

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

What is Top 10
Tuesday?

What Can I
Expect?

How Does it
Work?

Who Can
Participate?

2017 Top 10
Kick Off



THE
TOP
TEN
LIST

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

U. S. Coast Guard Pay & Personnel Center

We are the premier military pay & personnel resource, providing unsurpassed service to our nation's guardians

[Direct Access](#) | [Forms](#) | [Advancements](#) | [Customer Service](#) | [Pay Info](#) | [Procedures](#) | [Retirees](#) | [Separations](#) | [Travel](#)

DA User Resources

- [Login to DA](#)
- [Knowledge Base on CG Portal](#)
- [Knowledge Base on WWW](#)
- [CG User Guides by user role](#)
- [PHS User Guides](#)

CG Portal > PPC > Home

Home

Contact Us

Advancements & Evaluations Branch

Direct Access

Knowledge Base

Web TPAX Knowledge Base

DA 9.1 Known Issues

Command

- 2016 Organization Chart
- Activity Based Costing
- Business Analysis
- Business Process Council (BPC)
- Employee Information
- Leadership Diversity
- Advisory Council (LDAC)
- Morale Committee
- Sexual Assault Prevention and Response (SAPR)
- Web Applications

Frank Carlson Federal Building Procedures

PAY & PERSONNEL CENTER (PPC)

We are the premier military pay & personnel resource, providing unsurpassed service to our nation's guardians.



Direct Access



WEB-TPAX



Trouble Ticket



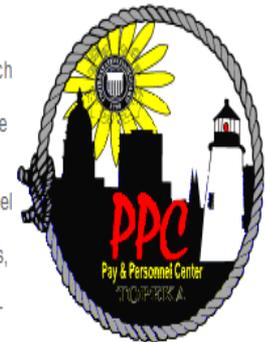
PPC Forms



PPC Directives

ABOUT PPC TOPEKA

On February 13, 2009, the Personnel Service Center in Topeka, Kansas was renamed the Coast Guard Pay & Personnel Center. This name change precedes the March 16, 2009 stand up of the mission support organization's Personnel Service Center (PSC) in Arlington, Virginia. The new PSC will unify, within one service center, all Coast Guard personnel and human resource support currently provided by the Personnel Command, the Pay & Personnel Center, the Recruiting Command, as well as some functions currently carried out by Headquarters, the MLCs, and ISCs, including services such as housing, MWR, CGES, educational services, health and safety, and work-life.



CGPORTAL

the information YOU need

Home Strategy Units Communities Training & Ed

CG Portal

CG Portal > Home



Direct Access

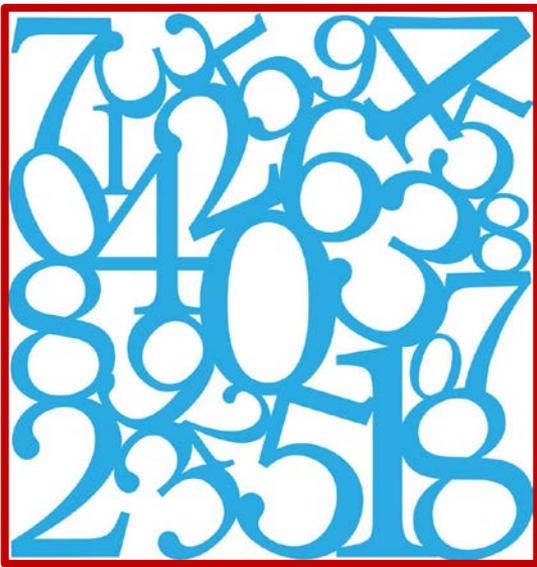
All Sites

Advanced Personnel Search

Applications

Business Intelligence

CG Portal Help



WHAT'S MY PASSWORD



- 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



PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

Please review Title 18 USC Section 1030 and Title 5 USC Section 552A below.

[Forgot My Password](#)

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

[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.

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-customer@uscg.mil or submit a Trouble Ticket using the web form at <http://www.uscg.mil/ppc/ccb/>.



