



# Global Payroll for Active Duty and Reserve

**FED TAX Change  
SPO Input**



# Entering FED Tax change in Global Pay as a SPO clerk (CGHRS user)

ENVIRONMENT THREE

Home Add to My Links Sign out

United States Coast Guard  
U.S. Department of Homeland Security

My Page Self Service Requests

Announcements Updated 16 April 2014

April Leave and Earnings statements (LEs) Posted: LEs for April are available. Go to ["View Paycheck"](#) under Employee Self Service to view.

April Reserve Points Statements Posted: Reserve retirement point data for April 2014 is available. Go to ["View Reserve Points"](#) under Employee Self Service to view.

Direct Access II [Technology Refresh Projects](#) -

- PCs eResume: [More information and instructions.](#)
- Assignment Processing: [More information and instructions.](#)
- Accessions: [More information and instructions.](#)

More User Resources:

- [Military Assistance Company \(MAC\) Allotments Service Ending](#)
- [PCS eResume \(Member, Endorser, and Proxy\) User Guides](#)

Disregard the address displaying next to the SUBMIT button on the E-Resume page. The address may not be your current address. This is a known issue. The address carries no importance for internal applicants. Go to Self-Service, Tasks, [Home and Mailing Address](#) to view or update current address information.

- [Recruiting and Accessions](#)
- [Self Service Electronic Leave / Absence Request System](#)

Reminder! Do not input leave for PCS or separations using self-service. Your SPO will include the leave on your orders.

- [Assignment Processing](#)
- [Person Profile \(Competencies, Languages, Memberships, Education and Licenses\)](#)
- [Portal Navigation Demos and Guides](#)
- [Direct Access Online Help](#)
- [SPO Manual](#)
- [ALSPO Messages](#)
- [Pay & Allowance Rates](#)
- [PPC Customer Satisfaction Survey](#)

if you encounter problems, have questions, or need any assistance with Direct Access, contact PPC Customer Care at 866.772.8724 or use the [online Trouble-Ticket Form](#)

if you have time out or other issues when using Direct Access I transactions, use the [Direct Access Content](#) link under the Enterprise menu.

**Appropriate Use and Access:** Do not use this system to conduct training or to practice entering any pay/personnel transactions. [Contact PPC Customer Care](#) if you have questions on the use of Direct Access.

**Select "Maintain Tax Data USA" link**

**Employee**

Profile	Tasks	View
<a href="#">Workflow User Preferences</a>	<a href="#">PCS eResumes</a>	<a href="#">My Profile</a>
	<a href="#">Email Addresses</a>	<a href="#">My Reserve Points Statement</a>
	<a href="#">Emergency Contacts</a>	<a href="#">View Paycheck</a>
	<a href="#">Home and Mailing Address</a>	<a href="#">Test Results</a>
	<a href="#">Phone Numbers</a>	<a href="#">Member Info Additional</a>
	<a href="#">Allotments</a>	<a href="#">View My Worklist</a>
	<a href="#">Direct Deposit</a>	<a href="#">My CGHRMS Orders</a>
	<a href="#">Federal &amp; State Tax Elections</a>	<a href="#">My Employee Reviews</a>
	<a href="#">Create e-Resume</a>	<a href="#">Employee Review Summary</a>
	<a href="#">11 More...</a>	<a href="#">7 More...</a>

**Person Profile**

[Person Profiles](#)

**Assignments Reports**

[CG Member Info](#)

**Core HR**

<a href="#">Job Data</a>	<a href="#">Person Profiles</a>
<a href="#">Addresses</a>	<a href="#">Personal Data</a>
<a href="#">Statement of Creditable Svc</a>	

**PAL Maintenance Links**

<a href="#">Location</a>	<a href="#">Departments</a>
<a href="#">Position Data</a>	

