# Change My Voluntary Deductions (Allotments)

**Introduction**

This guide provides the procedures for you to view, start, change, or stop your voluntary deductions (allotments) using Direct Access (DA).

**For Your Information**

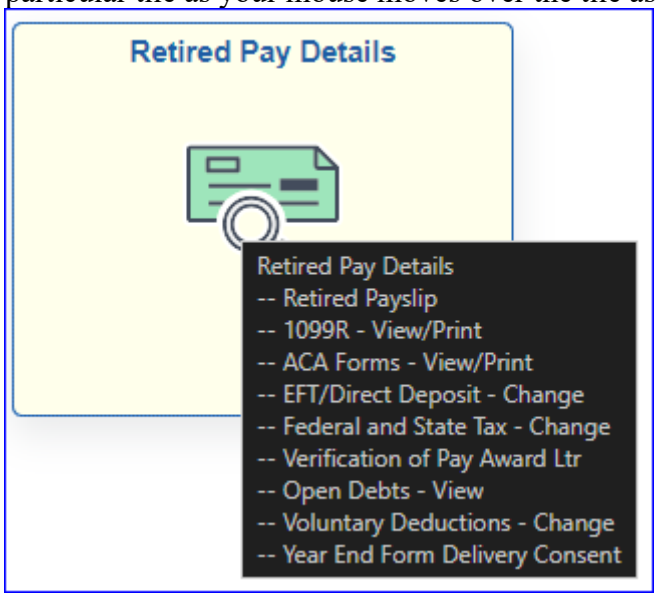
Only the deductions listed below may be entered through DA Self Service. The number of deductions allowed for each type is noted in parenthesis.

- Chief Petty Officer Association (1)
- Coast Guard Academy Alumni Association (1)
- Commercial Insurance (no limit)
- Mutual Assistance Donation (1)
- Navy Mutual Aid (1)
- PHS Commissioned Officers Association (1)
- Repay Home Loans/Mortgages (no limit)
- Savings Allotments (2)
- Support of Dependents (no limit)
- Treasury Direct Savings Bond (1)
- Warrant Officer Association (1)

Questions concerning any of your voluntary deductions should be directed to PPC (RAS) at 785-339-2200 or 1-866-772-8724.

**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.

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# Viewing My Voluntary Deductions (Allotments), Continued

**Starting a Voluntary Deduction (Allotment)**

- The start date for all voluntary deductions (allotments) must always be the first of the month. If starting a voluntary deduction while the current pay calendar is open (i.e., prior to about the 20th of the month), the start date will default to the first of the current month.
- If starting a voluntary deduction after the current pay calendar has closed (i.e., on or after the 20th of the month), the start date must be the first of the following month.

**Changing a Voluntary Deduction (Allotment)**

- The type of voluntary deduction will determine the changes that may be made.
- Changes to account names, account type and bank account/routing numbers may not be altered for Association dues or donations.
- If changes are required to anything other than the amount and effective dates, the deduction will need to be stopped and a new deduction started with the correct/updated information.

**Stopping a Voluntary Deduction (Allotment)**

- The End Date for all voluntary deductions (allotments) must always be the last day of the month. If stopping a voluntary deduction while the current pay calendar is open (i.e., prior to about the 20th of the month), the end date will be the last day of the current month.
- If stopping a voluntary deduction after the current pay calendar has closed (i.e., on or after the 20th of the month), the end date must be the last day of the following month.

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# Viewing My Voluntary Deductions (Allotments)

**Introduction**

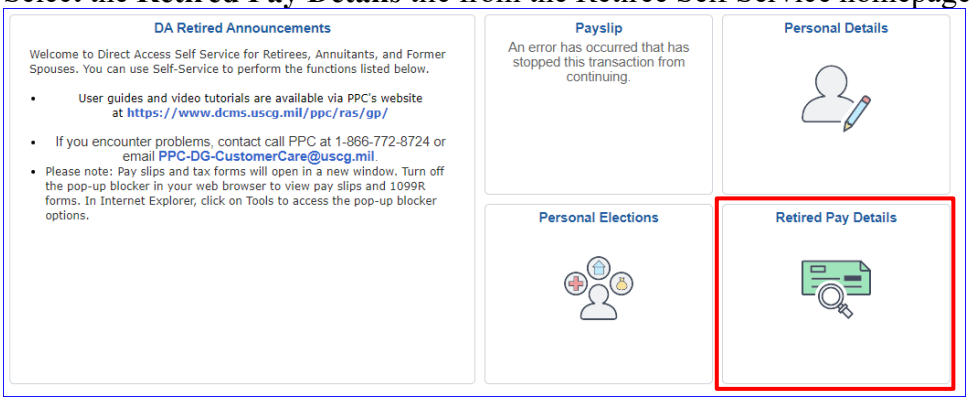
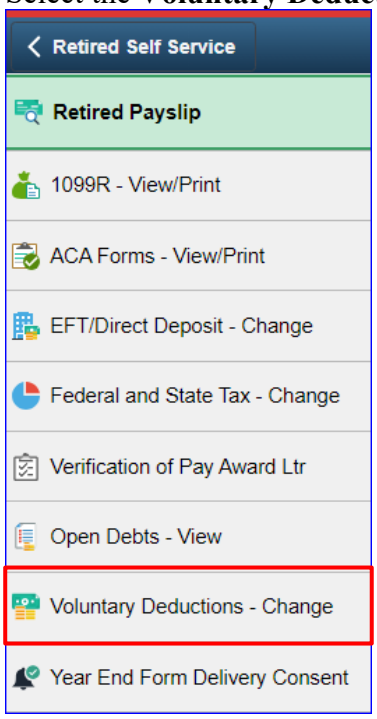
This section provides the procedures for viewing your current voluntary deductions (allotments) in DA.

