# View My Payslip

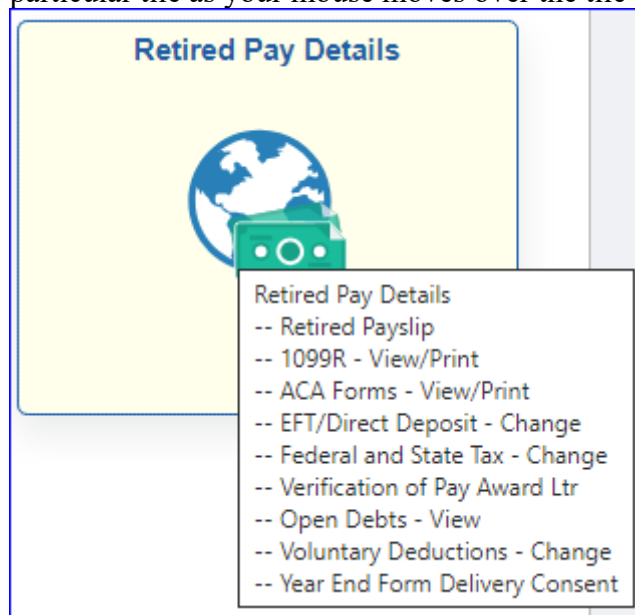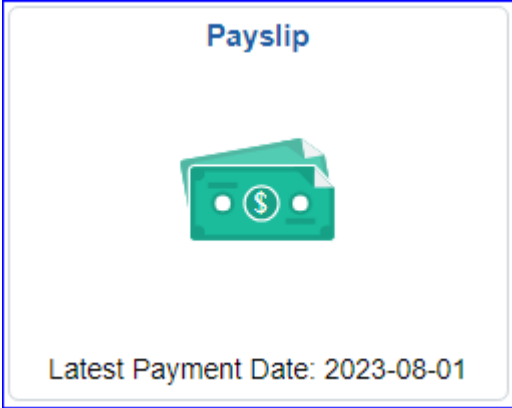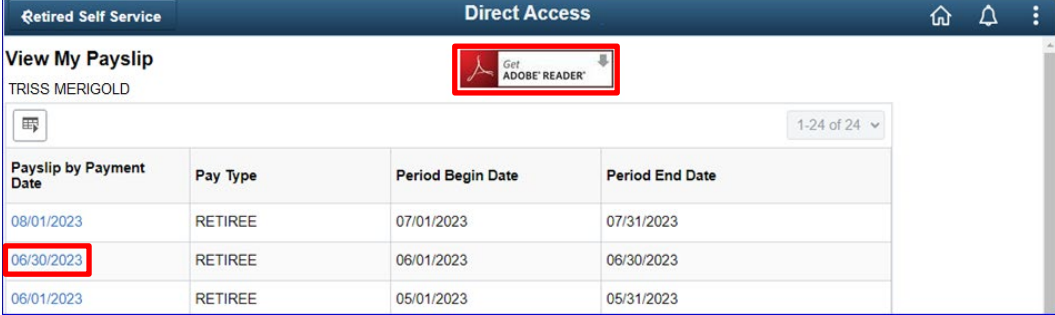| | |
|---|---|
| **Introduction** | This guide provides procedures for Retirees to view their Payslips in Direct Access (DA) |
| **Before you Begin** | Payslips, 1099R, and ACA forms will open in a new tab. It is important to turn off the pop-up blocker in your web browser to view them. If you are using a MAC, you may need to download another browser such as Chrome or Internet Explorer. For more information on how to turn off the pop-up blocker, see the **Direct Access Compatible Browsers** user guide.<br><br>You will also need Adobe Acrobat reader installed. An Adobe Acrobat link is provided upon opening the Payslip, 1099R, and ACA forms pages. |
| **Changes to Direct Access Homepage** | You will notice a change in how Direct Access displays upon login. There is a new "hover" feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below. |