**Active Reserve Pay Shortcuts**

<a href="#">Direct Deposit</a>	<a href="#">Voluntary Deductions</a>
<a href="#">SGLI + FSGLI</a>	<a href="#">Maintain Tax Data USA</a>
<a href="#">Housing Allowance</a>	<a href="#">Cost of Living Allowance</a>
<a href="#">ACIP</a>	<a href="#">MGB Enrollments</a>
<a href="#">Sea Time Balances</a>	<a href="#">TDY Data</a>

**Orders**

<a href="#">PCS Orders</a>	<a href="#">Airport Terminal</a>
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**Separations**

<a href="#">Separation Orders</a>	<a href="#">DD214 Form</a>
<a href="#">Separations Summary Report</a>	<a href="#">Separation Requests by Status</a>
<a href="#">Separation Request Extract</a>	<a href="#">Separations By AD Term Date</a>
<a href="#">Separation Orders Extract</a>	

**Career Management**

<a href="#">Obligated Service Report</a>	<a href="#">Contract Data</a>
<a href="#">DD-4 Enlistment/Reenlistment</a>	<a href="#">Agreement to Extend/Reextend</a>
<a href="#">Ext/Reext within 30 days Report</a>	<a href="#">AD 6th or 10th Yr Anniversary</a>
<a href="#">Extensions not Executed</a>	

**Reserve Administration**

<a href="#">IDT Drills</a>	<a href="#">Annual Screening Questionnaire</a>
<a href="#">Reserve Member Balances</a>	<a href="#">Member Status Change</a>
<a href="#">View Member Drills</a>	<a href="#">Reserve Orders</a>
<a href="#">MGB Enrollments</a>	

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# “Maintain Tax Data” member look up page

United States Coast Guard  
U.S. Department of Homeland Security

ENVIRONMENT THREE

Home Add to My Links Sign out

My Links Select One:

My Page Self Service Requests

New Window Help http

### Maintain Tax Data USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with

Company: begins with

Name: begins with

Last Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Include History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter mbr “Empl ID” and click “Search”



# Adding a new federal tax row

Federal Tax Data | State Tax Data

Joe Coast Guard ID: 1234567

Company: ACG Company Name: Active CG

Federal Tax Data Find | View All First 1 of 1 Last

\*Effective Date: 03/10/2009 [BT] **+** **-**

\*Tax Marital Status: Single

Withholding Allowances: 0

This data was last updated by Online User on May 27, 2014

**Special Tax Withholding**

- None
- Do Not Maintain Taxable Gross and Do Not Withhold Tax
- Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding"

**Flagged For IRS**

- W4 Flagged for Transmission

**W-4 Processing**

- None
- Notification Sent
- New W-4 Received

**FWT Additional Withholding**

Amount:  Percentage:

**Special Tax Other**

- Exempt from FUTA
- Use Total Wage for Multi State

**Lock-In Details**

- Letter Received
- Limit on Allowances:  0

**Earned Income Credit**

\*Earned Income Credit: Not Applicable

**W-5 Processing**

- None
- Notification Sent
- New W-5 Received

From the "Federal Tax Data" tab Click "+" to add a new row

Save Return to Search Notify Update/Display Include History



# Entering changes to a member's federal tax election

Federal Tax Data | State Tax Data

Joe Coast Guard ID: 1234567  
Company: ACG Company Name: Active CG

Federal Tax Data Find | View All First 1 of 2 Last

\*Effective Date: 08/08/2014  
\*Tax Marital Status: Married  
Withholding Allowances: 1

This data was last updated by Online User on Aug 10, 2014

Special Tax Withholding

None  
 Do Not Maintain Taxable Gross and Do Not Withhold Tax  
 Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding"

Flagged For IRS

W4 Flagged for Transmission

W-4 Processing

None  
 Notification Sent  
 New W-4 Received

FWT Additional Withholding

Amount: Percentage:

Special Tax Other

Exempt from FUTA  Use Total Wage for Multi State

Lock-In Details

Letter Received Limit on Allowances: 0

Earned Income Credit

\*Earned Income Credit: Not Applicable

W-5 Processing

None  
 Notification Sent  
 New W-5 Received

Save Return to Search Notify Update/Display Include History

**"Effective Date"**  
Defaults to current date.

**"Tax Marital Status"** Select the marital status from the drop down

**"Withholding Allowances"**  
Enter the number of allowances claimed by the member on the W-4 form



# Entering changes to a member's federal tax election

(continued)

Federal Tax Data | State Tax Data

Joe Coast Guard ID: 1234567

Company: ACG Company Name: Active CG

Federal Tax Data Find | View All First 1 of 2

\*Effective Date: 08/08/2014

\*Tax Marital Status: Married

Withholding Allowances: 1

This data was last updated by Online User on Aug 10, 2014

**Special Tax Withholding**

- None
- Do Not Maintain Taxable Gross and Do Not Withhold Tax
- Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding"

**Flagged For IRS**

- W4 Flagged for Transmission

**W-4 Processing**

- None
- Notification Sent
- New W-4 Received

**FWT Additional Withholding**

Amount:  Percentage:

**Special Tax Other**

- Exempt from FUTA
- Use Total Wage for Multi State

**Lock-In Details**

- Letter Received
- Limit on Allowances:

**Earned Income Credit**

\*Earned Income Credit: Not Applicable

**W-5 Processing**

- None
- Notification Sent
- New W-5 Received

Save Return to Search Notify

## “Special Tax Withholding”

This field defaults to None. Change it to "Maintain gross option" if "Exempt" status indicated on Line 7 of Form W-4. Do not click the Do Not Maintain block unless the member is a Puerto Rico or Northern Marianas resident who is stationed in Puerto Rico / Northern Marianas.

## “W-4 Processing”

This field defaults to None.

## “FWT Additional Withholding”

Enter the dollar amount of additional tax to be withheld monthly. This amount must be in whole dollars.



# Entering changes to a member's federal tax election

(continued)

**Federal Tax Data** | State Tax Data

Joe Coast Guard ID: 1234567  
Company: ACG Company Name: Active CG

**Federal Tax Data** Find | View All First 1 of 1

\*Effective Date: 08/08/2014 [BT]  
\*Tax Marital Status: Married [v]  
Withholding Allowances: 1

This data was last updated by Online User on Aug 10, 2014

**Special Tax Withholding**  
 None  
 Do Not Maintain Taxable Gross and Do Not Withhold Tax  
 Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding"

**Flagged For IRS**  
 W4 Flagged for Transmission

**W-4 Processing**  
 None  
 Notification Sent  
 New W-4 Received

**FWT Additional Withholding**  
Amount: [ ] Percentage: [ ]

**Special Tax Other**  
 Exempt from FUTA  Use Total Wage for Multi State

**Lock-In Details**  
 Letter Received Limit on Allowances: [ 0 ]

**Earned Income Credit**  
\*Earned Income Credit: Not Applicable [v]

**W-5 Processing**  
 None  
 Notification Sent  
 New W-5 Received

**Callouts:**  
- "Special Tax Other" Exempt From FUT, Global Pay will automatically check this field.  
- "Lock-In Details" The fields in this block are not applicable and will not be used by the USCG application.  
- "Earned Income Credit" Leave default entry of "Not Applicable"  
- "W-5 Processing Status" Not applicable.  
- Click "Save"

Save | Return to Search | Notify | Update/Display | Include History



# “State Tax Data” row is automatically populated after entering federal data

Federal Tax Data | State Tax Data

Joe Coast Guard ID: 1234567  
Company: ACG Company Name: Active CG

State Tax Data Find | View All First 1 of 2 Last

Effective Date: 08/08/2014

State Information Find | View All First 1 of 1 Last

\*State: FL Name: Florida  
\*SWT Marital Status: N/A Description: Not applicable  
Withholding Allowances: 1