**Information**

Log into DA Self Service at Direct Access Self Service.

**Procedures**

See below.

| Step | Action |
|---|---|
| 1 | Select the **Retired Pay Details** tile from the Retiree Self Service homepage.   |
| 2 | Select the **Voluntary Deductions - Change** option.   |

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# Viewing My Voluntary Deductions (Allotments), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **3** | The My Voluntary Deductions page will display with all your **current** Voluntary Deductions. |

**My Voluntary Deductions**

JASON BOURNE

**Your Savings, Voluntary Deductions, and Savings Bonds are listed below.**

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses:
  - Chief Petty Officer Association (1)
  - Coast Guard Academy Alumni Association (1)
  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages(No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-866-772-8724.

**Voluntary Deductions**

1-4 of 4

| Element | Amount | Begin Date | End Date | Recipient | Edit |
|---|---|---|---|---|---|
| Chief Petty Officer Assoc Dues | $4.000000 | 11/01/2022 | | RYOT /HSXW SXMND | |
| Retiree Dental | $97.910000 | 01/01/2023 | | SFPSNN VFOP | |
| Retiree Vision | $22.120000 | 01/01/2023 | | SFPSNN VFOP | |
| TRICARE PRIME | $29.330000 | 12/01/2022 | | YDPHEC EHZ LILJPJT SQINYTDE JP | |

Add Deduction

| Step | Action |
|---|---|
| **4** | To return to the main homepage, click the **Retired Self Service** back arrow or the **House** icon. |

Retired Self Service | Retired Pay Details

# Starting a Voluntary Deduction (Allotment)

**Introduction**

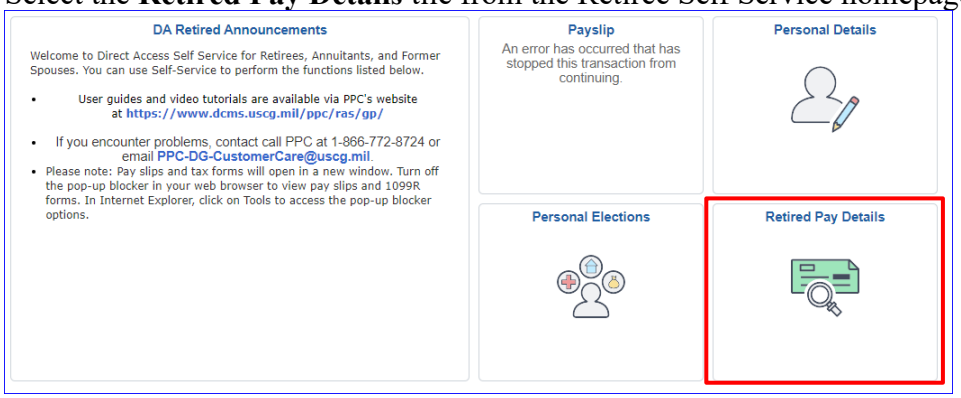
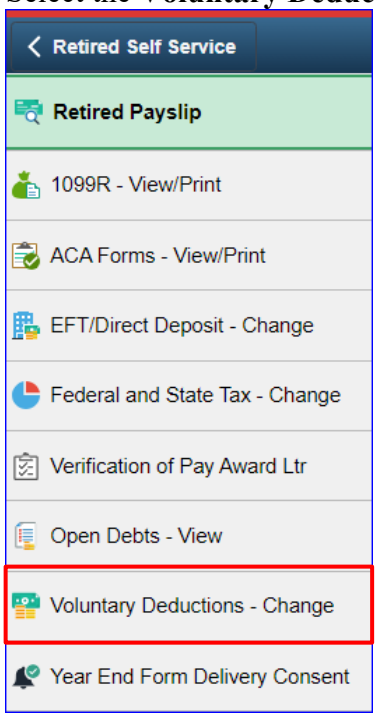
This section provides the procedures for you to start a voluntary deduction (allotment) in DA.

**Information**

Log into DA Self Service at Direct Access Self Service.

