

AIR FORCE SERVICES AGENCY

Program Training Aid

TA-AFSFMS-54

DATE: Feb 2008

Reading a Leave and Earning Statement

INTRODUCTION: The Shared Service Center (SSC) Payroll Branch (SVTEP) is the office responsible for managing centralized payroll processing for all Air Force Nonappropriated Funds (NAF) employees and retirees worldwide. The new process replaces previous paper checks and statements and allows employees to access their information 24/7 from any PC. Base Liaison and the Activity Manager can also provide a Statement of Earnings in lieu of a Leave and Earning Statement (LES) if the website is not available.

DISCUSSION: The purpose of this training aid is to instruct the NAF employee on how to review their Leave and Earnings Statement in the self-service application. Base Liaison, Activity Personnel and Human Resources Office (HRO) should assist to ensure employees have access. Your activity manager and/or your HRO can also provide you with answers to any questions you may have regarding the payroll system or access to “My Money.” In addition, if an employee forgets their password, needs to reset their password, or encounters other questions/concerns, they should contact the **Base Liaison** or **HRO** for assistance.

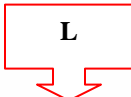
Employee LES information will include the following:

- **Pay Date**
- **Employee Information:** Name, SSN, Home Address, Work Location, Activity, Grade, Job Title and Service Comp Date
- **Pay Period**
- **Summary**
- **Hours and Earnings**
- **Pre-Tax Deductions**
- **After-Tax Deductions**
- **Tax Withholdings Information**
- **Net Pay Distributions**

If a NAF employee is unable to access the My Money LES, the Activity Manager or Base Liaison can print a Statement of Earnings and an Annual and Sick Leave by Activity for the employee.

Sample My Money LES:

Note: The arrow letters correspond to the paragraph letters below. Each paragraph provides information on the section shown by the arrow.

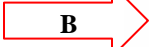


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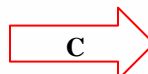
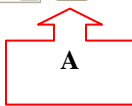
LES

Employee Name

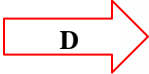
Chcose LES



Employee Jchn Doe
SSN 555-55-5555
Employee Address 123 Smart St.
San Antonio, TX
78148

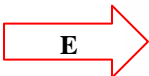


Work Locat on AFSV HC-F
Activity SVA-NAF
Grade NF.01.00
Job Title 0000.Jcb Title (0000)
SCD - Service Comp Date 04Jan2007



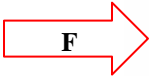
Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate
Bi-Week	04-Jan-2008	16-Dec-2007	29-Dec-2007	6.00



Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	480.00	10.00	60.00	1.00	409.00
Current	480.00	10.00	60.00	1.00	409.00



Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Annual LV	24.00	144.00	24.00	144.00
Regular Hours	56.00	336.00	56.00	336.00



Pre-Tax Deductions

Description	Current	YTD
AFSV 401k Percent	10.00	10.00

Taxes

Description	Current	YTD
Federal Tax	30.00	30.00
Social Security	15.00	15.00
Medicare	15.00	15.00

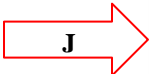


After-Tax Deductions

Description	Current	YTD
Minnesota Life	1.00	1.00
Minnesota Dependent		

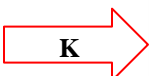
Accruals

Description	Current	Balance
Sick Leave	4.00	25.80
Annual Leave	4.00	38.80
Time Off Award	0.00	0.00



Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Married	2	0.00	0.00	0
Texas	No State Withholding Tax	2	0.00	0.00	0



Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
91823028	NA	C	XXXX1234	409.00

- A. Choose LES** (drop down to select pay date) - Click the **Choose LES** drop down and select the pay period for the Leave and Earnings Statement you want to review.
- B. Employee Name, SSN and Home Address** - Employee is responsible for confirming accuracy and keeping current. Contact your Base Liaison and/or HRO to update or correct inaccurate personal information.
- C. Work Location, Activity, Grade, Job Title and Service Date** - Employee is to confirm for accuracy. Contact your Base Liaison and/or HRO to update or correct inaccurate personal information.
- D. Pay Period and Salary** – This section provides information on: 1) Pay Period; 2) date employee receives payment; 3) start date of pay period; 4) closing date of pay period; and 5) hour rate of pay. Contact your Base Liaison and/or HRO to update or correct inaccurate personal information.
1. **Bi-Week** – every two weeks
 2. **Payment Date** – date monies are distributed
 3. **Pay Begin date** – first day in pay period
 4. **Pay End Date** – last date in pay period
 5. **Pay Rate** – your hourly wage
- E. Summary**
1. **YTD (year to date)** – Begins 1 January each year
 2. **Current** – pay total in pay period
 3. **Gross** – pay total before taxes
 4. **Pre-Tax** – deduction prior to tax calculation
 5. **Taxes** – total taxes withheld for the period
 6. **Deductions** – deductions that are taxable
 7. **Net Pay** – total paid to the employee for the period
- F. Hours and Earnings** – This section details the hours paid and what hours were used in the pay calculations, i.e. regular hours, vacation hours, sick leave hours, or holiday hours. To correct inaccurate information contact your **Base Liaison** and/or **HRO**
1. **Annual V- Vacation Hours**
 - a. **Current Hours** – total of vacation hours used in pay period
 - b. **Current Amount** – total gross pay for vacation hours taken in period
 - c. **YTD Hours** (year to date) – total of vacation hours taken for the year
 - d. **YTD Amount** – total gross pay for vacation hours taken for the year

