

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.



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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.

Steps	Action																								
<p>1</p>	<p>Log into Direct Access and select the View My Payslips (AD/RSV) link from the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet menu with three columns: Profile, Tasks, and View. The 'View My Payslips (AD/RSV)' link is highlighted with a red box in the View column.</p>																								
<p>2</p>	<p>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.</p>  <p>The screenshot shows the 'View Payslips' page for Lawrence Fishburn. It features a table with columns for Payment Date, Period Begin Date, and Period End Date. The row for '2/1/2018' is highlighted with a red box. Below the table, the 'Return to CG AD Self Service: Employee' link is also highlighted with a red box.</p> <table border="1" data-bbox="363 1422 1369 1859"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr> <td>2/1/2018</td> <td>01/16/2018</td> <td>01/31/2018</td> </tr> <tr> <td>1/15/2018</td> <td>01/01/2018</td> <td>01/15/2018</td> </tr> <tr> <td>12/29/2017</td> <td>12/16/2017</td> <td>12/31/2017</td> </tr> <tr> <td>12/15/2017</td> <td>12/01/2017</td> <td>12/15/2017</td> </tr> <tr> <td>12/1/2017</td> <td>11/16/2017</td> <td>11/30/2017</td> </tr> <tr> <td>11/15/2017</td> <td>11/01/2017</td> <td>11/15/2017</td> </tr> <tr> <td>11/1/2017</td> <td>10/16/2017</td> <td>10/31/2017</td> </tr> </tbody> </table>	Payment Date	Period Begin Date	Period End Date	2/1/2018	01/16/2018	01/31/2018	1/15/2018	01/01/2018	01/15/2018	12/29/2017	12/16/2017	12/31/2017	12/15/2017	12/01/2017	12/15/2017	12/1/2017	11/16/2017	11/30/2017	11/15/2017	11/01/2017	11/15/2017	11/1/2017	10/16/2017	10/31/2017
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<p>3</p>	<p>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.</p>																								

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.

U.S Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)		United States Coast Guard / NOAA / PHS Active and Reserve Statement of Semi-Monthly Income	
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: 2018-01-16 Pay End Date: 2018-01-31	Member DOB: 1970-08-12 Spouse DOB: 1971-08-09 Youngest Child DOB: N/A
Lawrence Fishburn 111 SE Quincy Street Topeka KS 66683	Employee ID: 1234567 Rank: PERS3 Pay Grade: W3 Department: PPC CUSTOMER SVC DIV Retirement Plan: Legacy	TAX DATA:	
		Federal	TX State
		Marital Status: Married	N
		Allowances: 2	0
		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	732.00	FICA	262.40	524.80
BAS - OFF	127.19	FITW	309.22	618.44
BASIC PAY	3430.05			
TOTAL:	4289.24	TOTAL:	571.62	1143.24

DEDUCTIONS		ALLOTMENTS	
Description	Current	Description	Current
AFRH	0.25	CG ASSOC	3.50
FSGLI 10	6.50	MA DONATION	5.00
SGLI 8	14.00		
TRICARE DEP	5.55		
TSGLI	0.50		
TSP LOAN	132.88		
TSP TRAD-BASIC	411.61		
TOTAL:	571.29	TOTAL:	8.50

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.

	OASDI WAGES	MEDICARE WAGES	FED TAXABLE GROSS	STATE TAXABLE GROSS	NET PAY
Current	3430.05	3430.05	3018.44	0.00	3137.83
YTD	6860.10	6860.10	6036.88	0.00	6275.67

LEAVE SUMMARY		NET PAY DISTRIBUTION		
Begin Regular Leave Balance	66.5	<u>Account Type</u>	<u>Account Number</u>	<u>Deposit Amount</u>
+ Regular Leave Earned	2.5	Checking	*****7398	3137.83
- 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 Carryover Balance	0.0			
Regular Leave Sold (Career-to-date)	30.0			
		TOTAL:		3137.83

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.

** Pay records are computer matched with other federal government and benefit records for debt purposes. **

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.--

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

Are Payslips mailed? Payslips are not mailed and it is the member's responsibility to keep track of their information for taxes, bankruptcies and loans.

Where can I find service dates and other information that used to be on the JUMPS LES? Service dates and other pertinent information is now located on the [My Member Information Report](#).

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

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)
