

# 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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### September to December 2020 Payroll Tax Deferment and Repayment.

On August 8, 2020, a Presidential Memorandum was signed to defer employees' OASDI deductions due to COVID-19. Per [ALCOAST 329/20](#), the employee portion of the Old Age, Survivors, and Disability Insurance (OASDI) segment of the Federal Insurance Contribution Act (FICA) tax was deferred for the months of Sep, Oct, Nov, and Dec 2020. These deferred payments are being collected from paychecks issued in January-December 2021 per [ALCOAST 013/21](#). Refer to the [Payroll Tax Deferral guide](#) to learn how the deferment and repayment are shown on the payslip.

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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.

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### Contents


Topic	See Page
<a href="#">How to View a Payslip</a>	2
<a href="#">Reading a Payslip</a>	5
<a href="#">Frequently Asked Questions</a>	7

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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>Select <b>View My Payslips (AD/RSV)</b> from the Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with two columns of links. The left column is labeled "Tasks" and includes links for PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 10 More... The right column is labeled "View" and includes links for My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More... The "View My Payslips (AD/RSV)" link is highlighted with a red rectangular box.</p>

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## How to View a Payslip, Continued

Procedures,  
continued

Step	Action																																																
2	<p>The View Payslips page will display. Select the <b>Payment Date</b> for the pay period you want to view.</p> <p><b>NOTE:</b> Click <b>Return to CG AD Self Service: Employee</b> to return to the main menu.</p> <div data-bbox="287 582 1412 1691" style="border: 1px solid blue; padding: 5px;"> <p><b>View Payslips</b></p> <p>Malcolm Reynolds</p> <p><b>Select Payslip</b></p> <table border="1" data-bbox="295 705 1404 1624"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr> <td><b>9/1/2020</b></td> <td>08/16/2020</td> <td>08/31/2020</td> </tr> <tr> <td><a href="#">8/14/2020</a></td> <td>08/01/2020</td> <td>08/15/2020</td> </tr> <tr> <td><a href="#">7/31/2020</a></td> <td>07/16/2020</td> <td>07/31/2020</td> </tr> <tr> <td><a href="#">7/15/2020</a></td> <td>07/01/2020</td> <td>07/15/2020</td> </tr> <tr> <td><a href="#">7/1/2020</a></td> <td>06/16/2020</td> <td>06/30/2020</td> </tr> <tr> <td><a href="#">6/15/2020</a></td> <td>06/01/2020</td> <td>06/15/2020</td> </tr> <tr> <td><a href="#">6/1/2020</a></td> <td>05/16/2020</td> <td>05/31/2020</td> </tr> <tr> <td><a href="#">5/15/2020</a></td> <td>05/01/2020</td> <td>05/15/2020</td> </tr> <tr> <td><a href="#">5/1/2020</a></td> <td>04/16/2020</td> <td>04/30/2020</td> </tr> <tr> <td><a href="#">4/15/2020</a></td> <td>04/01/2020</td> <td>04/15/2020</td> </tr> <tr> <td><a href="#">4/1/2020</a></td> <td>03/16/2020</td> <td>03/31/2020</td> </tr> <tr> <td><a href="#">3/13/2020</a></td> <td>03/01/2020</td> <td>03/15/2020</td> </tr> <tr> <td><a href="#">2/28/2020</a></td> <td>02/16/2020</td> <td>02/29/2020</td> </tr> <tr> <td><a href="#">2/14/2020</a></td> <td>02/01/2020</td> <td>02/15/2020</td> </tr> <tr> <td><a href="#">1/31/2020</a></td> <td>01/16/2020</td> <td>01/31/2020</td> </tr> </tbody> </table> <p><b>Return to CG AD Self Service: Employee</b></p> </div>	Payment Date	Period Begin Date	Period End Date	<b>9/1/2020</b>	08/16/2020	08/31/2020	<a href="#">8/14/2020</a>	08/01/2020	08/15/2020	<a href="#">7/31/2020</a>	07/16/2020	07/31/2020	<a href="#">7/15/2020</a>	07/01/2020	07/15/2020	<a href="#">7/1/2020</a>	06/16/2020	06/30/2020	<a href="#">6/15/2020</a>	06/01/2020	06/15/2020	<a href="#">6/1/2020</a>	05/16/2020	05/31/2020	<a href="#">5/15/2020</a>	05/01/2020	05/15/2020	<a href="#">5/1/2020</a>	04/16/2020	04/30/2020	<a href="#">4/15/2020</a>	04/01/2020	04/15/2020	<a href="#">4/1/2020</a>	03/16/2020	03/31/2020	<a href="#">3/13/2020</a>	03/01/2020	03/15/2020	<a href="#">2/28/2020</a>	02/16/2020	02/29/2020	<a href="#">2/14/2020</a>	02/01/2020	02/15/2020	<a href="#">1/31/2020</a>	01/16/2020	01/31/2020