**Procedures**

See below.

| Step | Action |
|---|---|
| 1 | Select the **Retired Pay Details** tile from the Retiree Self Service homepage.   |
| 2 | Select the **Voluntary Deductions - Change** option.   |

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# Starting a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 3 | The My Voluntary Deductions page will display with your current list of deductions. To start a new deduction (allotment), click **Add Deduction** located at the bottom of the page. |

**My Voluntary Deductions**

JASON BOURNE

**Your Savings, Voluntary Deductions, and Savings Bonds are listed below.**

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses:
  - Chief Petty Officer Association (1)
  - Coast Guard Academy Alumni Association (1)
  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages(No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-866-772-8724.

**Voluntary Deductions**

1-4 of 4

| Element | Amount | Begin Date | End Date | Recipient | Edit |
|---|---|---|---|---|---|
| Chief Petty Officer Assoc Dues | $4.000000 | 11/01/2022 | | RYOT /HSXW SXMND | |
| Retiree Dental | $97.910000 | 01/01/2023 | | SFPSNN VFOP | |
| Retiree Vision | $22.120000 | 01/01/2023 | | SFPSNN VFOP | |
| TRICARE PRIME | $29.330000 | 12/01/2022 | | YDPHEC EHZ LILJPJT SQINYTDE JP | |

Add Deduction

*Continued on next page*

# Starting a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 4 | A new voluntary deduction page will display. Please read all the introduction information, as it has up to date information regarding this particular transaction.<br><br>**NOTE:** The **Begin Date** will default to the first day of the current pay calendar – this may be left as is or changed to a future pay calendar as required.<br><br>**My Voluntary Deductions**<br>JASON BOURNE<br>**Enter your Voluntary Deduction information.**<br>• Deduction information can be changed for the current payroll processing month or a future payroll processing month.<br>• TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.<br>• Start and stop dates entered for Voluntary Deductions cannot exceed **sixty** days past today's date. Your start and/or stop dates cannot exceed April 21, 2024 .<br>• Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.<br>Deduction:<br>Amount:<br>Begin Date: 02/01/2024 Type:<br>End Date: Policy #:<br>Who receives this deduction<br>Recipient:<br>Account Name:<br>Bank Routing #:<br>Account Nbr:<br>Account Type: Payment Method: Bank Transfer<br>Save Deduction Stop Deduction Return to Summary |

*Continued on next page*

# Starting a Voluntary Deduction (Allotment), Continued

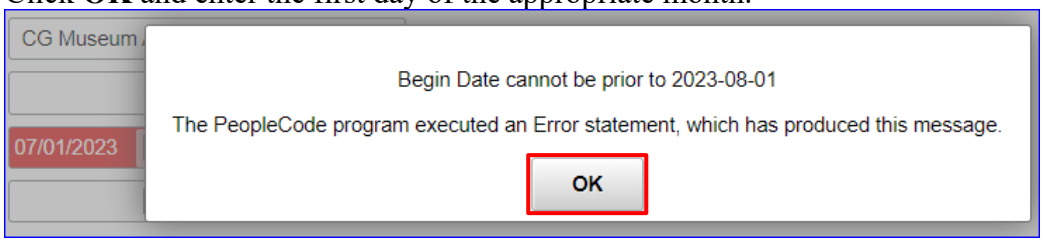
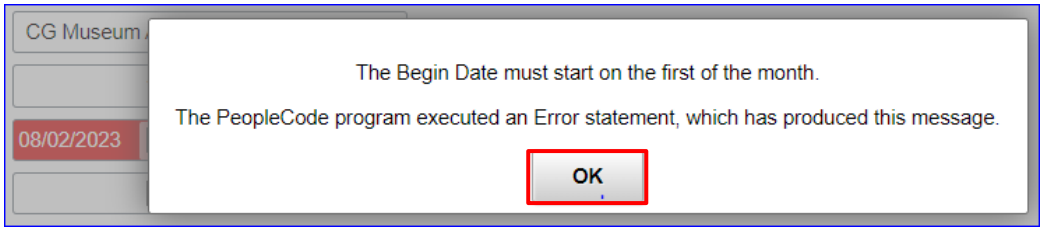
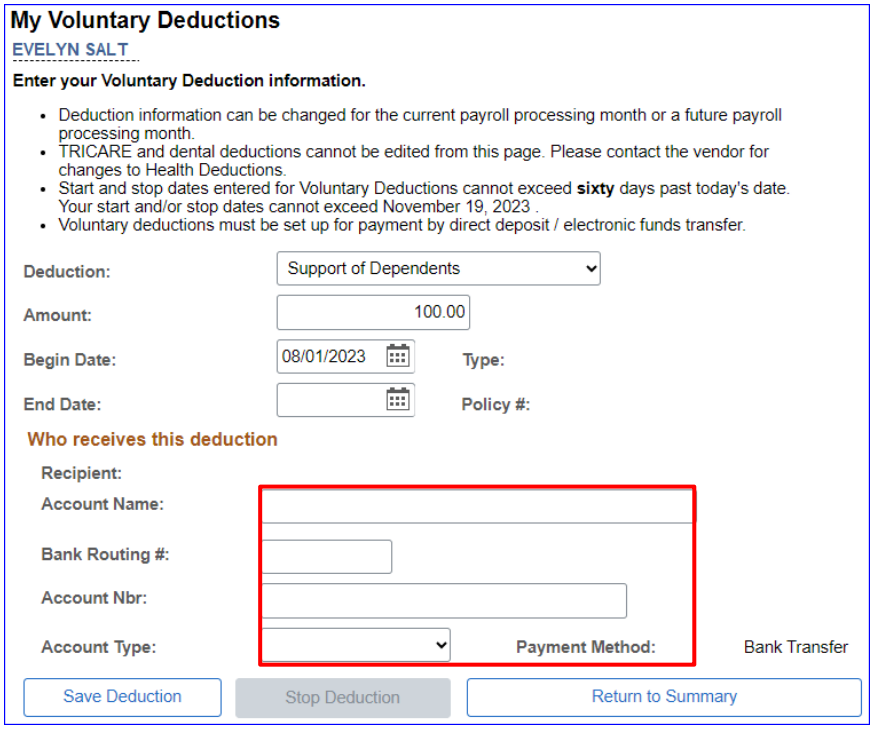
**Procedures**,
continued

