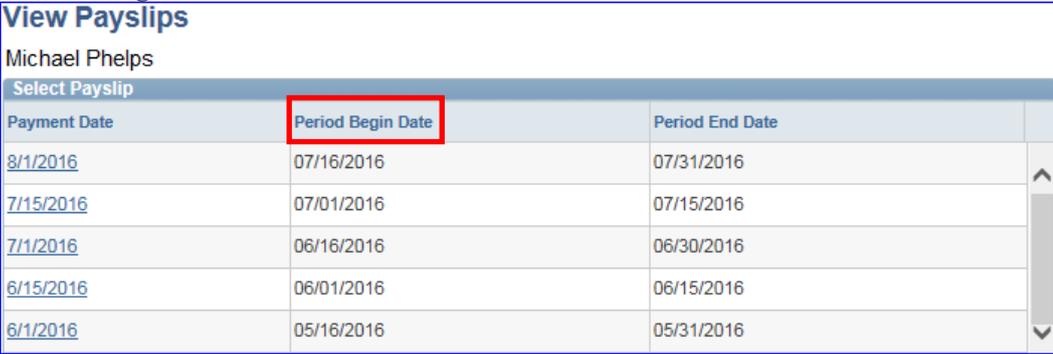


Viewing Older Payslips

Introduction This guide provides the procedures for members and Admin/SPOs to view older payslips in Direct Access.

Self Service Procedures See below.

Step	Action																		
1	<p>Select the View My Payslips (AD/RSV) link from the Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a navigation menu. Under the "View" column, the link "View My Payslips (AD/RSV)" is highlighted with a red rectangular box. Other visible links include "My Profile", "Member Training Rating", "My Reserve Points Statement", "My Reserve Drills", "My Employee Reviews", "Employee Review Summary", "Off Comparison Scale Summary", and "SWE PDE".</p>																		
2	<p>The member's payslips will be listed starting with the most recent. Click on the Period Begin Date header.</p>  <p>The screenshot shows a page titled "View Payslips" for Michael Phelps. Below the name is a "Select Payslip" section with a table of records. The table has three columns: "Payment Date", "Period Begin Date", and "Period End Date". The "Period Begin Date" header is highlighted with a red rectangular box. The table contains five rows of data, with the most recent record at the top.</p> <table border="1" data-bbox="316 1366 1369 1639"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr> <td>8/1/2016</td> <td>07/16/2016</td> <td>07/31/2016</td> </tr> <tr> <td>7/15/2016</td> <td>07/01/2016</td> <td>07/15/2016</td> </tr> <tr> <td>7/1/2016</td> <td>06/16/2016</td> <td>06/30/2016</td> </tr> <tr> <td>6/15/2016</td> <td>06/01/2016</td> <td>06/15/2016</td> </tr> <tr> <td>6/1/2016</td> <td>05/16/2016</td> <td>05/31/2016</td> </tr> </tbody> </table>	Payment Date	Period Begin Date	Period End Date	8/1/2016	07/16/2016	07/31/2016	7/15/2016	07/01/2016	07/15/2016	7/1/2016	06/16/2016	06/30/2016	6/15/2016	06/01/2016	06/15/2016	6/1/2016	05/16/2016	05/31/2016
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Viewing Older Payslips, Continued

