View My Payslip

Introduction

This guide provides procedures for Retirees to view their Payslips in Direct Access (DA)

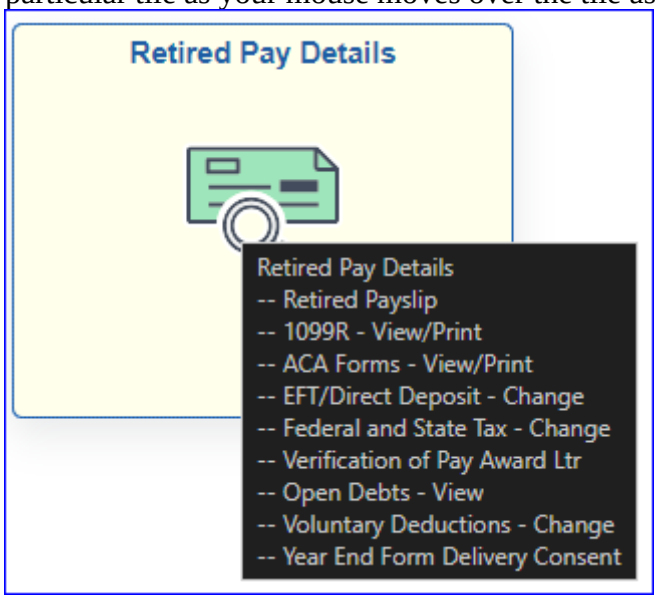
Before you Begin

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.

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.



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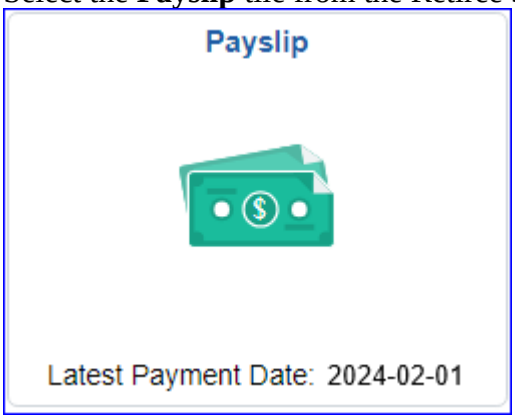
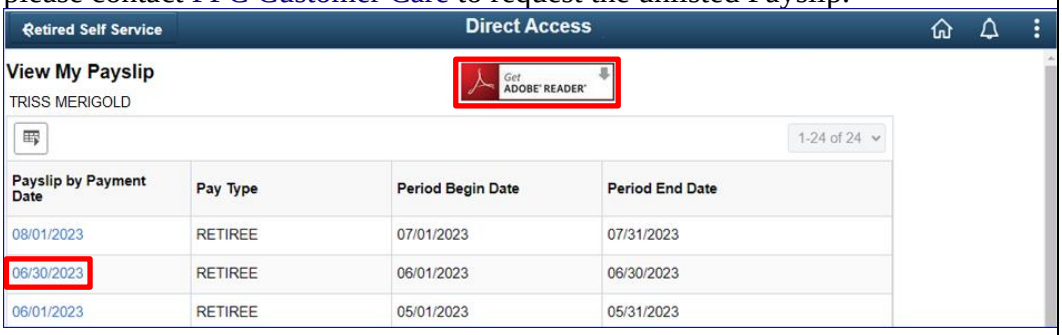
View My Payslip, Continued

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. 
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. • 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. • Remember, you will need to turn off the pop-up blocker in your web browser. • Generating a Payslip can take up to a minute. Click the Payment Date link only once. **NOTE:** If a Payslip older than the ones available in this section is required, please contact PPC Customer Care to request the unlisted Payslip. 

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View My Payslip, Continued

Procedures, continued

Step	Action
3	The selected Payslip will open in a new tab.
4	The Payslip may be printed and/or saved. • To print: Click the **printer** icon located on the document's tool bar • To save skip to **Step 6**.