## View My Payslip, Continued

| | |
|---|---|
| **Information** | Log into DA Self Service at Direct Access Self Service. |

| | |
|---|---|
| **Procedures** | See below. |

| Step | Action |
|---|---|
| 1 | Select the **Payslip** tile from the Retiree Self Service homepage.<br><br>**Payslip**<br><br>Latest Payment Date: 2023-08-01 |
| 2 | Your Payslips will display with the most recent payment date at the top of the list. Click the **date** for the Payslip you wish to view.<br>• You will need Adobe Reader to view the Payslip.  If you do not have Adobe Reader, you will need to download it by clicking on the ***Get ADOBE READER*** link and following the instructions provided by Adobe.<br>• Remember, you will need to turn off the pop-up blocker in your web browser.<br>• Generating a Payslip can take up to a minute. Click the Payment Date link only once.<br><br>**NOTE:** If a Payslip older than the ones available in this section is required, please contact PPC Customer Care to request the unlisted Payslip.<br><br>**View My Payslip**<br>TRISS MERIGOLD<br><br>1-24 of 24<br><br>| Payslip by Payment Date | Pay Type | Period Begin Date | Period End Date |<br>|---|---|---|---|<br>| 08/01/2023 | RETIREE | 07/01/2023 | 07/31/2023 |<br>| 06/30/2023 | RETIREE | 06/01/2023 | 06/30/2023 |<br>| 06/01/2023 | RETIREE | 05/01/2023 | 05/31/2023 | |

# View My Payslip, Continued

**Procedures,**
continued

| Step | Action |
|------|--------|
| 3 | The selected Payslip will open in a new tab. |

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-5209-RET (REV 12-07)

**USCG / PHS / NOAA RETIREE/ANNUITANT**
STATEMENT OF MONTHLY INCOME

| Period Covered 1-31 MAR 2023 | Pay Grade W3 | Employee ID 1234567 | Pay Delivery EFT |
|---|---|---|---|

**BIRTHDATES FOR SBP PURPOSES**

| Member 1970-AUG-12 | Beneficiary/Spouse N/A | Youngest Child N/A |
|---|---|---|

**SBP INFORMATION**

| Coverage Type 8-Elct Out | Base Amount 0.00 | Annuity 0.00 |
|---|---|---|

| ENTITLEMENTS | OLD | NEW |
|---|---|---|
| CRDP | 1,440.65 | 1,440.65 |
| RETIRED PAY | 6,108.00 | 6,108.00 |
| TOTAL ENTITLEMENTS | 7,548.65 | 7,548.65 |

| DEDUCTIONS | OLD | NEW |
|---|---|---|
| VA COMP | 1,440.65 | 1,440.65 |
| FITW | 419.29 | 419.29 |

| ALLOTMENTS | OLD | NEW |
|---|---|---|
| TOTAL ALLOTMENTS | 0.00 | 0.00 |

| TOTAL DEDUCTIONS | 1,859.94 | 1,859.94 |

| YOUR NET PAY | Old Amt 5,688.71 New Amt 5,688.71 | Name PERS3 Triss Merigold   USCG RET |
|---|---|---|

| Bank Name USAA FEDERAL SAVINGS | Route Nbr 314074269 | Amount 5,688.71 |
|---|---|---|

**FEDERAL TAXES**

| Exemptions M/0 | Mo Tax Income 6,108.00 | Income YTD 18,324.00 | Withheld YTD 1,257.87 |
|---|---|---|---|

**STATE TAXES**

| State #1 | Withheld YTD 0.00 | State #2 | Withheld YTD 0.00 |
|---|---|---|---|

>COMMENTS ARE ON REVERSE SIDE

REMARKS:

YOUR PAY DATA CHANGES:

IF YOU HAVE QUESTIONS, CONTACT:
COMMANDING OFFICER (RAS)
USCG PAY & PERSONNEL CENTER
444 SE QUINCY STREET
TOPEKA, KS, 66683-3591 **PHONE:** 1-866-772-8724

RETIRED PAY RECORDS ARE COMPUTER MATCHED WITH OTHER FEDERAL EMPLOYMENT AND BENEFIT RECORDS FOR DEBT PURPOSES.
BE SURE TO VERIFY ALL DATES OF BIRTH LISTED ABOVE FOR DEERS PURPOSES.