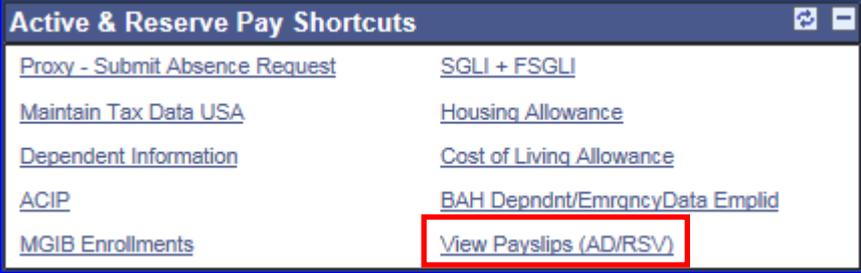
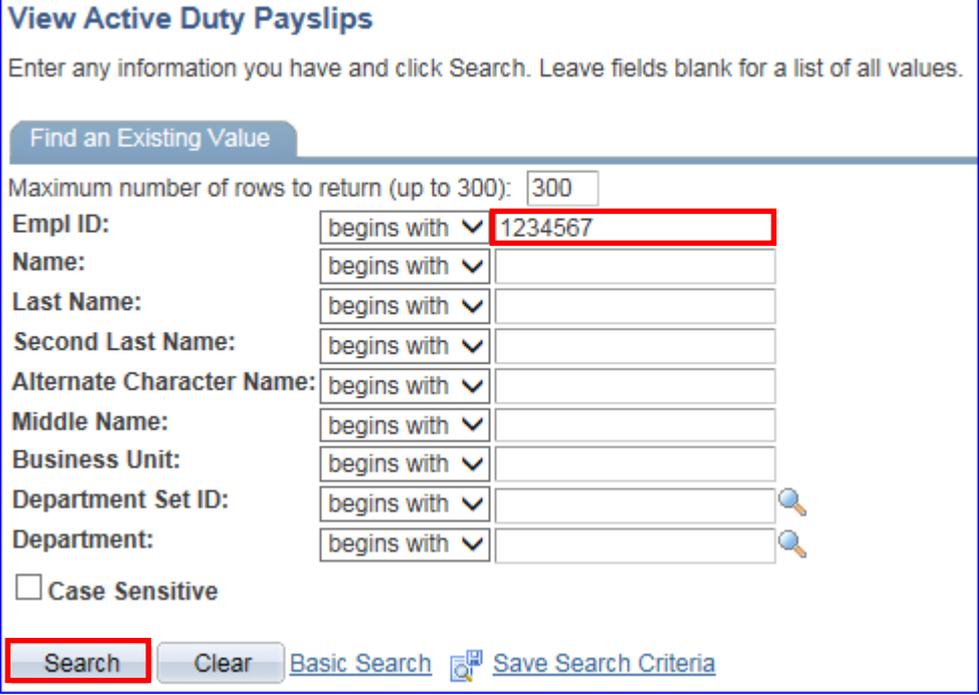
Self Service
Procedures,
continued

Step	Action																																																
3	<p>This will resort the payslips beginning with 01/01/2015-12/31/2015. Select a Payment Date to view a specific payslip.</p> <div data-bbox="316 595 1369 1361" style="border: 1px solid blue; padding: 5px;"> <p>View Payslips</p> <p>Michael Phelps</p> <p>Select Payslip</p> <table border="1" data-bbox="316 674 1369 1361"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date ▲</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr><td>1/15/2015</td><td>01/01/2015</td><td>01/15/2015</td></tr> <tr><td>1/30/2015</td><td>01/16/2015</td><td>01/31/2015</td></tr> <tr><td>2/13/2015</td><td>02/01/2015</td><td>02/15/2015</td></tr> <tr><td>2/27/2015</td><td>02/16/2015</td><td>02/28/2015</td></tr> <tr><td>3/13/2015</td><td>03/01/2015</td><td>03/15/2015</td></tr> <tr><td>4/1/2015</td><td>03/16/2015</td><td>03/31/2015</td></tr> <tr><td>4/15/2015</td><td>04/01/2015</td><td>04/15/2015</td></tr> <tr><td>5/1/2015</td><td>04/16/2015</td><td>04/30/2015</td></tr> <tr><td>5/15/2015</td><td>05/01/2015</td><td>05/15/2015</td></tr> <tr><td>6/1/2015</td><td>05/16/2015</td><td>05/31/2015</td></tr> <tr><td>6/15/2015</td><td>06/01/2015</td><td>06/15/2015</td></tr> <tr><td>7/1/2015</td><td>06/16/2015</td><td>06/30/2015</td></tr> <tr><td>7/15/2015</td><td>07/01/2015</td><td>07/15/2015</td></tr> <tr><td>7/31/2015</td><td>07/16/2015</td><td>07/31/2015</td></tr> <tr><td>8/14/2015</td><td>08/01/2015</td><td>08/15/2015</td></tr> </tbody> </table> </div>	Payment Date	