

# View My Payslip

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## Introduction

This topic provides the member with information on View My Payslip.

## Discussion

The Payslip provides the user with a summary of their earnings, deductions, and leave for the pay period.

Each month has two pay periods.

- A mid-month pay period from the 1st of the month to the 15th of the month.
- An end-month pay period from the 16th of the month to the last day of the month.

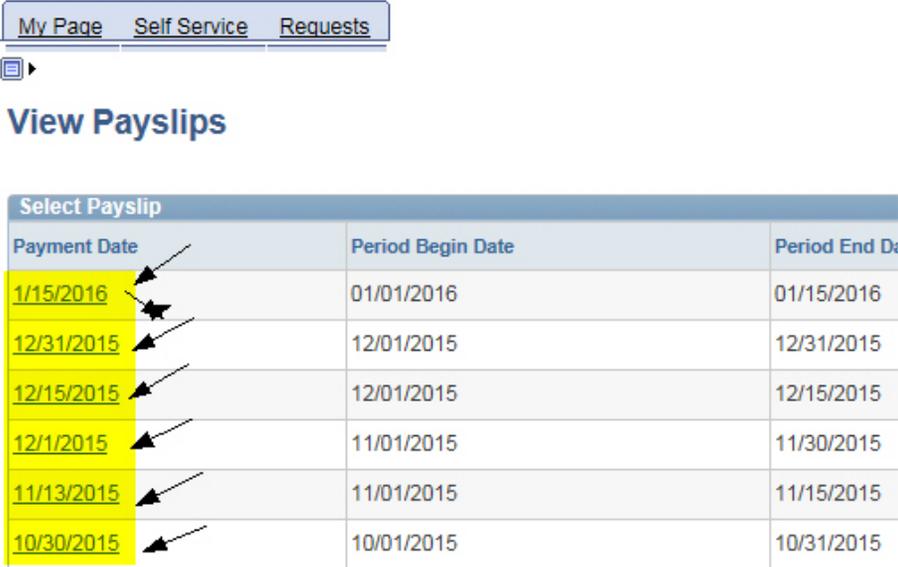
## Example Payslip

[Here is an example of a Payslip for an active duty member](#) .

[Here is an example of a Payslip for a Reserve competent member.](#)

## Procedure

Start the web browser and sign in to MyPortalDirect. Follow these steps to access your pay slip.

Step	Action																					
1	<p>Select the <b>View My Payslips (AD/RSV)</b> link under View in the Employee Pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a navigation menu. Under the "View" section, the link "View My Payslips (AD/RSV)" is highlighted in yellow. Other links include "My Profile", "Member Training Rating", "My Reserve Points Statement", "My Reserve Drills", "My Employee Reviews", "Employee Review Summary", "Off Comparison Scale Summary", "SWE PDE", and "5 More...".</p>																					
2	<p>The View Payslips listing will appear. Select the <b>Payment Date</b> link for the payslip you want to view.</p>  <p>The screenshot shows a "View Payslips" page with a table titled "Select Payslip". The table has three columns: "Payment Date", "Period Begin Date", and "Period End Date". The "Payment Date" column is highlighted in yellow, and arrows point to the dates: 1/15/2016, 12/31/2015, 12/15/2015, 12/1/2015, 11/13/2015, and 10/30/2015.</p> <table border="1" data-bbox="277 1125 1170 1497"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr> <td>1/15/2016</td> <td>01/01/2016</td> <td>01/15/2016</td> </tr> <tr> <td>12/31/2015</td> <td>12/01/2015</td> <td>12/31/2015</td> </tr> <tr> <td>12/15/2015</td> <td>12/01/2015</td> <td>12/15/2015</td> </tr> <tr> <td>12/1/2015</td> <td>11/01/2015</td> <td>11/30/2015</td> </tr> <tr> <td>11/13/2015</td> <td>11/01/2015</td> <td>11/15/2015</td> </tr> <tr> <td>10/30/2015</td> <td>10/01/2015</td> <td>10/31/2015</td> </tr> </tbody> </table> <p>The selected payslip will open in a new window.</p> <ul style="list-style-type: none"> <li>The file is in Adobe Acrobat (PDF) format.</li> <li>You can print and/or save the payslip from the web browser's file menu.</li> </ul> <p>Close the window to return to the Payslips listing.</p> <p>Select another payslip to view or click the <b>Return to CG AD Self Service: Employee</b> link to exit the payslip listing.</p>	Payment Date	Period Begin Date	Period End Date	1/15/2016	01/01/2016	01/15/2016	12/31/2015	12/01/2015	12/31/2015	12/15/2015	12/01/2015	12/15/2015	12/1/2015	11/01/2015	11/30/2015	11/13/2015	11/01/2015	11/15/2015	10/30/2015	10/01/2015	10/31/2015
Payment Date	Period Begin Date	Period End Date																				
1/15/2016	01/01/2016	01/15/2016																				
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12/1/2015	11/01/2015	11/30/2015																				
11/13/2015	11/01/2015	11/15/2015																				
10/30/2015	10/01/2015	10/31/2015																				

## Known Issues

The following are known issues with View My Payslip and Direct Access Global Payroll:

As of 04 December,2014, there are no known issues with the View MyPayslip application.

