

# Payslips

## Overview

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### Introduction

This guide provides the member with information and procedures to review their payslip in Direct Access (DA).

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### General Information

- The Payslip provides the user with a summary of their earnings, deductions, and leave for the pay period. Each month has two pay periods: a mid-month pay period from the 1<sup>st</sup> through the 15<sup>th</sup> of the month and an end-month pay period from the 16<sup>th</sup> through the last day of the month. 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.
  - Only the latest 24 payslips (12 months' worth) are available in DA. When a new payslip is populated, the oldest one will drop. PPC gets approximately 30-50 requests each month for copies of payslips that have already dropped from DA. PPC is NOT able to provide payslips after it drops from DA. It is strongly recommended that you download/print your payslips if you require hard copies.
  - For detailed information regarding the Leave Summary section see the **My Payslip Leave Summary** user guide.
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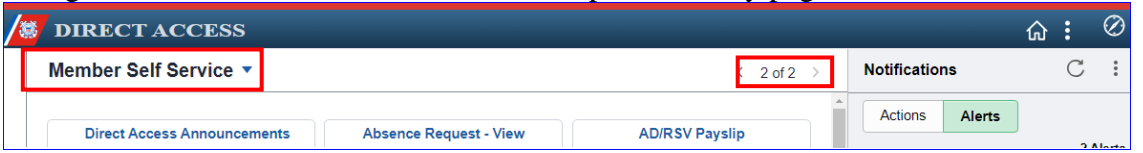
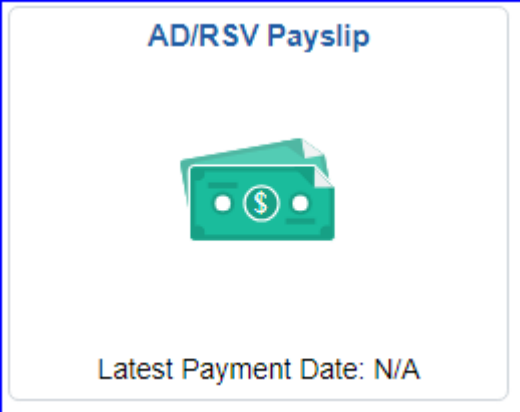
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# How to View a Payslip

**Introduction** This section provides the procedures for accessing and viewing the payslip in Direct Access (DA).

**Procedures** See below.

Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by page <b>arrows</b>.</p> 
2	<p>Click on the <b>AD/RSV Payslip</b> tile.</p> 

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# How to View a Payslip, Continued

Procedures,  
continued

Step

3

Action

The View Payslips page will display. Select the **Payment Date** for the pay period you want to view.

**NOTE:** Click **Return to CG AD Self Service: Employee** to return to the main menu.

View Payslips

MALCOLM REYNOLDS

Select Payslip

Payment Date	Period Begin Date	Period End Date
8/15/2023	08/01/2023	08/15/2023

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The payslip will open in a new window. The file is in PDF format and may be printed and/or saved, as necessary. To exit the payslip, close the window.

U.S. Department of Homeland Security  
U.S. Coast Guard  
CG-5099-ACT (Rev 01/2015)

United States Coast Guard / NOAA  
Active and Reserve  
Statement of Semi-Monthly Income

COMMANDING OFFICER (CCB)  
COAST GUARD PPC  
444 SE QUINCY ST  
TOPEKA, KS 66603-3391 PHONE 1-866-772-8724

Pay Group: USCG Active Duty  
Pay Begin Date: 2020-08-16  
Pay End Date: 2020-08-31

Member DOB: 1997-08-31  
Spouse DOB: N/A  
Youngest Child DOB: N/A

Malcolm Reynolds 1234 Firefly Terrace Serenity, WA 94321	<div>Employee ID: 1234567 Rank: SN Pay Grade: E3 Department: CGC SERENITY Retirement Plan: Blended</div>	<div>TAX DATA: Marital Status: Single Allowances: 0 Add. Percent: 0 Add. Amount: 0</div> <table><tr><th>Federal</th><th>CA State</th></tr><tr><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td></tr></table>	Federal	CA State	0	0	0	0	0	0
Federal	CA State									
0	0									
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EARNINGS		TAXES		
Description	Current	Description	Current	YTD
BAS-ENL	186.35	FICA	78.14	643.91
BASIC PAY	1021.35	FITW	50.76	1543.49
CSEAPAY	17.50	SWT	14.23	383.45
TOTAL:	1225.20	TOTAL:	143.13	2772.85

