

MILITARY PAY CHANGES

Member Information Sheet

What is changing?

1. The software that computes your pay is changing in January, 2015 from the Joint Uniform Military Payroll System (JUMPS) to Direct Access.
2. You may see some changes in your net pay, visit PPC's website to see how the new payroll system **may** impact you:
<http://www.uscg.mil/ppc/da/GlobalPayPreview/>
3. We regularly see cost of living increases, BAH changes and the like in January; and just changing the software engine should not affect those changes. If it does, PPC is prepared to resolve those issues in a timely manner.
4. Direct Access will calculate and process pay based on the Human Resource data it contains. Your Direct Access data will directly control your monthly pay; if it is not accurate then your pay will not be correct either.



What everyone needs to know and how you can help:

1. Direct Access will be shut down on 18 December 2014 and not be available until 5 January 2015. That means NO self-service, NO ability to submit personnel transactions, such as leave requests, Dependency changes, PCS orders, BAH, any type USCGR Active Duty orders (IDT/ADT/ADOS), Separation requests, Employee Reviews, etc.
2. *Verify your Direct Access information NOW:*
 - a. Verify leave requests. Your supervisor needs to approve or deny pending Absence Requests (Leave). There are thousands of absence requests in a pending status. The pending status reflects requests that have been submitted but not yet acted upon by the supervisor. Step by step directions on how to check your pending leave:

Member	Supervisor
Log into Direct Access	Log into Direct Access
On the DA home page, select "Requests"	On the DA home page, select "Requests"
Select "View My Absence Requests"	Select "View My Absence Requests"
Select the "My Submitted Requests" radio button	Select "View My Requests " Radio Button
Select transaction status "Pending"	Select "Requests I am Approver For"
Click "Populate Grid"	Click "Populate Grid"
This will list all of your pending Requests	This will list all requests awaiting your action
Contact the Supervisor for processing	Click "Approve/Deny"
	Process the Request as appropriate

- b. Verify Reserve Orders. There are currently IDT/ADT requests being received from as far back as FY12. Clearing all pending drills and processing all December drills prior to the December 18 shut-down is critical. See ALCOAST 355/14 for more details.

3. **Be Patient!** When the Direct Access/Global Pay project goes live in January 2015, there will be a limited ability to process retroactive transactions initially.
 - Transactions with effective dates prior to 1 December 2014 will not process automatically, and PPC must handle those transactions manually.
 - Given the significant increase in workload associated with retroactive transactions, back-log due to the Direct Access downtime in December, and project stabilization tasks, PPC may be delayed in resolving pay discrepancies, issuing special offline payments, etc.
 - Bottom line – please be patient. All pay discrepancies will be worked as quickly and accurately as possible.

Act now to ensure your pay is accurate in January:



1. Submit all paperwork (electronic and hard copies) on time.
2. Process all Absence Requests or other transactions with beginning dates prior to 1 January 2015 in Direct Access prior to the 18 December 2014 cut-off.
3. Ensure your DA record is accurate – Notify your SPO of any concerns.
4. Ensure E6 and E8 evaluations are completed in Direct Access prior to the 18 December 2014 cut-off.
5. Share this information with your shipmate.

More Information:

1. PPC's is offering virtual training sessions; you can find the course listings, schedule, and register for the sessions <http://>
2. You can find previous recorded sessions, power points, and Q&A at: <http://www.uscg.mil/ppc/pd.asp>.
3. User guides are being created and will be available at <http://www.uscg.mil/ppc/ps>.
4. Self Service specific information will be posted here: <http://www.uscg.mil/ppc/da/GlobalPayPreview/>.