Payslips

Overview

Introduction

This guide provides the member with information about their Direct Access Payslip.

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 1st of the month to the 15th of the month and end-month pay period from the 16th of the month to 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.

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How to View Payslips

Introduction

This section provides the procedures for accessing and viewing the payslip in Direct Access.

Procedure

See below.

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<th>Steps</th>
<th>Action</th>
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<tr>
<td>1 Log into Direct Access and select the View My Payslips (AD/RSV) link from the Employee pagelet.</td>
<td></td>
</tr>
</tbody>
</table>

![View My Payslips (AD/RSV) link]

| 2 The View Payslips page will appear. Select the Payment Date link for the payslip you want to view. To exit this page click on the Return to CG AD Self Service: Employee link. |

![View Payslips]

| 3 The payslip opens in a new window. The file is in PDF format and can be printed or saved. Close the window to return to the Payslips listing. |
Reading the Payslip

Introduction

This section will breakdown and explain the payslip into sections.

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:** Notice that the **Marital Status** shows what tax option you selected, which may be different than your actual marital status.

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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.

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*Continued on next page*
Reading the Payslip, Continued

**Bottom Section**

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

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<table>
<thead>
<tr>
<th>OASDI WAGES</th>
<th>MEDICARE WAGES</th>
<th>FED TAXABLE GROSS</th>
<th>STATE TAXABLE GROSS</th>
<th>NET PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3430.05</td>
<td>6860.10</td>
<td>5918.44</td>
<td>0.00</td>
<td>3137.83</td>
</tr>
</tbody>
</table>

**LEAVE SUMMARY**

- Begin Regular Leave Balance: 66.5
- Regular Leave Earned: 2.5
- Regular Leave Used: 1.0
- Regular Leave Lost: 0.0
- Regular Leave Sold: 0.0
- End Regular Leave Balance: 68.0
- End Reserve Leave Balance: 0.0
- End Combat Exempt Balance: 0.0
- End Special Leave Carver Balance: 0.0
- Regular Leave Sold (Career-to-date): 30.0

**NET PAY DISTRIBUTION**

- Account Type: Checking
- Account Number: ******7398
- Deposit Amount: 3137.83

**TOTAL:** 3137.83
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**Remarks Section**

This section is unique to each member. It will show unique information such as how much sea time you have accumulated as well as TSP and debt information. This section is also used to pass on important information such as the upcoming Blended Retirement System. Shown below are several examples of information provided in this section.

**REMARKS:**

- CUMULATIVE SEA DUTY AS OF 30-SEP-2017 IS 1 YEARS 6 MONTHS 15 DAYS.
- TSP TRADITIONAL ELECTION: 0% BASIC PAY, 0% SPECIAL PAY, 0% BONUS, 0% INCENTIVE PAY.
- TSP ROTH ELECTION: 0% BASIC PAY, 0% SPECIAL PAY, 0% BONUS, 0% INCENTIVE PAY.
- BLENDED RETIREMENT SYSTEM ELIGIBLE? PREPARE FOR THE OPT-IN PERIOD BEGINNING 01JAN18 BY COMPLETING THE OPT-IN TRAINING AND USING THE COMPARISON CALCULATOR.

- VISIT WWW.DCMS.USCG.MIL/BRs FOR MORE INFO.--

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**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.

**REMARKS:**

- CUMULATIVE SEA DUTY AS OF 15-JUL-2017 IS 3 YEARS 2 MONTHS 22 DAYS.
- TSP TRADITIONAL ELECTION: 0% BASIC PAY, 0% SPECIAL PAY, 0% BONUS, 0% INCENTIVE PAY.
- TSP ROTH ELECTION: 15% BASIC PAY, 0% SPECIAL PAY, 0% BONUS, 0% INCENTIVE PAY.
- DEBT COLLECTION STATUS: TOTAL AMOUNT 614.10. COLLECTED THIS PAY PERIOD 192.51. BALANCE DUE 421.59.
- OVER PAYMENT DEDUCTION STARTED ON 2017-07-01.
```
# Frequently Asked Questions

<table>
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<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are Payslips mailed?</td>
<td>Payslips are not mailed and it is the member’s responsibility to keep track of their information for taxes, bankruptcies and loans.</td>
</tr>
<tr>
<td>Where can I find service dates and other information that used to be on the JUMPS LES?</td>
<td>Service dates and other pertinent information is now located on the My Member Information Report.</td>
</tr>
</tbody>
</table>
| What are the codes in the deductions for SGLI and FSGLI? | SGLI1 = 50K coverage  
SGLI2 = 100K coverage  
SGLI3 = 150K coverage  
SGLI4 = 200K coverage  
SGLI5 = 250K coverage  
SGLI6 = 300K coverage  
SGLI7 = 350K coverage  
SGLI8 = 400K coverage  
SGLI9 = 400K coverage combat zone  
FSGLI 01 = 10K coverage  
FSGLI 02 = 20K coverage  
FSGLI 03 = 30K coverage  
FSGLI 04 = 40K coverage  
FSGLI 05 = 50K coverage  
FSGLI 06 = 60K coverage  
FSGLI 07 = 70K coverage  
FSGLI 08 = 80K coverage  
FSGLI 09 = 90K coverage  
FSGLI 10 = 100K coverage |
| What does TRICARE DEP mean? | It is dependent dental plan coverage. |
| What does AFRH mean? | Armed Forces Retirement Home |
| What does TSGLI mean? | Traumatic SGLI coverage (Automatic if covered by SGLI) |