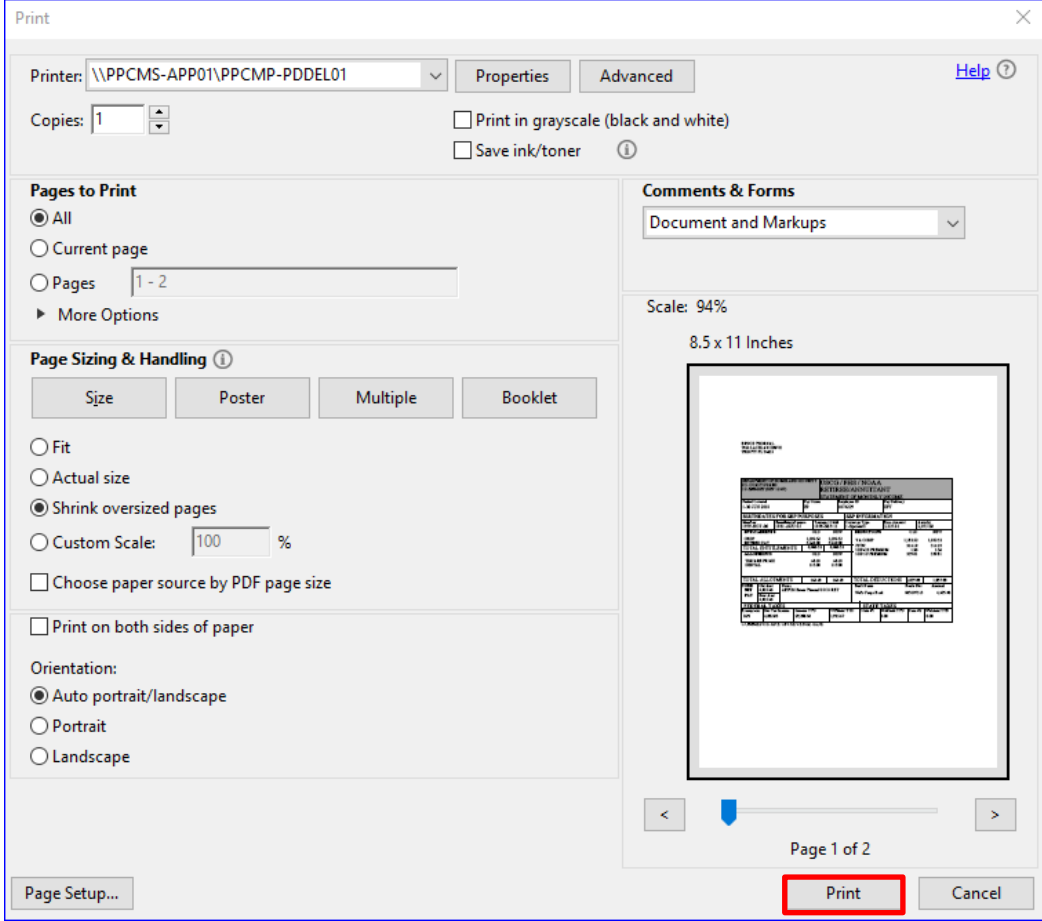| Step | Action |
|------|--------|
| 4 | The Payslip may be printed and/or saved.<br>• To print: Click the **printer** icon located on the document's tool bar<br>• To save skip to **Step 6**. |

# View My Payslip, Continued

**Procedures,**
continued

| Step | Action |
|------|--------|
| 5 | The printer dialog box will open. Ensure the printer's name is correct and click **Print**. |
| 6 | To save the document to the computer, click the **disk** icon located in the document's tool bar. |
| 7 | To exit out of the Payslip, you will need to close the tab.<br>• To view another Payslip, select another date from the list and repeat steps 3-6 as needed.<br>• To return to the main home page click the **House** icon. |