| Step | Action |
|---|---|
| 5 | Select the appropriate **Deduction** from the drop-down menu. |
| 6 | Enter the **Amount** to be deducted each month and the **Begin Date**. Enter an **End Date** (must be the last day of the month or may be left blank). |

*Continued on next page*

# Starting a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 7 | The **Begin Date** cannot be back dated, nor can it be any date other than the first of the month. See the messages below.<br>Click **OK** and enter the first day of the appropriate month.<br>  <br><br>  <br> |
| 8 | Depending on what type of Deduction you selected, you may need to enter more **information** as shown below.<br>  <br> |

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# Starting a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 9 | Ensure all the information entered is correct and click **Save Deduction**. |

**My Voluntary Deductions**

EVELYN SALT

**Enter your Voluntary Deduction information.**

- Deduction information can be changed for the current payroll processing month or a future payroll processing month.
- TRICARE and dental deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- Start and stop dates entered for Voluntary Deductions cannot exceed **sixty** days past today's date. Your start and/or stop dates cannot exceed November 19, 2023 .
- Voluntary deductions must be set up for payment by direct deposit / electronic funds transfer.

Deduction: Support of Dependents

Amount: 100.00

Begin Date: 08/01/2023 Type:

End Date: Policy #:

Who receives this deduction

Recipient:

Account Name: Ted Winter

Bank Routing #: 301171285

Account Nbr: 123456789

Account Type: Savings Payment Method: Bank Transfer

Save Deduction | Stop Deduction | Return to Summary

*Continued on next page*

# Starting a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **10** | A **Save Confirmation** message will display.<br>**Save Confirmation**<br>✔ The Save was successful. |
| **11** | You will be returned to the My Voluntary Deductions page. Your new **voluntary deduction** will be listed.<br>Voluntary Deductions<br>1-5 of 5<br>Add Deduction |
| **12** | To return to the main homepage, click the **Retired Self Service** back arrow or the **House** icon.<br>Retired Self Service · Retired Personal Details |

| Element | Amount | Begin Date | End Date | Recipient | Edit |
|---|---|---|---|---|---|
| CG Museum Assoc Dues | $10.000000 | 08/01/2023 | | TKKUAUDI GZ HWHNWO OVITG | |
| Chief Petty Officer Assoc Dues | $4.000000 | 11/01/2022 | | RYOT /HSXW SXMND | |
| Retiree Dental | $97.910000 | 01/01/2023 | | SFPSNN VFOP | |
| Retiree Vision | $22.120000 | 01/01/2023 | | SFPSNN VFOP | |
| TRICARE PRIME | $29.330000 | 12/01/2022 | | YDPHEC EHZ LILJPJT SQINYTDE JP | |

# Changing a Voluntary Deduction (Allotment)

**Introduction**

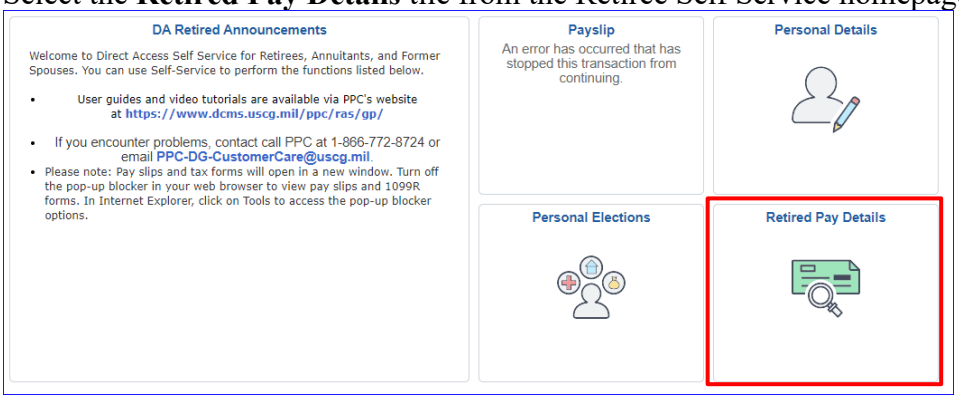
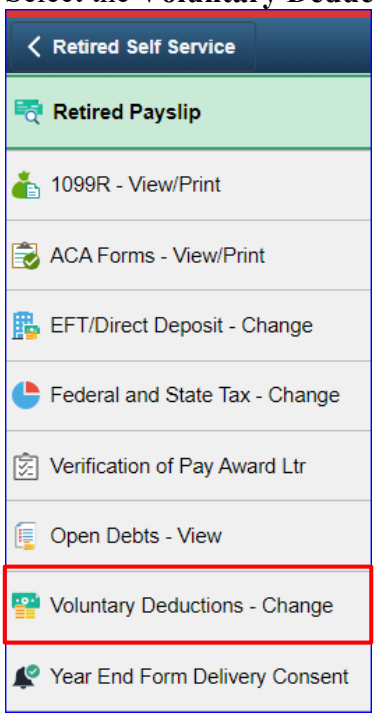
This section provides the procedures for you to change a voluntary deduction (allotment) in DA.