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
https://www.uscg.mil/ppc/forms/cg_7421b.pdf

E-Mail ALSPO G/15

Self Service Requests

[View My Absence Requests](#)[Submit a Delegation Request](#)[View My Requests \(all types\)](#)[User Access Request](#)

Add Function	Function Name
<input type="checkbox"/>	CG Admin Supervisor
<input type="checkbox"/>	CG Admin Technician
<input type="checkbox"/>	CG Assignment Officer (EPM)
<input type="checkbox"/>	CG Assignment Officer CAC (EPM)
<input type="checkbox"/>	CG CGIS Investigator
<input type="checkbox"/>	CG CO/OIC, XO/XPO, Gold & Silver Badge MC
<input type="checkbox"/>	CG Educational Services Officer
<input type="checkbox"/>	CG Enlisted Evaluation Manager
<input type="checkbox"/>	CG Legal Yeoman
<input type="checkbox"/>	CG PPC DA Helpdesk
<input type="checkbox"/>	CG Passport Acceptance Agent
<input type="checkbox"/>	CG Recruiter
<input type="checkbox"/>	CG Recruiter in Charge
<input type="checkbox"/>	CG Reserve Manager
<input type="checkbox"/>	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 purpose 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?

<https://www.uscg.mil/ppc/pd.asp>



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

Contact Us | Frequently Asked Questions

Search Search

Search Current Unit

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PPC Procedures and [Learning] Development (P&D) Branch

Email Updates

Quicklinks

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[Direct Access Knowledge Base](#) | [Direct Access Guides for PHS Personnel](#) | [Payroll Processing Calendar](#)

News | Course Materials | Known Issues | **E-Learning** | Notices | YN Development | Library | Payslip Validation

Direct Access/Global Pay User Guides, Tutorials and Webinar Recordings

- ▶ Self Service
- ▶ Self Service Commands
- ▶ Servicing Personnel Office (SPO), Field Admin, ESO, Training Officer
- ▶ District Reserve Force Readiness Branch (DXR)
- ▶ More e-Learning Links

Employee Self Service Request Tab

Employee

<u>Profile</u>	<u>Tasks</u>	<u>View</u>
	PCS eResumes	My Profile
	My Airport Terminal Orders	Member Training Rating
	Emergency Contacts	My Reserve Points Statement
	Home and Mailing Address	My Reserve Drills
	Phone Numbers	View My Payslips (AD/RSV)
	Allotments	My Employee Reviews
	Direct Deposit	Employee Review Summary
	Federal & State Tax Elections	Off Comparison Scale Summary
	All Duty Report	SWE PDE
	9 More...	6 More...

Employee Self Service Pagelet

My Page **Requests**

[Content](#) [Layout](#)

Self Service Requests

View My Absence Requests	Submit a Delegation Request
View My Requests (all types)	User Access Request

Payroll Requests

View My Requests	Career Sea Time
Career Sea Time Override	Balance Adjustment

Request Reports

Absence Request Listing	SPO Pending Transaction Report
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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

Quicklinks

[Home](#) | [Forms](#) | [Directives](#) | [Customer Care](#) | [Pay Info](#) | [Procedures](#) | [Retirees](#) | [Separations](#) | [Travel](#)
[Direct Access Knowledge Base](#) | [2017 Processing Schedule \(Printer Friendly, PDF, format\)](#)

today January 2017 month week day

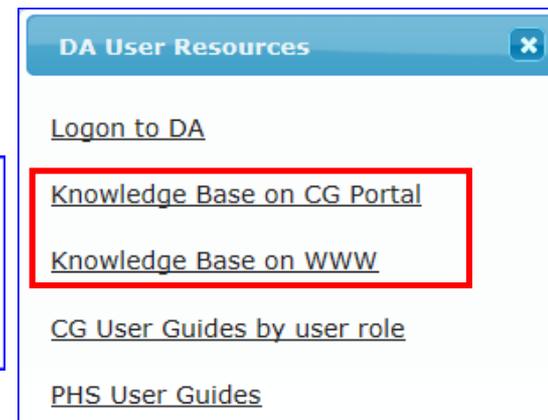
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
DA unavailable due to CY 2017 update	New Year's Day			Approval Cut	Approval Freeze	
8	9	10	11	12	13	14
Approval Freeze		Finalization Process	Next PayCal Open Payroll to Treasury E		Payday	
15	16	17	18	19	20	21
	Birthday of Martin L.		Approval Cut	Approval Freeze	Inauguration Day	
22	23	24	25	26	27	28
Approval Freeze	Finalization Process	Next PayCal Open				
29	30	31	1	2	3	4
	Payroll to Treasury E		Payday			

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?