Period Begin Date ▲	Period End Date	1/15/2015	01/01/2015	01/15/2015	1/30/2015	01/16/2015	01/31/2015	2/13/2015	02/01/2015	02/15/2015	2/27/2015	02/16/2015	02/28/2015	3/13/2015	03/01/2015	03/15/2015	4/1/2015	03/16/2015	03/31/2015	4/15/2015	04/01/2015	04/15/2015	5/1/2015	04/16/2015	04/30/2015	5/15/2015	05/01/2015	05/15/2015	6/1/2015	05/16/2015	05/31/2015	6/15/2015	06/01/2015	06/15/2015	7/1/2015	06/16/2015	06/30/2015	7/15/2015	07/01/2015	07/15/2015	7/31/2015	07/16/2015	07/31/2015	8/14/2015	08/01/2015	08/15/2015
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4	<p>Click the Period Begin Date header again to return to the original list.</p> <div data-bbox="316 1440 1369 1787" style="border: 1px solid blue; padding: 5px;"> <p>View Payslips</p> <p>Michael Phelps</p> <p>Select Payslip</p> <table border="1" data-bbox="316 1518 1369 1787"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date ▲</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr><td>1/15/2015</td><td>01/01/2015</td><td>01/15/2015</td></tr> <tr><td>1/30/2015</td><td>01/16/2015</td><td>01/31/2015</td></tr> <tr><td>2/13/2015</td><td>02/01/2015</td><td>02/15/2015</td></tr> <tr><td>2/27/2015</td><td>02/16/2015</td><td>02/28/2015</td></tr> <tr><td>3/13/2015</td><td>03/01/2015</td><td>03/15/2015</td></tr> </tbody> </table> </div>	Payment Date	Period Begin Date ▲	Period End Date	1/15/2015	01/01/2015	01/15/2015	1/30/2015	01/16/2015	01/31/2015	2/13/2015	02/01/2015	02/15/2015	2/27/2015	02/16/2015	02/28/2015	3/13/2015	03/01/2015	03/15/2015																														
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Viewing Older Payslips, Continued