**Information**

Log into DA Self Service at Direct Access Self Service.

**Procedures**

See below.

| Step | Action |
|---|---|
| 1 | Select the **Retired Pay Details** tile from the Retiree Self Service homepage.   |
| 2 | Select the **Voluntary Deductions - Change** option.   |

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# Changing a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 3 | The My Voluntary Deductions page will display with your current list of deductions. Only those with a pencil icon in the Edit field may be changed. Locate the deduction to be changed and click the '**pencil** icon. |

**My Voluntary Deductions**

JASON BOURNE

**Your Savings, Voluntary Deductions, and Savings Bonds are listed below.**

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses:
  - Chief Petty Officer Association (1)
  - Coast Guard Academy Alumni Association (1)
  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages(No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-866-772-8724.

**Voluntary Deductions**

1-5 of 5

| Element | Amount | Begin Date | End Date | Recipient | Edit |
|---|---|---|---|---|---|
| CG Museum Assoc Dues | $10.000000 | 08/01/2023 | | TKKUAUDI GZ HWHNWO OVITG | |
| Chief Petty Officer Assoc Dues | $4.000000 | 11/01/2022 | | RYOT /HSXW SXMND | |
| Retiree Dental | $97.910000 | 01/01/2023 | | SFPSNN VFOP | |
| Retiree Vision | $22.120000 | 01/01/2023 | | SFPSNN VFOP | |
| TRICARE PRIME | $29.330000 | 12/01/2022 | | YDPHEC EHZ LILJPJT SQINYTDE JP | |

Add Deduction

*Continued on next page*

# Changing a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **4** | Details for the voluntary deduction will display.<br><br>**NOTE:** The type of voluntary deduction will depend on the changes that may be made. Changes to account names, account type and bank account/routing numbers may **NOT** be altered for Association Dues or Donations.<br>If changes are required to anything other than the amount and begin/end dates of these types of deductions, the deduction will need to be stopped and a new deduction started with the correct/updated information. |

**My Voluntary Deductions**

JASON BOURNE

**Enter Voluntary Deduction information.**

- Deduction information can be changed for current or future pay calendars.
- Start and stops dates entered for Voluntary Deductions cannot exceed **sixty** days passed today's date. Your start and/or stop dates cannot exceed November 24, 2023 .
- To stop a deduction from processing for the current pay calendar, push the Stop Deduction button.
- To end a deduction during a future pay calendar, enter an End Date, then click the Save button.

| | | | |
|---|---|---|---|
| **Deduction:** | CG Museum Assoc Dues | | |
| **Amount:** | 10.000000 | | |
| **Change this deduction on:** | 08/01/2023 | **Type:** | |
| **End Date:** | | **Policy #:** | 308009075 |

**Who receives this deduction**

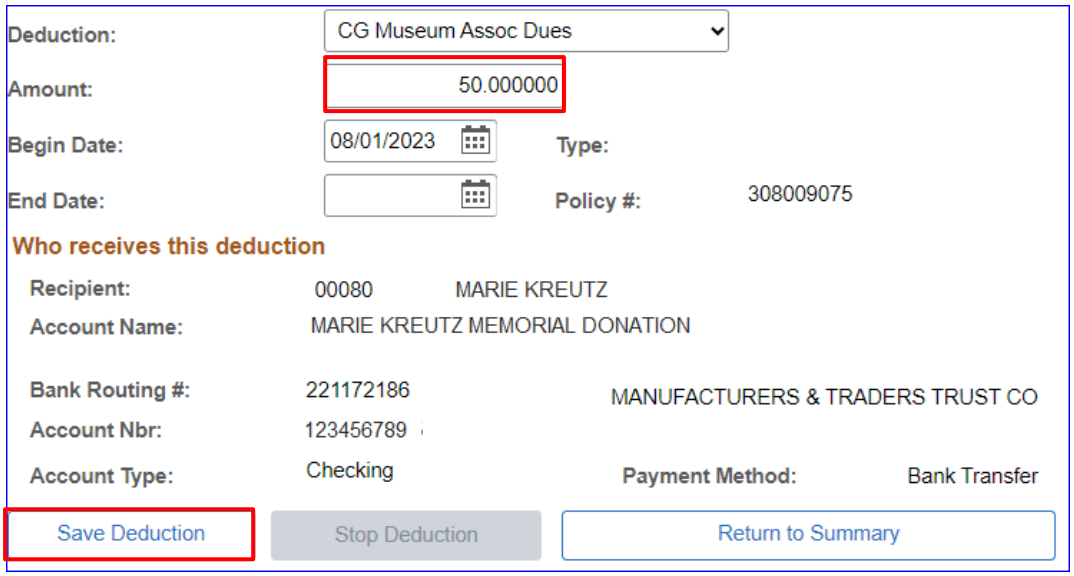
| | | | |
|---|---|---|---|
| **Recipient:** | 00080 | HDPLDUIG FC HBZCNE MPBPZ | |
| **Account Name:** | TKKUAUDI GZ HWHNWO OVITG | | |
| **Bank Routing #:** | 221172186 | MANUFACTURERS & TRADERS TRUST CO | |
| **Account Nbr:** | 123456789 | | |
| **Account Type:** | Checking | **Payment Method:** | Bank Transfer |

