



View Member's Payslips

Introduction This guide provides the procedures for viewing and/or printing a member's payslip in Direct Access (DA).

Information DA 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	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Act/RSV Pay Shortcuts drop-down and select the View Payslips (AD/RSV) option.</p> 

Continued on next page

View Member's Payslips, Continued

Procedures,
continued

Step	Action
3	<p data-bbox="316 495 933 524">Enter the member's Empl ID and click Search.</p> <div data-bbox="316 524 1059 1173" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="323 533 603 562">View Active Duty Payslips</p> <p data-bbox="323 577 1051 602">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="323 633 544 658">Find an Existing Value</p> <p data-bbox="323 685 507 710">▼ Search Criteria</p> <p data-bbox="475 752 900 777">Empl ID begins with ▼ 1234567</p> <p data-bbox="491 786 900 810">Name begins with ▼</p> <p data-bbox="451 819 900 844">Last Name begins with ▼</p> <p data-bbox="387 853 900 878">Second Last Name begins with ▼</p> <p data-bbox="323 887 900 911">Alternate Character Name begins with ▼</p> <p data-bbox="435 920 900 945">Middle Name begins with ▼</p> <p data-bbox="435 954 900 978">Business Unit begins with ▼</p> <p data-bbox="387 987 900 1012">Department Set ID begins with ▼ </p> <p data-bbox="435 1021 900 1046">Department begins with ▼ </p> <p data-bbox="323 1055 485 1079"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="323 1133 882 1158"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  <input type="button" value="Save Search Criteria"/> </p> </div>

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View Member's Payslips, Continued


Procedures,
continued

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4	<p>A list of the available payslips will display. Select the Payment Date of the payslip to be opened.</p> <div data-bbox="316 566 1310 1778" style="border: 1px solid blue; padding: 5px;"> <p>View Payslips</p> <p>Koopa Troopa</p> <p>Select Payslip</p> <table border="1"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date</th> <th>Period End Date</th> <th>Self-Service Availability</th> </tr> </thead> <tbody> <tr> <td>5/31/2019</td> <td>05/16/2019</td> <td>05/31/2019</td> <td>05/29/2019</td> </tr> <tr> <td>5/15/2019</td> <td>05/01/2019</td> <td>05/15/2019</td> <td>05/13/2019</td> </tr> <tr> <td>5/1/2019</td> <td>04/16/2019</td> <td>04/30/2019</td> <td>04/29/2019</td> </tr> <tr> <td>4/15/2019</td> <td>04/01/2019</td> <td>04/15/2019</td> <td>04/13/2019</td> </tr> <tr> <td>4/1/2019</td> <td>03/16/2019</td> <td>03/31/2019</td> <td>03/30/2019</td> </tr> <tr> <td>3/15/2019</td> <td>03/01/2019</td> <td>03/15/2019</td> <td>03/13/2019</td> </tr> <tr> <td>3/1/2019</td> <td>02/16/2019</td> <td>02/28/2019</td> <td>02/27/2019</td> </tr> <tr> <td>2/15/2019</td> <td>02/01/2019</td> <td>02/15/2019</td> <td>02/13/2019</td> </tr> <tr> <td>2/1/2019</td> <td>01/16/2019</td> <td>01/31/2019</td> <td>01/30/2019</td> </tr> <tr> <td>1/15/2019</td> <td>01/01/2019</td> <td>01/15/2019</td> <td>01/13/2019</td> </tr> <tr> <td>12/31/2018</td> <td>12/16/2018</td> <td>12/31/2018</td> <td>12/29/2018</td> </tr> <tr> <td>12/14/2018</td> <td>12/01/2018</td> <td>12/15/2018</td> <td>12/12/2018</td> </tr> <tr> <td>11/30/2018</td> <td>11/16/2018</td> <td>11/30/2018</td> <td>11/28/2018</td> </tr> <tr> <td>11/15/2018</td> <td>11/01/2018</td> <td>11/15/2018</td> <td>11/13/2018</td> </tr> <tr> <td>11/1/2018</td> <td>10/16/2018</td> <td>10/31/2018</td> <td>10/30/2018</td> </tr> </tbody> </table> <p>Return to Search Notify</p> </div>	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
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5	<p>The selected payslip will open in a new window.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">U.S. Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)</td> <td colspan="2">United States Coast Guard / NOAA Active and Reserve Statement of Semi-Monthly Income</td> </tr> <tr> <td colspan="2">COMMANDING OFFICER (CCB) COAST GUARD PPC 444 SE QUINCY ST TOPEKA, KS 66683-3591 PHONE 1-866-772-8724</td> <td>Pay Group: USCG Active Duty Pay Begin Date: 2019-05-16 Pay End Date: 2019-05-31</td> <td>Member DOB: 1988-08-31 Spouse DOB: 1988-07-26 Youngest Child DOB: 2017-03-17</td> </tr> <tr> <td>Koopa Troopa 1234 Luigi Mansion Cheep Cheep Beach, CA 54321</td> <td>Employee ID: 1234567 Rank: LTJG Pay Grade: O2 Department: MSRT EAST DIRECT ACTION SEC Retirement Plan: Legacy</td> <td colspan="2">TAX DATA:</td> </tr> <tr> <td colspan="2"></td> <td>Federal</td> <td>AK State</td> </tr> <tr> <td colspan="2"></td> <td>Marital Status: Married</td> <td>N</td> </tr> <tr> <td colspan="2"></td> <td>Allowances: 2</td> <td>3</td> </tr> <tr> <td colspan="2"></td> <td>Addl. 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