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<b>3</b>	<p>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.</p> <div style="border: 1px solid black; padding: 5px;"> <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" style="text-align: center;"> <b>United States Coast Guard / NOAA</b>  <b>Active and Reserve</b>  <b>Statement of Semi-Monthly Income</b> </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: 2020-08-16                  Pay End Date: 2020-08-31             </td> <td>                 Member DOB: 1997-08-31                  Spouse DOB: N/A                  Youngest Child DOB: N/A             </td> </tr> <tr> <td colspan="2">                 Malcolm Reynolds                  1234 Firefly Terrace                  Serenity, WA 54321             </td> <td>                 Employee ID: 1234567                  Rank: SN                  Pay Grade: E3                  Department: CGC SERENITY                  Retirement Plan: Blended             </td> <td> <b>TAX DATA:</b>                  Federal: Single                  CA State: S                  Allowances: 0                  Addl. 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style="list-style-type: none"> <li>-- CUMULATIVE SEA DUTY AS OF 31-AUG-2020 IS 0 YEARS 2 MONTHS 7 DAYS.</li> <li>-- TSP TRADITIONAL ELECTION: 3 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.</li> <li>-- TSP ROTH ELECTION: 5 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.</li> <li>-- YTD AUTOMATIC 1% AGENCY CONTRIBUTION IS \$40.84.</li> <li>-- CURRENT AUTOMATIC 1% AGENCY CONTRIBUTION IS \$10.21.</li> <li>-- CURRENT AGENCY MATCHING CONTRIBUTION IS \$0.</li> <li>-- YTD TSP TRADITIONAL CONTRIBUTION IS \$122.56.</li> <li>-- YTD TSP ROTH CONTRIBUTION IS \$204.28.</li> <li>-- OVER PAYMENT DEDUCTION STOPPED ON 2020-08-15.</li> </ul>	U.S. Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)		<b>United States Coast Guard / NOAA</b> <b>Active and Reserve</b> <b>Statement of Semi-Monthly Income</b>		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: 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# 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)		<b>United States Coast Guard / NOAA Active and Reserve Statement of Semi-Monthly Income</b>																
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	<table border="1"> <tr> <td><b>TAX DATA:</b></td> <td><b>Federal</b></td> <td><b>RI State</b></td> </tr> <tr> <td>Marital Status:</td> <td>Married</td> <td>M</td> </tr> <tr> <td>Allowances:</td> <td>1</td> <td>1</td> </tr> <tr> <td>Addl. Percent:</td> <td>0</td> <td>0</td> </tr> <tr> <td>Addl. Amount:</td> <td>0</td> <td>0</td> </tr> </table>		<b>TAX DATA:</b>	<b>Federal</b>	<b>RI State</b>	Marital Status:	Married	M	Allowances:	1	1	Addl. Percent:	0	0	Addl. Amount:	0	0
<b>TAX DATA:</b>	<b>Federal</b>	<b>RI State</b>																
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.

	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		NET PAY DISTRIBUTION		
Begin Regular Leave Balance	69.0	<b>Account Type</b>	<b>Account Number</b>	<b>Deposit Amount</b>
+ Regular Leave Earned	2.5	Checking	*****1234	3147.81
- 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			
		<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

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**What does the Tax Deferment mean for me?**

On August 8, 2020, a Presidential Memorandum was signed to defer employees' OASDI deductions due to COVID-19. Per [ALCOAST 329/20](#), the employee portion of the Old Age, Survivors, and Disability Insurance (OASDI) segment of the Federal Insurance Contribution Act (FICA) tax was deferred for the months of Sep, Oct, Nov, and Dec 2020. These deferred payments are being collected from paychecks issued in January-December 2021 per [ALCOAST 013/21](#). Refer to the [Payroll Tax Deferral guide](#) to learn how the deferment and repayment are shown on the payslip.

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**Are Payslips mailed?**

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

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**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](#).

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**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

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**What does TRICARE DEP mean?**

It is the dependent dental plan coverage.

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**What does AFRH mean?**

Armed Forces Retirement Home.

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**What does TSGLI mean?**

Traumatic SGLI coverage (automatic if covered by SGLI).

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