

SPO Access to “View Member’s Paycheck” (eLES)

Introduction This document provides procedures for Direct Access (DA) users at Servicing Personnel Offices to view a member’s Leave and Earnings Statement (LES).

Discussion The SPO view duplicates the LES information individuals can access via Self-Service. SPOs will continue to have access to the LES in JUMPS. However, access to the DA “View Member’s Paycheck” page will aid SPOs when counseling members on pay entitlement issues.

Procedure Follow these steps to access the View Member’s Paycheck page:

Step	Action
1	<p>Select the following menu items:</p> <p>Enterprise Menu > Compensate Employees > Maintain Payroll Data (US) > Inquire > View Members Paycheck</p> 
2	<p>The “Find an Existing Value” page will display as shown below:</p> <p>Note: In some situations the system bypasses this page and will take you directly to the View Members Paycheck page for the employee ID you were last viewing or updating data on. If this occurs, go to the bottom of the View Members Paycheck page and click the “Return to Search” button or click the “Inquire” link at the top of the page (in the menu path).</p> <p>Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > View Members Paycheck</p> <p>View Members Paycheck</p> <hr/> <p>Find an Existing Value</p> <p>EmplID: <input type="text"/></p> <p><input type="button" value="Search"/> Advanced Search</p> <p>2.a: Enter the member’s employee ID number in the “EmplID” field.</p> <p>2.b: Click the “Search” button or press the “Enter” key.</p>
3	<p>The View Members Paycheck page will display. LES data for the current month will be shown.</p>

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SPO Access to “View Member’s Paycheck” (eLES), Continued

Procedure (continued)

Step	Action																		
4	<p>To view LES data for a different month, click the Paycheck Selection link</p> <p>View Paycheck</p> <p>Firstname Lastname</p> <p>Active Coast Guard Employees</p> <p>For a prior pay period, click Paycheck Selection Comments</p> <p>A listing of available months will display, select the link for the month you want to view.</p>																		
5	<p>To view LES Remarks, click the Comments link.</p> <p>View Paycheck</p> <p>Firstname Lastname</p> <p>Active Coast Guard Employees</p> <p>For a prior pay period, click Paycheck Selection Comments</p> <p>The Comments Section provides:</p> <ul style="list-style-type: none"> • General statements for all members • Supporting information regarding: <ul style="list-style-type: none"> ○ Changes to a member’s pay file ○ Debt Liquidations <p>If the View All, First, Last or Arrow links are active, use them to view additional lines.</p> <p>Paycheck comments page</p> <p>View Paycheck</p> <p>Firstname Lastname</p> <p>Active Coast Guard Employees</p> <table border="1" data-bbox="560 1465 1282 1638"> <tr> <td>Firstname Lastname</td> <td>Employee ID: 1234567</td> <td>TAX DATA: Federal VA State</td> </tr> <tr> <td>123 Any Street, Apt 12</td> <td>Department: 000770</td> <td>Marital Status: Single</td> </tr> <tr> <td>Any City ST 12345</td> <td>Location Code: CGC JAMES</td> <td>Allowances: 1 1</td> </tr> <tr> <td>Job Title: Third Class Food Service Spec</td> <td>Pay Period End 08/31/2009</td> <td>Addl. Pct.:</td> </tr> <tr> <td></td> <td>Date:</td> <td>Addl. Amt.:</td> </tr> <tr> <td></td> <td>Check Date: 09/01/2009</td> <td></td> </tr> </table> <p>Comments View All First 1-25 of 30 Last</p> <p>* VERIFYING THE ACCURACY OF YOUR PAY AND OTHER INFORMATION ON YOUR LES IS YOUR RESPONSIBILITY. YOU MUST REPORT SUSPECTED ERRORS TO YOUR SERVICING PERSONNEL OFFICE (SPO).</p>	Firstname Lastname	Employee ID: 1234567	TAX DATA: Federal VA State	123 Any Street, Apt 12	Department: 000770	Marital Status: Single	Any City ST 12345	Location Code: CGC JAMES	Allowances: 1 1	Job Title: Third Class Food Service Spec	Pay Period End 08/31/2009	Addl. Pct.:		Date:	Addl. Amt.:		Check Date: 09/01/2009	
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SPO Access to “View Member’s Paycheck” (eLES), Continued