Employee

<u>Profile</u>	<u>Tasks</u>	<u>View</u>
	PCS eResumes	My Profile
	My Airport Terminal Orders	Member Training Rating
	Emergency Contacts	My Reserve Points Statement
	Home and Mailing Address	My Reserve Drills
	Phone Numbers	View My Payslips (AD/RSV)
	Allotments	My Employee Reviews
	Direct Deposit	Employee Review Summary
	Federal & State Tax Elections	Off Comparison Scale Summary
	All Duty Report	SWE PDE
	9 More...	6 More...

Select Payslip

Payment Date

8/1/2016
7/15/2016
7/1/2016
6/15/2016
6/1/2016

**United States Coast Guard / NOAA / PHS
 Active and Reserve
 Statement of Semi-Monthly Income**

Birth dates are important for tracking expiration of benefits, FSGLI premiums, and SBP costs (In retirement).

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: 2014-10-01 **There are two pay periods per month.**
 Pay End Date: 2014-10-15

Member DOB: 1998-10-10
 Spouse DOB: 1972-09-01
 Youngest Child DOB: 1993-05-10

JOHN DOE
 123 ANY ST
 ANY CITY US 90210
Keep your mailing address up-to-date using self-service.

Employee ID: 1234567
 Rank: MAT3
 Pay Grade: W3
 Department: CGC BLACK HULL

TAX DATA: Federal TN State
 Marital Status: Single N
 Allowances: 2 0
 Addl. Percent: 0 0
 Addl. Amount: 0 0
You can change your tax withholding using self-service

EARNINGS

Description	Current
BAH WITH DEP	1011.00
BAS -OFFICER	123.12
BASIC PAY	3206.55
CSEAPAY	337.50

TAXES

Description	Current	YTD
FICA	245.30	2698.31
FITW	607.63	6184.31

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

TOTAL: 4678.17

TOTAL: 852.93 8882.62

DEDUCTIONS

Description	Current
AFRH	0.25
FSGLI 10	4.25
SGLI 8	14.00
TRICARE DEP	16.45
TSGLI	0.50

ALLOTMENTS

Description	Current
CFC	22.50
CG ASSOC	1.50
MA DONATION	1.00
OTHER SAVINGS	500.00
	50.00

You can start, stop, and change allotments using self-service.

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

TOTAL: 35.45

TOTAL: 575.00

	OASDI WAGES	MEDICARE WAGES	FED TAXABLE GROSS	STATE TAXABLE GROSS	NET PAY
Current	3206.55	3206.55	3544.05	0.00	3214.79
YTD	35272.05	35272.05	36986.22	0.00	33891.35

LEAVE SUMMARY

Begin Regular Leave Balance	0.00
+ Regular Leave Earned	0.00
- Regular Leave Used	0
- Regular Leave Lost	0.00
- Regular Leave Sold	
Leave earned is credited on the end-month Pay Slip.	
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

NET PAY DISTRIBUTION

Account Type	Account Number	Deposit Amount
Checking	*****12343	3214.79

You can change your direct deposit account using self-service.

TOTAL: 3214.79

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

REMARKS:



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>
- ✓ Duplicate Request After 15 FEB



Tax Document Consent Form

Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, 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 Withdrawn" 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 tax 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



The screenshot shows a web application interface with a navigation bar at the top containing three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is highlighted with a red border. Below the navigation bar is a dark blue header with the text 'Self Service Requests' and a small icon on the right. The main content area contains a grid of links. The first row contains two links: 'Submit an Absence Request' and 'View My Absence Requests', both of which are highlighted with a red border. The second row contains 'Submit a Delegation Request' and 'View My Requests (all types)'. The third row contains 'User Access Request' and 'Submit a Drill Request'.

