

# Direct Access View Paycheck Quick Reference

[Home](#) > [Self Service](#) > [Employee](#) > [View](#) > [View Paycheck](#)

Menu Path

[New Window](#)

If your address is not correct go to [Self-Service](#) > [Employee](#) > [Tasks](#) > [Home and Mailing Address](#) and update it.

## View Paycheck

Guardian

Coast Guard Employees

For a prior pay period, click [Paycheck Selection](#)

Current month is shown. Use this link to view previous months.

Use this link to view remarks. This link only appears for the current month's statement. See next page for more information.

[Comments](#)

Employee ID: 1234567 Department: 000450 Location: CG PPC Pay End Date: 02/28/2009 Check Date: 03/01/2009	TAX DATA: Federal KS State Marital Status: Married Allowances: Addl. Percent: Addl. Amount:
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Federal and, if applicable state income tax withholding allowances are shown in the **Tax Data** section. If you are claiming "0" the allowances lines are blank.

Leave info (to be added late October 2009):  
**Begin** = Balance carried over from previous month.  
**Earned** = Leave earned this month.  
**Used** = Leave charged this month.  
**Balance** = Balance at the end of this month.  
**Sold** = Leave sold this month.  
**Cumm** = Total days leave sold.  
**Lost Prv FY** = Number of days leave lost previous fiscal year.  
**Sold CP** = Leave sold this month.

Leave	Begin	Earned	Used	Balance	Sold Cumm	Lost Prv FY	Sold CP
	53.5	2.5	5.0	51.0	20.5	0.0	0.0

Current	Total Earnings	Cur TaxableGrs	Total Taxes	Total Deductions	Net Pay
	4,531.47	2,953.36	638.88	123.84	3,768.75
YTD		5,937.17			

This section shows the year-to-date earnings, taxes and deductions.

Earnings			Taxes		
Description	Hours	Rate	Description	Amount	YTD Amount
Basic Pay			Fed Withholding	276.55	557.66
BAH WDEP			Fed MED/EE	232.92	465.84
ENL BAS			KS Withholding	29.41	60.90
CLTHNG ST					

Federal and, if applicable state income tax withholding amounts (current month and year-to-date) are shown in the **Taxes** section. Go to [Self-Service](#) > [Employee](#) > [Tasks](#) > [W-4 Tax Information](#) to change Federal withholding or [Self-Service](#) > [Employee](#) > [Tasks](#) > [State Tax Information](#) to change state withholding.

**Earnings.** Be sure your BAH entitlement is correct for your dependency/housing status. Be sure your BAS entitlement is correct for you unit assignment. Entitlements reflect amounts paid to a member during the period covered. This may also include amounts being credited for previous periods. For example, if a member terminated leased housing on the 27th of the previous month, the appropriate BAH would include those days payable during the previous month

### Before-Tax Deductions

Description Amount

T 91.34

**Before Tax Deductions** include Thrift Savings Plan contributions. Go to [Self Service](#) > [Employee](#) > [Tasks](#) > [Thrift Savings Plan](#) to change.

### After-Tax Deductions

Description Amount

**After Tax Deductions** include Allotments, Bonds, Dental and SGLI. Go to [Self-Service](#) > [Employee](#) > [Tasks](#) > [Allotments](#) to manage allotment or bond deductions. Deductions for Overpayments and Debt Liquidations would appear in this section if applicable.

### Employer Paid Benefits

Description Amount YTD Amount

The **Net Pay Distribution** section shows show the amount processed for payments (your actual deposit amount). These two amounts combined equal the Net Earnings amount. You can change your direct deposit account by going to [Self-Service](#) > [Employee](#) > [Tasks](#) > [Direct Deposit](#).

### Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit		Checking	The Account Number is not displayed for privacy purposes.	1,884.40
Direct Deposit		Checking		1,884.35
<b>Total:</b>				<b>3,768.75</b>

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[Home](#) > [Self Service](#) > [Employee](#) > [View](#) > [View Paycheck](#)

[New Window](#)

## Paycheck comments page

### View Paycheck

Joe Guardian

Active Coast Guard Employees

Joe Guardian 123 Any St. Topeka KS 66615	<b>Employee ID:</b>	<b>Department:</b>	<b>Location:</b>	<b>Pay End Date:</b> 02/28/2009	<b>Percent:</b>
<b>Job Title:</b> First Class Yeoman	<b>Check Date:</b> 03/01/2009				<b>Amount:</b>
<b>SSN:</b> 012-34-5678					

This section shows the remarks from the current month's LES. It is accessed by clicking the "**Comments**" link on the current month's View Paycheck page. The Remarks Section provides:

- General statements for all members
- Supporting information regarding:
- Changes to a member's pay file
- Debt Liquidations

If the View All, First, Last or Arrow links are active, use them to view additional lines.

Only remarks from the current month's View Paycheck page are available. If you are viewing a page from a previous month, the "Comments" link will not be available.

<b>Comments</b>	View All	First	1-18 of 18	Last
<p>* TO REQUEST A REPLACEMENT OR CORRECTED W-2, FOLLOW THE PROCEDURES ON THE PSC WEB SITE AT <a href="http://www.uscg.mil/hr/psc/w2.asp">HTTP://WWW.USCG.MIL/HR/PSC/W2.ASP</a>.</p> <p>* CHANGE IS UNDERWAY. TO FIND OUT MORE ABOUT THE COAST GUARD MODERNIZATION, GO TO THE CG MODERNIZATION SECTION ON CG CENTRAL (<a href="http://cgcentral.uscg.mil">HTTP://CGCENTRAL.USCG.MIL</a>) OR CLICK ON THE MODERNIZATION EFFORT LINKS FOR PRESENTATIONS, MEMOS, PODCAST, ETC.</p> <p>* VERIFYING THE ACCURACY OF YOUR PAY AND INFORMATION ON YOUR LES IS YOUR RESPONSIBILITY; YOU MUST REPORT SUSPECTED ERRORS TO YOUR SERVICING PERSONNEL OFFICE (SPO).</p> <p>* DID YOU KNOW? UPON SEPARATION, THE REMAINDER OF YOUR MILITARY SERVICE OBLIGATION (MSO) IS SERVED IN THE RESERVE COMPONENT. FOR MORE INFORMATION, CONTACT YOUR SERVICING PERSONNEL OFFICE (SPO).</p> <p>* ARE YOU A RESERVIST WHO WAS CALLED TO ACTIVE DUTY AFTER 9/11/2001 IN SUPPORT OF OIF/OEF? YOU MAY BE ELIGIBLE FOR REAP. FOR MORE DETAILS, SEE <a href="http://www.gibill.va.gov">HTTP://WWW.GIBILL.VA.GOV</a> OR <a href="http://www.uscg.mil/reserve">HTTP://WWW.USCG.MIL/RESERVE</a>.</p> <p>* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 19FEB09.</p> <p>* 12.5 DAYS LEAVE EARNED AND 14.0 DAYS LEAVE USED TO DATE IN FY09.</p> <p>* YTD TSP TAX DEF: \$152.23. CAREER TSP TAX DEF: \$503.83.</p>				

OK

Click the "OK" button to return to the View Paycheck page.

**Special Payments**

If you are authorized a Special Payment, monies will be received off-line. The reason for this Special Payment should appear as an **Entitlement** on the next View Paycheck and LES (i.e. BAH).

To account for these monies, a **deduction** for the amount of the Special Payment will also appear on the View Paycheck and LES.

This **balances** your account – the correct item paid and the Special Payment accounted for at the same time.

**Service Dates**

The Active Duty Base Date, Expected Loss Date and Expected Active Duty Termination Date are shown on the [Self-Service > Employee > View > Member Info](#) page. The Pay Entry Base Date is not currently displayed in Direct Access Self Service.

- Pay Base Date – this determines your longevity for pay.
- AD Base Date – this determines when you are eligible for an Active Duty retirement. For Reserve Personnel: This field might be set to 00 00 00, or contain an invalid date since a Reservist can enter/depart AD frequently. Use your Reserve Points Statement to determine eligibility for retirement upon obtaining 20 Satisfactory years of service.
- Exp Ad Term Date – this shows your current Active Duty contract expiration date.
- Exp Loss Date – this shows the date all contracts expire.