Save Deduction | Stop Deduction | Return to Summary

*Continued on next page*

# Changing a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **5** | Edit the fields as appropriate. In this example, a deduction Amount is being changed (only fields with test boxes may be edited). Once appropriate changes have been entered, click **Save Deduction**.<br><br>**NOTE:** If changing the Routing/Account numbers, the change date must be greater than or equal to the first of the current month regardless of which pay calendar it is entered.<br>  <br> |

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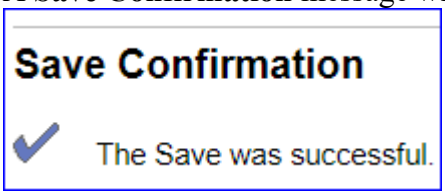
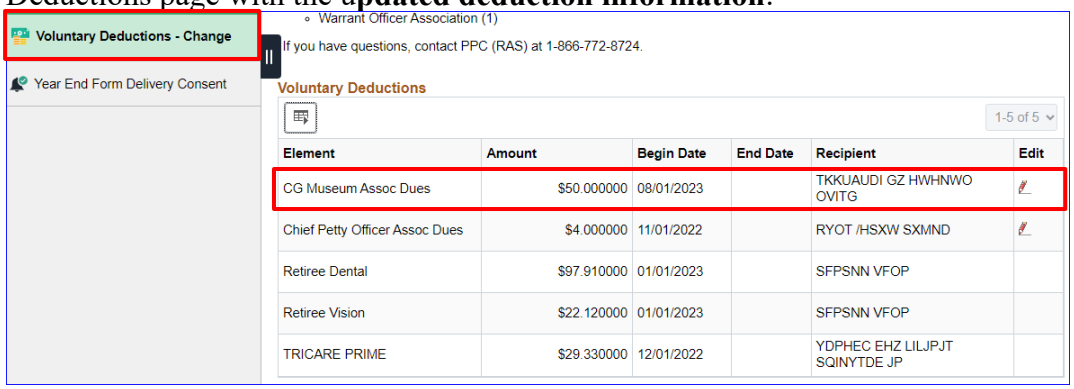
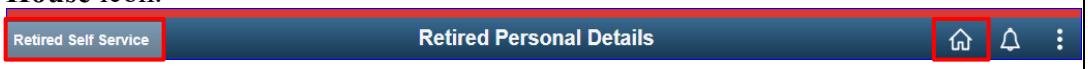
# Changing a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 6 | A **Save Confirmation** message will display.<br>  <br> |
| 7 | Click the **Voluntary Deductions - Change** option to return to The My Voluntary Deductions page with the **updated deduction information**.<br>  <br> |
| 8 | To return to the main homepage, click the **Retired Self Service** back arrow or the **House** icon.<br>  <br> |

