TOP 10 TUESDAY

PPC-PF-PD@USCG.MIL

FEATURING THE PPC PROCEDURES & DEVELOPMENT STAFF
A NEW YEAR IS ON THE WAY AND THE POSSIBILITIES ARE ENDLESS

Happy New Year

2017 Top 10 Kick Off

What is Top 10 Tuesday?
What Can I Expect?
How Does it Work?
Who Can Participate?
Top 10 Things You Should Know About Direct Access!
WHERE DO I FIND DA?

https://www.uscg.mil/ppc/default.asp

https://cg.portal.uscg.mil/Pages/main.aspx

https://cg.portal.uscg.mil/units/ppc/SitePages/Home.aspx

ONLY NEED AN INTERNET CONNECTION
Direct-Access passwords must be **at least 9** characters and contain upper/lower alpha, a number and a special character (e.g. !@#$%^&*( )=+\ )

- Required to change your password every 45 days
- Set up the “Forgot My Password” in DA to save time
- Must have a current business email listed in DA
- Must have security questions completed in DA
- Instructions can be found on the P&D page using the e-learning tab and selecting the Self Service drop menu
Forgot My Password

If you have forgotten your password, or your account is locked, you can set a new password and reactivate your account.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID: 

Continue

Password Change Notification

A link to change your password has been emailed.

You should receive an email from DoNotReply_Portal@direct-access.us containing a link. Click the link or copy/paste the link into your internet browser's URL address to set your new password.

If you do not receive an email within 60 minutes, please e-mail Customer Care at ppc-dg-customercare@uscg.mil or submit a Trouble Ticket using the web form at http://www.uscg.mil/ppc/ccb/.

[Non-DoD Source] MyPortalDirect Forgot Password

DoNotReply_Portal@direct-access.us

Note: You will be prompted to answer your security question and change your password. MyPortalDirect passwords must be at least 9 characters long, containing at least 1 number and 1 special character.
What Is a DA User Role?

- Direct Access user permissions assigned to every member of the CG, NOAA and PHS (including retirees, auxiliary, civilians and reserves)
- Everyone has access to Self Service
- Expanded roles based on user position and job function
- All users required to submit for approval a user designation request
- PAO’s require an official memo and course completion
- All members who PCS automatically returned to self service at departure

PPCINST M1000.2B Personnel & Pay Procedures Manual
E-Mail ALSPO G/15
# Self Service Requests

**Add Function**

- CG Admin Supervisor
- CG Admin Technician
- CG Assignment Officer (EPM)
- CG Assignment Officer CAC (EPM)
- CG CGIS Investigator
- CG CO/OIC, XO/XPO, Gold & Silver Badge MC
- CG Educational Services Officer
- CG Enlisted Evaluation Manager
- CG Legal Yeoman
- CG PPC DA Helpdesk
- CG Passport Acceptance Agent
- CG Recruiter
- CG Recruiter in Charge
- CG Reserve Manager
- CG Reserve Order Funding Approver

**Approver Selection**

- **Justification:**
- **Approver ID:**
- **Position:**

**Acknowledgement:**

I understand that I am authorized to access the Direct Access system and that accessing it for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al) (Note: Refer to the Automated Information Systems (AIS) User Acknowledgement Form (CG-5500A) which is required for all U.S. Coast Guard AIS users. It contains the full Scope of Authorization and Acknowledgement.)

[Submit for Approval]
What Can I Do In DA – Self Service?

Employee Self Service Pagelet

Employee Self Service Request Tab
When Do My Changes In DA Take Effect?

E-Mail ALSPO K/16
2017 U. S. Coast Guard Payroll Processing Schedule

PAYDAY IS ON 1st & 15th
Guidance on Self Service Transactions

- Always read the guide and knowledge base entries
- Always double check data entry (#’s and names)
- Never close an account until the money is delivered
- If unsure, ask for help or explanation – see your YN
- Verify dates and timing of payroll calendars
- Never assume change, verify your payslip

https://www.uscg.mil/ppc/pd.asp#
How Do I Verify My Payslip In DA?