2. Regular Hours

- e. **Current Hours** – total of regular hours worked in pay period
- f. **Current Amount** – total gross pay for hours worked
- g. **YTD Hours (year to date)** – total regular hours worked for the year
- h. **YTD Amount** – total gross pay for hours worked during the year

G. Pre-Tax Deductions – These are the deductions from you pay that are not used in calculating tax withholdings. contact your **Base Liaison** and/or **HRO** to update or correct inaccurate information

- 1. **Description** –items deducted from employee pay before taxes are calculated i.e., 401k
- 2. **Current** – dollar amount deducted from employee in pay period
- 3. **YTD (year to date)** - dollar amount deducted from employee to date

H. Taxes (i.e. federal tax, social security and Medicare) – taxes deducted from employee

- 1. **Description** – describes the tax being withheld
- 2. **Current** - dollar amount deducted from employee in pay period
- 3. **YTD (year to date)** - dollar amount deducted from employee to date

I. After-Tax Deductions/ Accruals – These are the deductions that are made after the tax withholding calculations and are not exempt from taxation. This section provides information on: 1) Benefit description; 2) current pay period deductions; and 3) year to date deductions made by the employee for each individual benefit. To update or correct inaccurate information contact your **Base Liaison** and/or **HRO**

- 1. **After-Tax Deductions** – (ie Minnesota Life)
 - a. **Description** – identified the specific deduction
 - b. **Current** – dollar amount deducted from employee in pay period
 - c. **YTD (year to date)** - dollar amount deducted from employee to date
- 2. **Accruals** – These are the accrued time-off benefits the employee earns, i.e., Sick Leave, Annual Leave, Time Off Award, etc.
 - a. **Description** – identifies the specific accrual
 - b. **Current** – employee hours earned in pay period
 - c. **Balance** - employee hours earned to date

J. Tax Withholding Information – This section provides information on your tax withholdings based on the Federal W-4 and state tax withholding form you have submitted. You should review your withholding each year and any time your tax situation changes. If you are a new employee and do not complete a state withholding form, your state tax withholding will be “Single, zero.” As this is the highest amount of withholding, therefore it’s as important to complete this form as it is to complete the Federal W-4. To update your state withholding, download the state tax form and submit to your **Base Liaison** and/or **HRO** for transmission to SSC Payroll Branch.

1. **Type** – defines the type of tax withheld (ie federal and/or state)
2. **Marital Status** – married/single
3. **Exemptions** – allotted deductions
4. **Additional Amount** – additional monies allotted for deduction
5. **Override Amount/percentage** – Overrides are used by employees that wish to use a different withholding percentage then the standards Federal Income Tax Withholding rates. The employee will designate a percentage of their pay for withholding, which will be noted in the override percentage column. The actual dollar amount withheld will be shown in the Override amount column

K. Net Pay Distribution – This section details the distribution of your net pay. It includes: 1) Check/Deposit number; 2) bank name, if applicable; 3) account type; 4) account number; 5) amount distributed. To update or correct inaccurate information contact your **Base Liaison** and/or **HRO**

1. **Check/Deposit Number** – number on check issued from payroll
2. **Bank Name** – name of employees financial institution
3. **Account Type** – “C” for Checking, “S” for Savings
4. **Account Number** – account number issued at employees financial institution
5. **Amount** – total take home dollar amount in employee pay period

Note: Check/Deposit Number is issued by the SSC Payroll department and used for tracking

L. Logout Icon - When you have completed reviewing your LES, it is important to use the “**LOGOUT**” link. Otherwise it is possible that your personal data may be accessible to another user

POC: AFSVA/SVTEP
Updated as of: Jan 08