# Stopping a Voluntary Deduction (Allotment)

**Introduction**

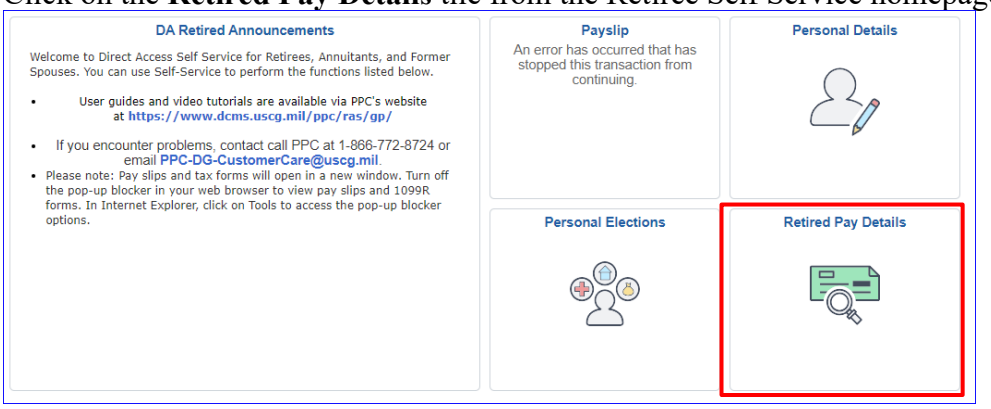
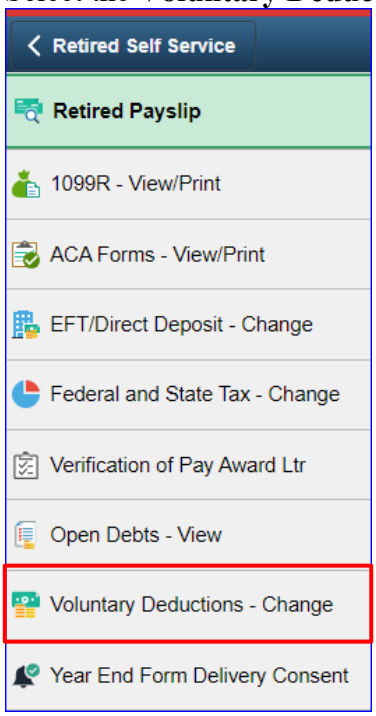
This section provides the procedures for you to stop a voluntary deduction (allotment) in DA.

**Information**

Log into DA Self Service at Direct Access Self Service.

**Procedures**

See below.

| Step | Action |
|---|---|
| 1 | Click on the **Retired Pay Details** tile from the Retiree Self Service homepage.   |
| 2 | Select the **Voluntary Deductions - Change** option.   |

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# Stopping a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 3 | The My Voluntary Deductions page will display with your current list of deductions. Only those with a pencil icon in the Edit field may be stopped. Click the appropriate **pencil** icon. |

**My Voluntary Deductions**

JASON BOURNE

**Your Savings, Voluntary Deductions, and Savings Bonds are listed below.**

- To add a Savings, Voluntary Deduction, or Savings Bond, click the Add Deduction link.
- To edit a Savings, Voluntary Deduction, or Savings Bond click the Edit icon beside the deduction you want to edit. Only the deductions listed below are available to change through self-service. If a deduction displays without an edit graphic next to it, it cannot be changed through self-service.
- Health Deductions cannot be edited from this page. Please contact the vendor for changes to Health Deductions.
- The number of deductions permitted per deduction type is listed in parentheses:
  - Chief Petty Officer Association (1)
  - Coast Guard Academy Alumni Association (1)
  - PHS Commissioned Officers Association (1)
  - Commercial Insurance (No Limit)
  - Mutual Assistance Donation (1)
  - Navy Mutual Aid (1)
  - Repay Home Loans/Mortgages(No Limit)
  - Savings allotments (2)
  - Support of Dependents (No Limit)
  - Treasury Direct Savings Bond (1)
  - Warrant Officer Association (1)

If you have questions, contact PPC (RAS) at 1-866-772-8724.

**Voluntary Deductions**

1-5 of 5

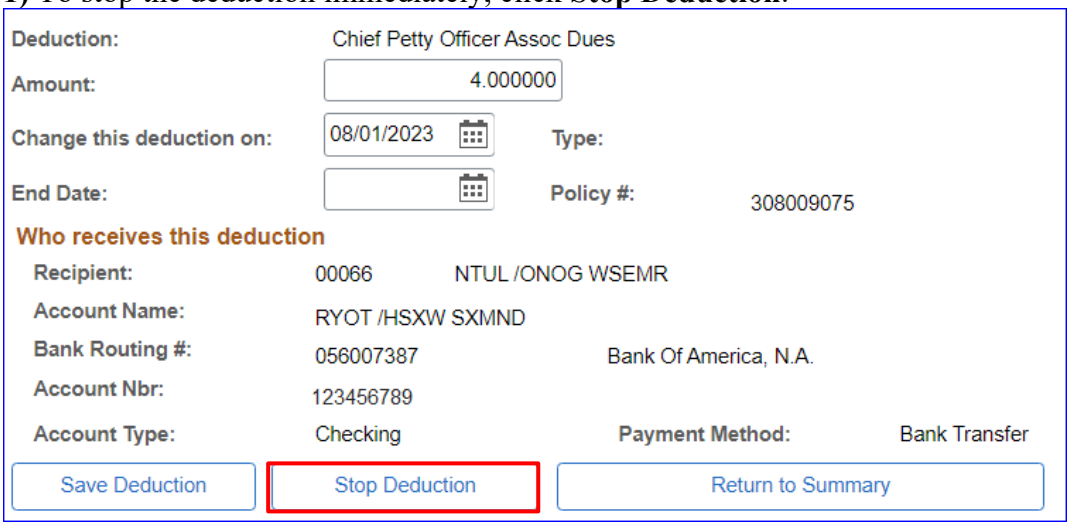
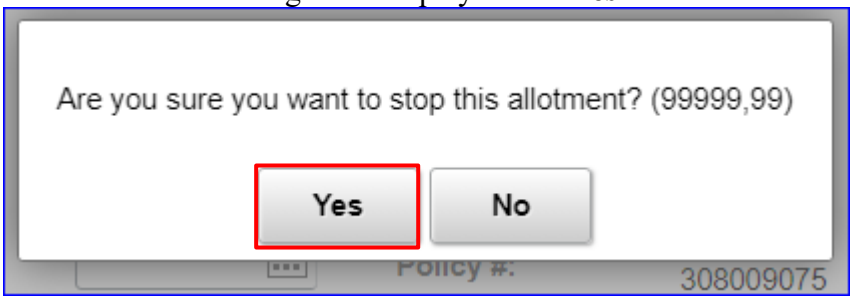
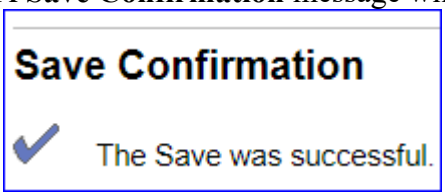
| Element | Amount | Begin Date | End Date | Recipient | Edit |
|---|---|---|---|---|---|
| CG Museum Assoc Dues | $10.000000 | 08/01/2023 | | TKKUAUDI GZ HWHNWO OVITG | |
| Chief Petty Officer Assoc Dues | $4.000000 | 11/01/2022 | | RYOT /HSXW SXMND | |
| Retiree Dental | $97.910000 | 01/01/2023 | | SFPSNN VFOP | |
| Retiree Vision | $22.120000 | 01/01/2023 | | SFPSNN VFOP | |
| TRICARE PRIME | $29.330000 | 12/01/2022 | | YDPHEC EHZ LILJPJT SQINYTDE JP | |