View My Payslips (AD/RSV)

Select Payslip

- Payment Date
- 8/1/2016
- 7/15/2016
- 7/1/2016
- 6/15/2016
- 6/1/2016
<table>
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<th>EARNINGS</th>
<th>TAXES</th>
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<tr>
<td>Description</td>
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<tr>
<td>BAH WITH DEP</td>
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<tr>
<td>BASIC PAY</td>
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<tr>
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**TOTAL:** 4678.17

**Earnings and Taxes show one-half the monthly amount. The Pay Slip is issued twice a month.**

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<th>ALLOTMENTS</th>
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<tr>
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<td>SGLI 8</td>
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<td>TSGLI</td>
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**TOTAL:** 35.45

**Deductions and Allotments show one-half the monthly amount. The Pay Slip is issued twice a month.**

<table>
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<tr>
<th>OASDI WAGES</th>
<th>MEDICARE WAGES</th>
<th>FED TAXABLE GROSS</th>
<th>STATE TAXABLE GROSS</th>
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<tr>
<td>Current</td>
<td>VTD</td>
<td>Current</td>
<td>VTD</td>
<td>Current</td>
</tr>
<tr>
<td>3206.55</td>
<td>35272.05</td>
<td>3544.05</td>
<td>36986.22</td>
<td>3314.79</td>
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**LEAVE SUMMARY**

- Begin Regular Leave Balance: 0.00
- Regular Leave Earned: 0.00
- Regular Leave Used: 0.00
- Regular Leave Lost: 0.00
- Regular Leave Sold: 0.00
- End Regular Leave Balance: 56.00
- End Reserve Leave Balance: 0.00
- End Combat Exempt Balance: 0.00
- End Special Leave Carryover Balance: 0.00
- Regular Leave Sold (Career-to-date): 30.00

**TOTAL:** 3214.79

**NET PAY DISTRIBUTION**

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<th>Account Type</th>
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</tbody>
</table>

**REMARKS:**

- Leave earned is credited on the end-month Pay Slip.
- You can start, stop, and change allotments using self-service.
- You can change your direct deposit account using self-service.
- Pay records are computer matched with other federal government and benefit records for debt purposes.

**Notes:**

- Birth dates are important for tracking expiration of benefits, FSGLI premiums, and SBP costs (in retirement).
- There are two pay periods per month.
Can I Access My W2/1099R and ACA In DA?

✓ Available in Self Service View
✓ Provide Consent for Electronic Version
✓ Available by Federal Deadline 31 JAN
✓ Instruction Found P&D Webpage
✓ Info Available on Separations Page
✓ [https://www.uscg.mil/ppc/w2.asp](https://www.uscg.mil/ppc/w2.asp)
✓ Duplicate Request After 15 FEB
Tax Document Consent Form

Submit or withdraw your consent to receive ALL electronic tax forms, including W-2, W-2PR, ACA 1095, 1099R, and all corrected versions of these forms.

Beginning tax year 2016, Coast Guard payees will have the option to consent to receive ONLY an electronic copy of their year-end tax forms, including W-2, 1099R, and ACA forms 1095.

If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your 2016 tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.

If your current status is "No Consent Received" or "Consent Withdawn" you will receive these forms by mail.

We encourage you to consent to receiving the forms online. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.

Just click the box (below) where it says "Check here to indicate your consent to receive electronic W-2 and W-2c forms." and click the Submit button to update your status.

Your Current Status: No consent received.

☐ Check here to indicate your consent to receive electronic W-2 and W-2c forms.

View/Print W-2
View/Print ACA Forms

Submit

Return to View
I Need a Vacation…
Where Is My Leave Request In DA?

- Submit an Absence Request
- View All Absence Requests
- Make Changes
- Assign a Proxy
- Email Notifications
Action Request
Submit Absence Request
Pitt, William Bradley

1. For the Absence Type, select Type of Absence.
2. For Begin Date and End Dates, enter inclusive dates you will be charged leave.
3. Click Get Details, and verify # of Days Absent is correct.
4. In the Comments section, enter your leave address and telephone number.
5. For the Approver field, enter the approving official who will be the final approver for the absence request.
6. Click Submit.