DEDUCTIONS		ALLOTMENTS	
Description	Current	Description	Current
AFRH	0.25	CG Exchange	119.70
DISCOUNT MEAL RA	189.60	CGMA LOAN	41.67
SGLI 6	12.00		
TSGLI	0.50		
TSP ROTH-BASIC	51.07		
TSP TRAD-BASIC	30.64		
TOTAL:	284.06	TOTAL:	161.37

	OASDI WAGES	MEDICAID WAGES	FED TAXABLE GROSS	STATE TAXABLE GROSS	NET PAY
Current	1021.35	1021.35	1008.21	1008.21	636.64
YTD	8443.16	8443.16	13398.77	13398.77	1007.00

LEAVE SUMMARY

Begin Regular Leave Balance	8.0
- Regular Leave Earned	2.5
- Regular Leave Used	0.0
- Regular Leave Lost	0.0
- Regular Leave Sold	0.0
End Regular Leave Balance	10.5
End Reserve Leave Balance	0.0
End Combat Exhaustion Balance	0.0
End Special Leave Carryover Balance	0.0
Regular Leave Sold (Career-to-date)	0.0

NET PAY DISTRIBUTION

Account Type	Account Number	Deposit Amount
Checking	*****1234	636.64
TOTAL:		636.64

REMARKS:  
-- CUMULATIVE SEA DUTY AS OF 31-AUG-2020 IS 0 YEARS 2 MONTHS 7 DAYS.  
-- TSP TRADITIONAL ELECTION: 3 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.  
-- TSP ROTH ELECTION: 5 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.  
-- YTD AUTOMATIC 1% AGENCY CONTRIBUTION IS \$40.84.  
-- CURRENT AUTOMATIC 1% AGENCY CONTRIBUTION IS \$10.21.  
-- CURRENT AGENCY MATCHING CONTRIBUTION IS \$0.  
-- YTD TSP TRADITIONAL CONTRIBUTION IS \$122.56.  
-- YTD TSP ROTH CONTRIBUTION IS \$204.28.  
-- OVER PAYMENT DEDUCTION STOPPED ON 2020-08-15.

## Reading a Payslip

**Introduction** This section provides a breakdown and explanation of each section of the payslip.

**Top Section** This section shows the **current address** in Direct Access, whether a **promotion** has taken effect and what you have chosen for Federal and State tax deductions. The **Pay Group** will display USCG Reservist for a Reservist receiving pay and verifying the dependents' **date of births** is important for eligibility to receive benefits.

**NOTE:** Under Tax Data, the **Marital Status** and **Allowances** indicate what tax options you selected, which may be different than your actual marital status.

U.S. Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)		United States Coast Guard / NOAA Active and Reserve Statement of Semi-Monthly Income	
COMMANDING OFFICER (CCB) COAST GUARD PPC 444 SE QUINCY ST TOPEKA, KS 66683-3591 PHONE 1-866-772-8724		Pay Group: USCG Active Duty Pay Begin Date: 2020-08-16 Pay End Date: 2020-08-31	Member DOB: 1978-12-24 Spouse DOB: 1970-05-29 Youngest Child DOB: 2013-02-06
Malcolm Reynolds 1234 Firefly Lane Serenity, WA 54321		Employee ID: 1234567 Rank: YNC Pay Grade: E7 Department: SEC SEATTLE ADMIN/PERS DIV Retirement Plan: Legacy	TAX DATA: Federal RI State Marital Status: Married M Allowances: 1 1 Addl. Percent: 0 0 Addl. Amount: 0 0

**Middle Section** Here you can validate whether or not you are receiving the correct **pay and/or allowances**, the actual dollar amounts for the **taxes** and **deductions** that were taken from your check and any **allotments** that are set up.

EARNINGS		TAXES		
Description	Current	Description	Current	YTD
BAH WITH DEP	987.00	FICA	189.19	3027.19
BAS -ENL	186.35	FITW	199.83	3197.28
BASIC PAY	2473.20	SWT	91.18	1458.88
CLOTHING SMA	21.28			
<b>TOTAL:</b>	<b>3667.83</b>	<b>TOTAL:</b>	<b>480.20</b>	<b>7683.35</b>

DEDUCTIONS		ALLOTMENTS	
Description	Current	Description	Current
AFRH	0.25	CG ASSOC	1.00
FSGLI 10	8.50	MA DONATION	2.50
SGLI 8	12.00		
TRICARE DEP	15.07		
TSGLI	0.50		
<b>TOTAL:</b>	<b>36.32</b>	<b>TOTAL:</b>	<b>3.50</b>

*Continued on next page*

## Reading a Payslip, Continued

**Bottom Section** All current and year to date (YTD) **wages** and **taxes** are shown that appear on a W2. A summary of **leave** is also shown and the **Net Pay Distribution** section shows Direct Deposit info and the amount that was actually deposited into your account.