## Frequently Asked Questions (FAQ)

Q. Are Payslips mailed?

A. No. Payslips are not mailed out.

Q. Where can I find service dates and other information that used be on the JUMPS LES?

A. Service dates and other pertinent information is now located on the [My Coast Guard Member Information Report](#)

Q. What are the codes in the deductions section for SGLI and FSGLI?

A. Here's the meaning of the codes you see on the payslip for SGLI/FSGLI

SGLI Coverage Codes:

- SGLI 1=SGLI 50K Coverage
- SGLI 2=SGLI 100K Coverage
- SGLI 3=SGLI 150K Coverage
- SGLI 4=SGLI 200K Coverage
- SGLI 5=SGLI 250K Coverage
- SGLI 6=SGLI 300K Coverage
- SGLI 7=SGLI 350K Coverage
- SGLI 8=SGLI 400K Coverage
- SGLI 9=SGLI 400K Coverage Combat Zone

FSGLI Coverage Codes:

- FSGL 01=FSGLI 10K Coverage
- FSGL 02=FSGLI 20K Coverage
- FSGL 03=FSGLI 30K Coverage
- FSGL 04=FSGLI 40K Coverage
- FSGL 05=FSGLI 50K Coverage
- FSGL 06=FSGLI 60K Coverage
- FSGL 07=FSGLI 70K Coverage
- FSGL 08=FSGLI 80K Coverage
- FSGL 09=FSGLI 90K Coverage
- FSGL 10=FSGLI 100K Coverage

Q. What does TRICARE DEP mean?

A. "TRICARE DEP" is Dependent Dental Plan Coverage.

Q. What does AFRH mean?

A. "AFRH" is Armed Forces Retirement Home

Q. What does TSGLI mean?

A. "TSGLI" is Traumatic SGLI Coverage (Automatic if covered by SGLI)

## **Feedback**

Contact the Pay & Personnel Center, Procedures & Development Branch, via e-mail to [PPC-PF-PD@uscg.mil](mailto:PPC-PF-PD@uscg.mil), with comments or questions about the content of this topic or the linked procedural guides.

## UNDERSTANDING MY PAY SLIP LEAVE SUMMARY

LEAVE SUMMARY	
Begin Regular Leave Balance	102.0
+ Regular Leave Earned	2.5
- Regular Leave Used	0.0
- Regular Leave Lost	0.0
- Regular Leave Sold	0.0
<hr/>	
End Regular Leave Balance	104.5
End Reserve Leave Balance	0.0
End Combat Exempt Balance	0.0
End Special Leave Carryover Balance	40.0
Regular Leave Sold (Career-to-date)	20.0

This is an example of the Leave Summary section of the Pay Slip.

### Pay Slip Definitions:

**Begin Regular Leave Balance:** The current months starting leave balance. This should match the End Regular Leave Balance from the prior pay slip. If these amounts do not match, a manual adjustment may have been completed by PPC. If you are unaware of a manual adjustment, please report this to your Administration Office for further review.

\*Be aware of the Fiscal Year (FY) leave carry over limitation policy that could reduce your balance down to 60 days on 1OCT of each year. – See **Regular Leave Lost**.

+ **Regular Leave Earned:** Amount of leave earned during the period covered by the pay slip.

- **Regular Leave Used:** Number of days leave charged during the period covered by the pay slip. Depending on when your supervisor actually approved your leave request in Direct Access, the leave dates charged could be from prior pay periods. Example: Pay Slip for the period 2/1/17 to 2/15/17 could show leave for 1/18/17, even though that date is not within the Pay Slip period.

- **Regular Leave Lost:** Number of leave days lost at the beginning of the FY (10/1/YY), this normally only appears on the Mid October Pay Slip each year (if applicable).

- **Regular Leave Sold:** Number of leave days sold during the covered pay period. The actual sale of the leave could have taken place during a prior pay period. Example: Current Pay Slip is for 10/1/16 to 10/15/16 but the actual sale took place upon re-enlistment on 9/18/16.

**End Regular Leave Balance:** This should match the sum of the Begin Regular Leave Balance plus the Regular Leave Earned. Then subtract the sum of Regular Leave Used, Regular Leave Lost, and Regular Leave Sold. If the result does not match what is shown, a manual adjustment may have been completed by PPC. If you are unaware of a manual adjustment, please report this to your Administration Office for further review.