Request Details
Type of Absence: Adoption Leave
Begin Date: 07/01/2016
End Date: 07/31/2016

Get Details

Request Information

View My Absence Requests
William Pitt

1. 'My Submitted Requests' allows member to bring up only their Absence Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Absence Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Absence Requests and those submitted to them.
4. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
5. Populate Grid button populates the grid based on what was selected for the radio button and Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests
Requests I am Approver For
All Requests

Transaction Status: Pending
Submission From Date: [ ]
Submission To Date: [ ]

Populate Grid
Refresh

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<th>Status</th>
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<th>Empid</th>
<th>Deptid</th>
<th>Approver</th>
<th>Absence Type</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Process Date</th>
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<td>1234567 008146 George Clooney</td>
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<td>01/16/2015 01/16/2015</td>
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I Got Orders...Can I Find Them In DA?

Employee

Profile

Tasks
- PCS eResumes
- My Airport Terminal Orders
- Emergency Contacts
- Home and Mailing Address
- Phone Numbers
- Allotments
- Direct Deposit
- Federal & State Tax Elections
- All Duty Report
- 9 More...

View
- My Profile
- Member Training Rating
- My Reserve Points Statement
- My Reserve Drills
- View My Payslips (AD/RSV)
- My Employee Reviews
- Employee Review Summary
- Off Comparison Scale Summary
- SWE PDE
- 5 More...
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<tr>
<th>Empl ID</th>
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<th>First Name</th>
<th>Rank</th>
<th>Status</th>
<th>Duty Type</th>
<th>Order Type</th>
<th>Action</th>
<th>Reason Code</th>
<th>Depart Dept</th>
<th>Departing Department</th>
<th>Estimated Depart Date</th>
<th>Reporting DeptID</th>
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<td>POPEYE</td>
<td>YN1</td>
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<td>PCS</td>
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<td>007799</td>
<td>PPC CUSTOMER CARE</td>
<td>06/01/2015</td>
<td>000089</td>
<td>CGC VALIANT</td>
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**Estimated Report Date**: 07/01/2015
**Position Number**: 00023899
**Issue Date**: 01/27/15 9:39:42.425309AM
My DA Info Is Wrong! What Do I Do?

- Self Service in DA
- Contact ADMIN / SPO
- Provide Valid Proof
- Verify Payslips

YOUR RECORD IS YOUR RESPONSIBILITY
Customer Service Hours

Per ALCOAST 497/14 (Para. 3), customers are directed to contact their P&A Office for any errors or questions on pay and/or personnel issues. If the P&A Office cannot resolve it, the P&A Office is to contact the servicing SPO. If the serving SPO cannot resolve the issues, the SPO will contact PPC. Customers should not be contacting PPC directly for any pay or personnel issues. We will continue to reroute inquiries directly from customers back to the serving SPO, AND contact the servicing SPO Chief to inform them that the ticket was rerouted.

Direct Access, Travel and TPAX Customer Care
Call 866-PPC-USCG (772-8724)
0700-1600 (Central time) M-F
Note: Password resets are not provided via telephone.

For retired pay issues, contact PPC (RAS) by e-mail or dial retired pay directly at 1-800-772-8724 (PPC-USCG) or 785-339-3415.

https://www.uscg.mil/ppc/ccb/
10. Where Do I Find DA?
9. What’s My Password?
8. What Is A DA User Role?
7. What Can I Do In DA – Self Service?
6. When Do My Changes Take Effect in DA?
5. How Do I Verify My Payslip in DA?
4. Can I Access My W2/1099R/ACA In DA?
3. Where Is My Leave Request In DA?
2. Can I Find My Orders In DA?
1. My DA Info Is Wrong – What Do I Do?
Coast Guard Pay and Personnel Center Mailing List

Subscribers to this list will receive notices and information on Coast Guard military pay and personnel policy and procedures. Subscribers will also be notified when active duty and reserve payslips are posted and of both scheduled and unscheduled outages affecting the Direct Access personnel system or the TPAX travel claim liquidation system. Additionally, subscribers will be updated when important information is posted to the Pay and Personnel Center’s internet news pages at //www.uscg.mil/ppc/alspo/default.asp and //www.uscg.mil/ppc/travel/default.asp.

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