Procedure (continued)

Step	Action						
5 (cont'd)	<p>Click either the “OK” or “Cancel” button at the bottom of the Comments section to return to the View Members Paycheck page.</p> <p>PLAN. SEE HTTP://WWW.DOD.MIL/MILITARYPAT/ FOR FURTHER DETAILS. * CONGRATULATIONS ON YOUR 01SEP09 PROMOTION TO 2ND CLASS PETTY OFFICER. * LONGEVITY RAISE FOR 02 YEARS SERVICE EFFECTIVE 18SEP09.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>						
6	<p>The top section of the View Members Paycheck page shows the member’s mailing address, rank/rate, employee ID number, unit assignment, payroll month, pay date, tax withholding marital status (for tax withholding purposes) and allowances claimed</p> <table border="1" data-bbox="553 856 1365 1052"> <tr> <td data-bbox="553 856 841 968"> Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 </td> <td data-bbox="841 856 1073 968"> Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES </td> <td data-bbox="1073 856 1365 968"> TAX DATA: Federal VA State Marital Status: Single Allowances: 1 </td> </tr> <tr> <td data-bbox="553 968 841 1052"> Job Title: Third Class Food Service Spec </td> <td data-bbox="841 968 1073 1052"> Pay Period End 08/31/2009 Date: Check Date: 09/01/2009 </td> <td></td> </tr> </table>	Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345	Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES	TAX DATA: Federal VA State Marital Status: Single Allowances: 1	Job Title: Third Class Food Service Spec	Pay Period End 08/31/2009 Date: Check Date: 09/01/2009	
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7	<p>The Leave section of the View Members Paycheck page includes the following fields:</p> <p>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 CP = Leave sold this month. Lost Prv FY = Number of days leave lost previous fiscal year. Sold Cumm = Total days leave sold.</p>						

Direct Access View Paycheck Quick Reference

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

[New Window](#)

Paycheck comments page

View Paycheck

Joe Guardian

Active Coast Guard Employees

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.

Joe Guardian 123 Any St. Topeka KS 66615 Job Title: First Class Yeoman	Employee ID: 000450 Department: 000450 Location: CG PSC Pay End Date: 02/28/2009 Check Date: 03/01/2009	Marital Status: Married Advances: Adl. Percent: Adl. Amount:
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Comments View All First 1-18 of 18 Last

* TO REQUEST A REPLACEMENT OR CORRECTED W-2, FOLLOW THE PROCEDURES ON THE PSC WEB SITE AT [HTTP://WWW.USCG.MIL/HR/PSC/W2.ASP](http://www.uscg.mil/hr/psc/w2.asp).

* CHANGE IS UNDERWAY. TO FIND OUT MORE ABOUT THE COAST GUARD MODERNIZATION, GO TO THE CG MODERNIZATION SECTION ON CG CENTRAL ([HTTP://CGCENTRAL.USCG.MIL](http://cgcentral.uscg.mil)) OR CLICK ON THE MODERNIZATION EFFORT LINKS FOR PRESENTATIONS, MEMOS, PODCAST, ETC.

* 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).

* 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).

* 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 [HTTP://WWW.GIBILL.VA.GOV](http://www.gibill.va.gov) OR [HTTP://WWW.USCG.MIL/RESERVE](http://www.uscg.mil/reserve).

* THIS LES REFLECTS TRANSACTIONS PROCESSED AS OF 19FEB09.

* 12.5 DAYS LEAVE EARNED AND 14.0 DAYS LEAVE USED TO DATE IN FY09.

* YTD TSP TAX DEF: \$152.23. CAREER TSP TAX DEF: \$503.83.

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.