Resident  
 Non Residency Statement Filed  
 UI Jurisdiction

Special Tax Withholding

None  
 Do Not Maintain Taxable Gross and Do Not Withhold Tax  
 Maintain Taxable Gross; SWT Zero unless specified in "SWT Additional Withholding"

SWT Additional Withholding

Amount:   
Percentage:

Special Tax Other

AZ Percent of Taxable Gross:  SDI Status: Not Applicable  
MS Annual Exemption Amount:  CA Wage Plan: State/State  
Additional Allowances:   Exempt from SUI

Lock-In Details

Letter Received Limit on Allowances: 0

Earned Income Credit

Earned Income Credit: Not Applicable

Save Return to Search Notify Update/Display Include History



# Earnings and deductions page before pay calc is run

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

**Joe Coast Guard** EMP ID: 1234567 Empl Record: 0  
Calendar Group ID: C114080 201408 On-Cycle AD Mid Month

Calendar Information  
Calendar ID: CG ACT 2014M08M Pay Group: USCG  
Segment Number: 1 Version: 1 Revision: 1  
Gross Result Value: 1,900.83 USD Net Result Value: 1,437.13 USD

Earnings & Deductions  
Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	BAH	387.000000	Basic Allowance for Housing	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	BAS	178.780000	Basic Allow for Subsistence	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	BASIC PAY	1213.650000	Basic Pay	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CLOTHING	20.900000	Clothing Allowance	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CONUS COLA	10.500000	Conus COLA	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CSEAPAY	90.000000	Career Sea Pay	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	DMR	152.250000	Discount Meal Rate	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	FWT	128.540000	FIT Withholding	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MA DONATION	2.500000	Mutual Assistance Donation	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE EE	17.600000	Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE ER	17.600000	ER Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	OASDI EE	75.240000	OASDI Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>

Federal tax withholding before change (\$128.54)



# Earnings and deductions after pay calc has run

Calendar Group Results | **Earnings and Deductions** | Accumulators | Supporting Elements

**Joe Coast Guard** EMP ID: 1234567 Empl Record: 0  
Calendar Group ID: C114080 201408 On-Cycle AD Mid Month

Calendar Information  
Calendar ID: CG ACT 2014M08M Pay Group: USCG  
Segment Number: 1 Version: 1 Revision: 1  
Gross Result Value: 1,900.83 USD Net Result Value: 1,509.66 USD

Earnings & Deductions  
Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	BASIC PAY	1213.650000	Basic Pay	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CLOTHING	20.900000	Clothing Allowance	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CONUS COLA	10.500000	Conus COLA	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Earnings	CSEAPAY	90.000000	Career Sea Pay	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	DMR	152.250000	Discount Meal Rate	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	FWT	58.010000	FT Withholding	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MA DONATION	2.500000	Mutual Assistance Donation	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE EE	17.800000	Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	MEDICARE ER	17.800000	ER Medicare Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	OASDI EE	75.240000	OASDI Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	OASDI ER	75.240000	ER OASDI Tax	1	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>
Deduction	SGLI	14.000000	Service members Group Life Ins	0	08/01/2014	08/15/2014	<a href="#">Resolution Details</a>

Federal tax withholding after change (\$56.01)



# Accumulators before pay calc is run

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Joe Coast Guard EMP ID: 1234567 Empl Record: 0  
Calendar Group ID: C114080 201408 On-Cycle AD Mid Month

Calendar Information Find First 2 of 2 Last

Calendar ID: CG ACT 2014M08M Pay Group: USCG  
Segment Number: 1 Version: 1 Revision: 1  
Gross Result Value: 1,900.83 USD Net Result Value: 1,437.13 USD