**NOTE:** For detailed information regarding items in the Leave Summary section see the **My Payslip Leave Summary** user guide.

	OASDI WAGES	MEDICARE WAGES	FED TAXABLE GROSS	STATE TAXABLE GROSS	NET PAY
Current	2473.20	2473.20	2473.20	2473.20	3147.81
YTD	39571.20	39571.20	39571.20	39571.20	46060.82

LEAVE SUMMARY	
Begin Regular Leave Balance	69.0
+ Regular Leave Earned	2.5
- Regular Leave Used	4.0
- Regular Leave Lost	0.0
- Regular Leave Sold	0.0
End Regular Leave Balance	67.5
End Reserve Leave Balance	0.0
End Combat Exempt Balance	0.0
End Special Leave Carryover Balance	0.0
Regular Leave Sold (Career-to-date)	60.0

NET PAY DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Checking	*****1234	3147.81
<b>TOTAL:</b>		<b>3147.81</b>

**Remarks Section** This section is unique to each member. It will show information such as how much sea time you have accumulated as well as TSP and debt information.

\*\* Pay records are computer matched with other federal government and benefit records for debt purposes. \*\*

**REMARKS:**

CHARGED 4 DAYS REGULAR LEAVE FOR PERIOD 25-AUG-2020 TO 28-AUG-2020.

\*\* Pay records are computer matched with other federal government and benefit records for debt purposes. \*\*

**REMARKS:**

-- CUMULATIVE SEA DUTY AS OF 31-AUG-2020 IS 8 YEARS 3 MONTHS 8 DAYS.  
 -- TSP ROTH ELECTION: 6 % BASIC PAY, 25 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY .  
 -- YTD TSP ROTH CONTRIBUTION IS \$3157.46.  
 -- DISCOUNT MEAL RA DEDUCTION STOPPED ON 2020-08-15.  
 -- OVER PAYMENT DEDUCTION STOPPED ON 2020-08-15.

**REMARKS:**

-- YOUR MAILING ADDRESS HAS CHANGED.  
 --ARE YOU OR SOMEONE YOU KNOW INTERESTED IN BECOMING A COMMISSIONED COAST GUARD OFFICER?  
 THE COAST GUARD HAS 13 DIFFERENT COMMISSIONING PROGRAMS INCLUDING TWO OPTIONS FOR OFFICER CANDIDATE SCHOOL AND NINE OPTIONS FOR DIRECT COMMISSION. IF YOU ARE INTERESTED IN LEARNING MORE, GO  
 -- TSP TRADITIONAL ELECTION: 10 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.  
 -- TSP ROTH ELECTION: 0 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.

## Frequently Asked Questions

**Are Payslips mailed?**

Payslips are **NOT** mailed. It is the member's responsibility to keep track of their information for taxes, bankruptcies, and loans.

**Where can I find service dates and other information that use to be on the JUMPS LES?**

Service dates and other pertinent information is now located on the [My Member Information Report](#).

**What are the codes in the deductions for SGLI and FSGLI?**

SGLI1 = 50K coverage	FSGLI 01 = 10K coverage
SGLI2 = 100K coverage	FSGLI 02 = 20K coverage
SGLI3 = 150K coverage	FSGLI 03 = 30K coverage
SGLI4 = 200K coverage	FSGLI 04 = 40K coverage
SGLI5 = 250K coverage	FSGLI 05 = 50K coverage
SGLI6 = 300K coverage	FSGLI 06 = 60K coverage
SGLI7 = 350K coverage	FSGLI 07 = 70K coverage
SGLI8 = 400K coverage	FSGLI 08 = 80K coverage
SGLI9 = 400K coverage (combat zone)	FSGLI 09 = 90K coverage
	FSGLI 10 = 100K coverage

**What does TRICARE DEP mean?**

It is the dependent dental plan coverage.

**What does AFRH mean?**

Armed Forces Retirement Home.

**What does TSGLI mean?**

Traumatic SGLI coverage (automatic if covered by SGLI).