Personnel & Admin office (P&A) or a SPO to view and/or print a member's payslip in Direct Access (DA).
Information	Direct Access provides payslips from **01 Jan 2015 to Present**. If a payslip is required from before 01 Jan 2015, a Trouble Ticket will need to be submitted to PPC.
Procedures	See below.

Step	Action
1	Click on the **Active/Reserve Pay** tile.
1.5	Select the **View Payslips (AD/RSV)** option.

View Member's Payslips, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**. **View Active Duty Payslips** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria Empl ID begins with ▼ 1234567 Name begins with ▼ Last Name begins with ▼ Second Last Name begins with ▼ Alternate Character Name begins with ▼ Middle Name begins with ▼ Business Unit begins with ▼ Department Set ID begins with ▼ Department begins with ▼ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

View Member's Payslips, Continued

Procedures, continued

Step	Action
3	A list of the available payslips will display. Select the **Payment Date** of the payslip to be opened.

View Payslips

Koopa Troopa

Select Payslip

Payment Date	Period Begin Date	Period End Date	Self-Service Availability	
5/31/2019	05/16/2019	05/31/2019	05/29/2019	^
5/15/2019	05/01/2019	05/15/2019	05/13/2019	
5/1/2019	04/16/2019	04/30/2019	04/29/2019	
4/15/2019	04/01/2019	04/15/2019	04/13/2019	
4/1/2019	03/16/2019	03/31/2019	03/30/2019	
3/15/2019	03/01/2019	03/15/2019	03/13/2019	
3/1/2019	02/16/2019	02/28/2019	02/27/2019	
2/15/2019	02/01/2019	02/15/2019	02/13/2019	
2/1/2019	01/16/2019	01/31/2019	01/30/2019	
1/15/2019	01/01/2019	01/15/2019	01/13/2019	
12/31/2018	12/16/2018	12/31/2018	12/29/2018	
12/14/2018	12/01/2018	12/15/2018	12/12/2018	
11/30/2018	11/16/2018	11/30/2018	11/28/2018	
11/15/2018	11/01/2018	11/15/2018	11/13/2018	
11/1/2018	10/16/2018	10/31/2018	10/30/2018	v

[Return to Search]   [Notify]

View Member's Payslips, Continued

Procedures, continued

Step	Action
4	The selected payslip will open in a new window.

Step	Action
5	To print, scroll to the bottom center of the page and select the **printer icon**.