**End Reserve Leave Balance:** This is the amount of leave a reserve member has earned while on active duty of 30 or more days but not more than 365 days, or on active duty for contingency orders. When a reserve member uses leave, this amount will be lowered by the number of days used. Reserve members on qualified duty will earn Reserve Leave at a rate of 2.5 days per month. If the reserve member earns leave during the period covered by the current Pay Slip, the amount earned will be added to the End Reserve Leave Balance. These days are included in the End Regular Leave Balance total.

**End Combat Exempt Balance:** Amount of Combat Exempt Leave days the member has available. When a member uses leave, this amount will be lowered by the number of days used. Members in a qualified zone will earn Combat Exempt Leave at the rate of 2.5 days per month, if member earns leave during the period covered by the Pay Slip, the amount earned will be added to the End Combat Exempt Balance. These days are included in the End Regular Leave Balance total.

**End Special Leave Carryover Balance:** This is the number of days of Special Leave Accrual (SLA) a member has. These days are included in the End Regular Leave Balance total. Please review below for additional information on SLA.

\*Note – This balance is only updated annually at the beginning of the new FY regardless of when the SLA was used throughout the prior FY.

**Regular Leave Sold (Career-to-date):** Amount of days the member has sold during their career.

### **SPECIAL LEAVE ACCRUAL (SLA)**

**Ref:** (a) Military Assignments and Authorized Absences, COMDTINST M1080.8A

**Who is Authorized SLA:** Members who meet the criteria under sub paragraphs 1 through 5 of Article 2-A-15b of reference (a).

**When is SLA credited:** SLA is normally credited during April of the following year. (Example: Leave lost on 9/30/16 will normally be credited back to the leave balance during April 2017)

**How does SLA affect my leave balance:** SLA leave days are stored in your Regular Leave Balance, however, to manage your SLA, the system uses “buckets” for each respective FY. These buckets contain no leave, but do contain the number of leave days included in your current Regular Leave Balance that are protected from loss due to the 60 day max leave carry over from one FY to the next FY.

**How do I use my SLA:** Members earn 30 days of leave per FY; used leave is first deducted from the current FY 30 days of leave, no matter what month within the current FY the leave is used. Leave is then deducted from other categories [i.e. SLA] only after the 30 days of current FY leave is depleted. In other words, the precedence for deducting leave is to first deplete 30 days of current FY leave, then SLA. Any leave taken or sold above the 30 days earned in the current FY will be charged as SLA.

*Example:* It's 1/1/17 and I have 10 days of SLA that expires on 9/30/17. I must use all 30 days of my FY17 leave before my SLA leave balance can be used. I must then use another 10 days of leave before 9/30/17 to ensure I use my SLA before it expires. So, I could take 40 days of leave 1/1/17 through 2/9/17 and that would use all of my 30 days current FY17 leave and then the 10 days of SLA. It doesn't matter that JAN/FEB are only the 4<sup>th</sup>/5<sup>th</sup> months into FY17, I must still use 30 days of my FY17 leave before my SLA can be used.

**When does my SLA expire:** Expiration of SLA depends on the type of duty performed to earn the SLA. The expiration date is determined under Article 2.A.15c(2) of Reference (a). Qualifying duty under Article 2.A.15a(1- 3) are credited SLA for a 3 year period. Qualifying duty performed under sub paragraph (4) is credited SLA for a 2 year period. The expiration date for qualifying duty performed under sub paragraph (5) is determined by CG-1331.

The expiration date for a members SLA can be viewed under the Accumulators tab of the Pay Calculations Results in Direct Access.

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

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My Page Self Service Requests

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

Calendar Group ID: EMP ID: Empl Record: 0  
C116090 201609 On-Cycle AD Mid Month

Calendar Information  
Calendar ID: CG ACT 2016M09M Pay Group: USCG  
Segment Number: 1 Version: 1 Revision: 1  
Gross Result Value: 4,422.26 USD Net Result Value: 3,339.24 USD

Accumulators  
Customize | Find | View All | 60.64 of 64 | List

Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3	User Key 4	User Key 5	User Key 6
Custom Period	CG AC OASDI PRMM	168.540000	OASDI Previous Month	01/01/2004							
Custom Period	FWT AC PRMM	525.060000	FWT Previous Month Value	01/01/2004							
Custom Period	LEAVE ENT_BAL	69.500000	Leave Entitlement	01/01/2004							
Custom Period	SPECIAL LEAVE_BAL	9.000000	Special Balance by Fiscal Year	01/01/2004		2016					
Custom Period	SPECIAL LEAVE_BAL	19.000000	Special Balance by Fiscal Year	01/01/2004		2017					

Return to Search Previous in List Next in List Notify

In the above picture, this member has a total of 28.0 days of SLA. The member has 19.0 days of SLA that will expire on September 30<sup>th</sup> of the calendar year shown in the User Key 1 column (2017 in this example). In addition, the member has 9.0 more days of SLA that will expire on September 30<sup>th</sup> of 2018.