Accumulators Customize Find View 5 1-59 of 59 Last

Period	Element Name	Amount	Description	From	Through
Calendar Period	FWT_PTDA	128.540000	FIT Withholding	08/01/2014	08/15/2014
Month to Date	AFRH_MTD	0.250000	Armed Forces Retirement Home	08/01/2014	08/31/2014
Month to Date	CG AC SGLI MTD	14.000000	SGLI MTD for End Month Process	08/01/2014	08/31/2014
Month to Date	CG AC TSGLI MTD	0.500000	TSGLI MTD for End Month Process	08/01/2014	08/31/2014
Month to Date	MA DONATION_MTD	2.500000	Mutual Assistance Donation	08/01/2014	08/31/2014
Month to Date	SGLI_MTD	14.000000	Servicemembers Group Life Ins	08/01/2014	08/31/2014
Month to Date	TOTAL ALLOTMENTS	2.500000	Month to Date Allotments Total	08/01/2014	08/31/2014
Month to Date	TSGLI_MTD	0.500000	Traumatic SGLI	08/01/2014	08/31/2014
Month to Date	TSP BASIC_MTD	72.820000	Thrift Savings Plan Basic Pay	08/01/2014	08/31/2014
Year to Date	CG AC TSP YTD	509.840000	Year to Date TSP Contribution	01/01/2014	12/31/2014
Year to Date	FWT GRS TOT YTD	899.210000	FWT YTD Taxable Gross Total	01/01/2014	12/31/2014
Year to Date	FWT_YTDA	899.780000	FIT Withholding	01/01/2014	12/31/2014
Year to Date	MED EE AMT YTD	129.100000	Medicare/EE YTD	01/01/2014	12/31/2014

Federal tax year to date withholdings before change (\$899.78)



# Accumulators after pay calc has run

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

**Joe Coast Guard** EMP ID: 1234567 Empl Record: 0  
Calendar Group ID: C114080 201408 On-Cycle AD Mid Month

Calendar Information Find First 2 of 2 Last  
Calendar ID: CG ACT 2014M08M Pay Group: USCG  
Segment Number: 1 Version: 1 Revision: 1  
Gross Result Value: 1,900.83 USD Net Result Value: 1,509.66 USD

Accumulators Customize | Find | View 5 | First 1-59 of 59 Last

Period	Element Name	Amount	Description	From	Through
Calendar Period	CG AC EST ADVANCE	977.730000	Estimated Advance Pay	08/01/2014	08/15/2014
Calendar Period	FWT_PTDA	56.010000	FIT Withholding	08/01/2014	08/15/2014
Month to Date	AFRH_MTD	0.250000	Armed Forces Retirement Home	08/01/2014	08/31/2014
Month to Date	CG AC SGLI MTD	14.000000	SGLI MTD for End Month Process	08/01/2014	08/31/2014
Month to Date	CG AC TSGLI MTD	0.500000	TSGLI MTD for End Month Process	08/01/2014	08/31/2014
Month to Date	MA DONATION_MTD	2.500000	Mutual Assistance Donation	08/01/2014	08/31/2014
Month to Date	SGLI_MTD	14.000000	Servicemembers Group Life Ins	08/01/2014	08/31/2014
Month to Date	TOTAL ALLOTMENTS	2.500000	Month to Date Allotments Total	08/01/2014	08/31/2014
Month to Date	TSGLI_MTD	0.500000	Traumatic SGLI	08/01/2014	08/31/2014
Month to Date	TSP BASIC_MTD	72.820000	Thrift Savings Plan Basic Pay	08/01/2014	08/31/2014
Year to Date	CG AC TSP YTD	509.840000	Year to Date TSP Contribution	01/01/2014	12/31/2014
Year to Date	FWT GRS TOT YTD	827.250000	FWT YTD Taxable Gross Total	01/01/2014	12/31/2014
Year to Date	FWT_YTDA	827.250000	FIT Withholding	01/01/2014	12/31/2014
Year to Date	MED EE AMT YTD	102.100000	Medicare/EE YTD	01/01/2014	12/31/2014

Federal tax year to date withholdings after change (\$827.25)