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

BIRTHDATES FOR SBP PURPOSES

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

SBP INFORMATION

Coverage Type	Base Amount	Annuity
8-Elct Out	0.00	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
TOTAL DEDUCTIONS	1,859.94	1,859.94

ALLOTMENTS	OLD	NEW
TOTAL ALLOTMENTS	0.00	0.00

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

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

FEDERAL TAXES

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

STATE TAXES

State #1	Withheld YTD	State #2	Withheld YTD
	0.00		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.

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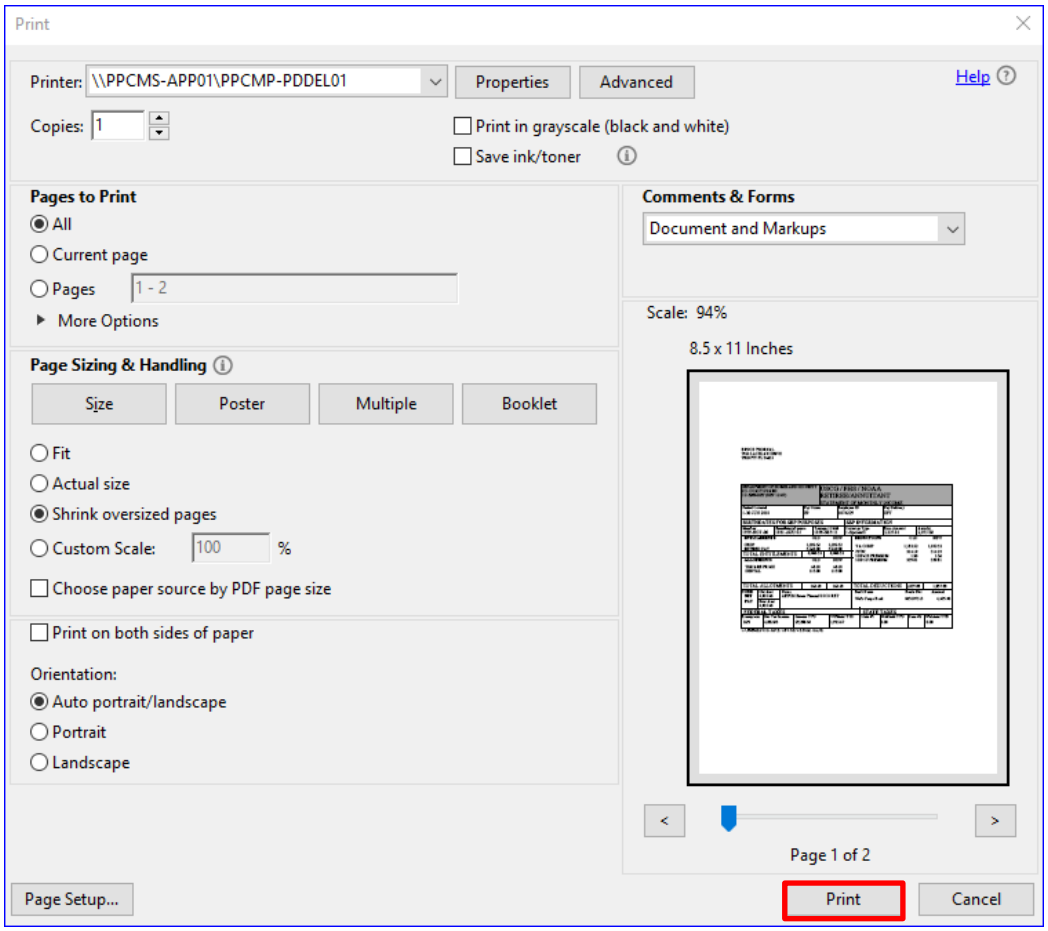
View My Payslip, Continued

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. • To view another Payslip, select another date from the list and repeat steps 3-6 as needed. • To return to the main home page click the **House** icon.