My Page	Self Service	Requests
Self Service Requests		
Submit an Absence Request	View My Absence Requests	
Submit a Delegation Request	View My Requests (all types)	
User Access Request	Submit a Drill Request	

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

Adoption Leave
Leave - INCONUS
Leave - OUTCONUS
MOB Respite
Maternity Leave
Sick Leave
Spousal Leave
Terminal Leave - INCONUS
Terminal Leave - OUTCONUS

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

Customize | Find | View All | 1-13 of 13 | First | Last

Transaction Name	Status	Member	Emplid	Deptid	Approver	Absence Type	Begin Date	End Date	Process Date	View Details
Absence Request	Approved	William Pitt	1234567	008146	George Clooney	Leave - INCONUS	01/16/2015	01/16/2015		View Details
Absence Request	Pending	William Pitt	1234567	008146	George Clooney	Leave - INCONUS	07/20/2016	07/20/2016		View Details



I Got Orders...Can I Find Them In DA?

Employee -

<u>Profile</u>	<u>Tasks</u>	<u>View</u>
	PCS eResumes	My Profile
	My Airport Terminal Orders	Member Training Rating
	Emergency Contacts	My Reserve Points Statement
	Home and Mailing Address	My Reserve Drills
	Phone Numbers	View My Payslips (AD/RSV)
	Allotments	My Employee Reviews
	Direct Deposit	Employee Review Summary
	Federal & State Tax Elections	Off Comparison Scale Summary
	All Duty Report	SWE PDE
	9 More...	5 More...

Airport Terminal

Order Status:
 From Date:
 Action:

 To Date:
 Reason Code:

	<u>Empl ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rank</u>	<u>Status</u>	<u>Duty Type</u>	<u>Order Type</u>
1							

	<u>Empl ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Rank</u>	<u>Status</u>	<u>Duty Type</u>	<u>Order Type</u>	<u>Action</u>	<u>Reason Code</u>	<u>Depart Deptid</u>	<u>Departing Department</u>	<u>Estimated Depart Date</u>	<u>Reporting DeptID</u>	<u>Reporting Department</u>
1	1234567	SAILOR	POPEYE	YN1	Authorized		PCS	XFR	PCS	007799	PPC CUSTOMER CARE	06/01/2015	000089	CGC VALIANT

[Customize](#) | [Find](#) | [View All](#) | |
 First 1 of 1 Last

<u>Estimated Report Date</u>	<u>Position Number</u>	<u>Issue Date</u>	<u>Order</u>
07/01/2015	00023899	01/27/15 9:39:42.425309AM	<input type="button" value="Order"/>

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

Quicklinks

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[Announcements](#)

[Telephone Contact](#)

[Trouble Ticket](#)

[User Guides](#)

[News Headlines](#)

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/>



Where Do I Find DA?



How Do I Verify My
Payslip in DA?



What's My Password?



Can I Access My
W2/1099R/ACA In DA?



What Is A DA User
Role?



Where Is My Leave
Request In DA ?



What Can I Do In DA –
Self Service?



Can I Find My Orders
In DA?



When Do My Changes
Take Effect in DA?



My DA Info Is Wrong –
What Do I Do?

JANUARY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
		Notes					
		https://www.uscg.mil/ppc/pd.asp					



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[Direct Access Knowledge Base](#) | [Direct Access Guides for PHS Personnel](#) | [Payroll Processing Calendar](#)



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

Search Current Unit

USCG Home	Overview	Our Organization	Our Missions	Doing Business	Join Us
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PPC Home	<h3>Coast Guard Pay and Personnel Center Mailing List</h3> <p>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.</p> <p style="text-align: center;">Subscribe</p> <p>Click to subscribe. Our automated response system will send you an e-mail with confirmation. You must follow the directions in the e-mail you receive to confirm your request.</p> <p>Authority: 44 U.S.C. 3101</p> <p>Purpose: The Department of Homeland Security collects the information to distribute notices, updates, and subscriptions, as requested by the user.</p> <p>Routine Uses: The Department of Homeland Security will share with contractor, GovDelivery, to distribute the requested information.</p> <p>Disclosure: Furnishing this information is voluntary; however failure to provide this information may prevent the individual from receiving the information requested.</p>
Welcome Aboard!	
Join or Leave our mailing list!	
Frequently Asked Questions (FAQs)	
SPO & Direct Access News	
Travel & T-PAX News	
Latest Rates Benefits	
Manuals & Messages	
Forms & Worksheets	
Contact PPC Customer Care	
Contact PPC Web Content Manager	

TOP 10 TUESDAY



TOP 10 TUESDAY

PPC-PF-PD@USCG.MIL

FEATURING THE PPC
PROCEDURES &
DEVELOPMENT
STAFF