Admin/SPO Procedures See below.

Step	Action
1	<p>Select the View Payslips (AD/RSV) link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "View Payslips (AD/RSV)" is highlighted with a red rectangular box.</p>
2	<p>Enter the member's Empl ID and hit Search.</p>  <p>The screenshot shows the "View Active Duty Payslips" search interface. It includes a search bar, a "Find an Existing Value" button, and a "Maximum number of rows to return (up to 300):" field set to 300. Below these are several search criteria fields, each with a "begins with" dropdown and an input field. The "Empl ID" field contains the value "1234567" and is highlighted with a red box. At the bottom, the "Search" button is also highlighted with a red box. Other buttons include "Clear", "Basic Search", and "Save Search Criteria".</p>

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Viewing Older Payslips, Continued

Admin/SPO
Procedures,
continued

Step	Action																																																
3	<p>The member's payslips will be listed starting with the most recent. Click on the Period Begin Date header.</p> <div data-bbox="316 595 1369 947" style="border: 1px solid blue; padding: 5px;"> <p>View Payslips</p> <p>Michael Phelps</p> <p>Select Payslip</p> <table border="1" data-bbox="316 689 1369 947"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr> <td>8/1/2016</td> <td>07/16/2016</td> <td>07/31/2016</td> </tr> <tr> <td>7/15/2016</td> <td>07/01/2016</td> <td>07/15/2016</td> </tr> <tr> <td>7/1/2016</td> <td>06/16/2016</td> <td>06/30/2016</td> </tr> <tr> <td>6/15/2016</td> <td>06/01/2016</td> <td>06/15/2016</td> </tr> <tr> <td>6/1/2016</td> <td>05/16/2016</td> <td>05/31/2016</td> </tr> </tbody> </table> </div>	Payment Date	Period Begin Date	Period End Date	8/1/2016	07/16/2016	07/31/2016	7/15/2016	07/01/2016	07/15/2016	7/1/2016	06/16/2016	06/30/2016	6/15/2016	06/01/2016	06/15/2016	6/1/2016	05/16/2016	05/31/2016																														
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4	<p>This will resort the payslips beginning with 01/01/2015-12/31/2015. Select a Payment Date to view a specific payslip.</p> <div data-bbox="316 1059 1369 1827" style="border: 1px solid blue; padding: 5px;"> <p>View Payslips</p> <p>Michael Phelps</p> <p>Select Payslip</p> <table border="1" data-bbox="316 1149 1369 1827"> <thead> <tr> <th>Payment Date</th> <th>Period Begin Date ▲</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr> <td>1/15/2015</td> <td>01/01/2015</td> <td>01/15/2015</td> </tr> <tr> <td>1/30/2015</td> <td>01/16/2015</td> <td>01/31/2015</td> </tr> <tr> <td>2/13/2015</td> <td>02/01/2015</td> <td>02/15/2015</td> </tr> <tr> <td>2/27/2015</td> <td>02/16/2015</td> <td>02/28/2015</td> </tr> <tr> <td>3/13/2015</td> <td>03/01/2015</td> <td>03/15/2015</td> </tr> <tr> <td>4/1/2015</td> <td>03/16/2015</td> <td>03/31/2015</td> </tr> <tr> <td>4/15/2015</td> <td>04/01/2015</td> <td>04/15/2015</td> </tr> <tr> <td>5/1/2015</td> <td>04/16/2015</td> <td>04/30/2015</td> </tr> <tr> <td>5/15/2015</td> <td>05/01/2015</td> <td>05/15/2015</td> </tr> <tr> <td>6/1/2015</td> <td>05/16/2015</td> <td>05/31/2015</td> </tr> <tr> <td>6/15/2015</td> <td>06/01/2015</td> <td>06/15/2015</td> </tr> <tr> <td>7/1/2015</td> <td>06/16/2015</td> <td>06/30/2015</td> </tr> <tr> <td>7/15/2015</td> <td>07/01/2015</td> <td>07/15/2015</td> </tr> <tr> <td>7/31/2015</td> <td>07/16/2015</td> <td>07/31/2015</td> </tr> <tr> <td>8/14/2015</td> <td>08/01/2015</td> <td>08/15/2015</td> </tr> </tbody> </table> </div>	Payment Date	Period Begin Date ▲	Period End Date	1/15/2015	01/01/2015	01/15/2015	1/30/2015	01/16/2015	01/31/2015	2/13/2015	02/01/2015	02/15/2015	2/27/2015	02/16/2015	02/28/2015	3/13/2015	03/01/2015	03/15/2015	4/1/2015	03/16/2015	03/31/2015	4/15/2015	04/01/2015	04/15/2015	5/1/2015	04/16/2015	04/30/2015	5/15/2015	05/01/2015	05/15/2015	6/1/2015	05/16/2015	05/31/2015	6/15/2015	06/01/2015	06/15/2015	7/1/2015	06/16/2015	06/30/2015	7/15/2015	07/01/2015	07/15/2015	7/31/2015	07/16/2015	07/31/2015	8/14/2015	08/01/2015	08/15/2015
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Viewing Older Payslips, Continued

Admin/SPO
Procedures,
continued

Step	Action																		
5	<p>Click the Period Begin Date header again to return to the original list.</p> <div data-bbox="316 555 1364 907" style="border: 1px solid blue; padding: 5px;"><p>View Payslips</p><p>Michael Phelps</p><p>Select Payslip</p><table border="1"><thead><tr><th data-bbox="323 667 603 701">Payment Date</th><th data-bbox="611 667 962 701">Period Begin Date ▲</th><th data-bbox="970 667 1353 701">Period End Date</th></tr></thead><tbody><tr><td data-bbox="323 712 603 745">1/15/2015</td><td data-bbox="611 712 962 745">01/01/2015</td><td data-bbox="970 712 1353 745">01/15/2015</td></tr><tr><td data-bbox="323 757 603 790">1/30/2015</td><td data-bbox="611 757 962 790">01/16/2015</td><td data-bbox="970 757 1353 790">01/31/2015</td></tr><tr><td data-bbox="323 801 603 835">2/13/2015</td><td data-bbox="611 801 962 835">02/01/2015</td><td data-bbox="970 801 1353 835">02/15/2015</td></tr><tr><td data-bbox="323 846 603 880">2/27/2015</td><td data-bbox="611 846 962 880">02/16/2015</td><td data-bbox="970 846 1353 880">02/28/2015</td></tr><tr><td data-bbox="323 891 603 925">3/13/2015</td><td data-bbox="611 891 962 925">03/01/2015</td><td data-bbox="970 891 1353 925">03/15/2015</td></tr></tbody></table></div>	Payment Date	Period Begin Date ▲	Period End Date	1/15/2015	01/01/2015	01/15/2015	1/30/2015	01/16/2015	01/31/2015	2/13/2015	02/01/2015	02/15/2015	2/27/2015	02/16/2015	02/28/2015	3/13/2015	03/01/2015	03/15/2015
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