Add Deduction

*Continued on next page*

# Stopping a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **4** | Details for the voluntary deduction will display.<br><br>There are two ways to stop a deduction:<br>**1)** To stop the deduction immediately, click **Stop Deduction**.<br>  <br> |
| **5** | A confirmation message will display. Click **Yes**.<br>  <br> |
| **6** | A **Save Confirmation** message will display.<br>  <br> |

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# Stopping a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 7 | Select the **Voluntary Deductions – Change** option to view the updates made. Because the deduction was stopped before the end of the current pay calendar, the deduction has been completely removed from the list of Voluntary Deductions. |

Voluntary Deductions

1-4 of 4

| Element | Amount | Begin Date | End Date | Recipient | Edit |
|---|---|---|---|---|---|
| Retiree Dental | $97.910000 | 01/01/2023 | | SFPSNN VFOP | |
| Retiree Vision | $22.120000 | 01/01/2023 | | SFPSNN VFOP | |
| TRICARE PRIME | $29.330000 | 12/01/2022 | | YDPHEC EHZ LILJPJT SQINYTDE JP | |
| CG Museum Assoc Dues | $50.000000 | 08/01/2023 | 12/31/2023 | TKKUAUDI GZ HWHNWO OVITG | |

Add Deduction

**8** **2)** If the deduction isn't to be stopped immediately, enter the **End Date** of the last day of the month the deduction is to be stopped. For this example, the last month monies should be deducted is December 2023, so the **End Date** is entered as 12/31/2023. Click **Save Deduction**.

Deduction: CG Museum Assoc Dues

Amount: 50.000000

Begin Date: 08/01/2023 Type:

End Date: 12/31/2023 Policy #: 308009075

Who receives this deduction

Recipient: 00080 MARIE KREUTZ

Account Name: MARIE KREUTZ MEMORIAL DONATION

Bank Routing #: 221172186 MANUFACTURERS & TRADERS TRUST CO

Account Nbr: 123456789

Account Type: Checking Payment Method: Bank Transfer

Save Deduction | Stop Deduction | Return to Summary

*Continued on next page*

# Stopping a Voluntary Deduction (Allotment), Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **9** | A **Save Confirmation** message will display.<br>**Save Confirmation**<br>✔ The Save was successful. |
| **10** | The My Voluntary Deductions page will display with the updated **End Date** displayed.<br>Voluntary Deductions<br>1-5 of 5<br>Add Deduction |
| **11** | To return to the main homepage, click the **Retired Self Service** back arrow or the **House** icon.<br>Retired Self Service · Retired Personal Details |

Voluntary Deductions

| Element | Amount | Begin Date | End Date | Recipient | Edit |
|---|---|---|---|---|---|
| Chief Petty Officer Assoc Dues | $4.000000 | 11/01/2022 | | RYOT /HSXW SXMND | |
| Retiree Dental | $97.910000 | 01/01/2023 | | SFPSNN VFOP | |
| Retiree Vision | $22.120000 | 01/01/2023 | | SFPSNN VFOP | |
| TRICARE PRIME | $29.330000 | 12/01/2022 | | YDPHEC EHZ LILJPJT SQINYTDE JP | |
| CG Museum Assoc Dues | $50.000000 | 08/01/2023 | 12/31/2023 | TKKUAUDI GZ HWHNWO OVITG | |