



FREQUENTLY ASKED PAYROLL QUESTIONS

- **When do I get paid?**

The Pay Period calendar shows the end of each pay period with the corresponding pay date.

- **What is OASDI on my LES?**

The Social Security tax rate is 7.65% for employees. It is composed of 6.2% for OASDI (old age, survivors, and disability insurance) and 1.45% for Medicare (hospital insurance).

- **I am transferring or have previous leave balances, how does my leave transfer?**

You must provide the VAFB Civilian Pay Office with your **last** Leave and Earnings Statement from your previous Civil Service position. Upon receipt, the balances will be manually entered into the payroll system and be reflected on the next LES you receive.

- **What is myPay and how can it benefit me? (www.dfas.mil)**

myPay allows you to manage your pay information, Leave and Earnings Statements, W-2's and more. It takes approximately 8 weeks before you are in the system, and you will need a **temporary PIN** to access your account. The **PIN** may be obtained from **Civilian Pay, Rm A-116**. Once you gain access you can view and print your LES, make address changes, change direct deposit, federal/state tax withholding, and current PIN. You can also start/stop allotments, savings bonds and print off your W-2.

- **I transferred and all my deductions started over, what happened?**

Year to date amounts or cumulative retirement may not forward from previous payroll office to current payroll office. For this reason, it is very important that you keep all Leave and Earnings Statements. Your LES is a paper document that can be used as proof of previous earnings and withholdings for future use. If a discrepancy arose, the burden of proof falls upon the employee; your LES is your proof.

- **Court Leave/Military Leave**

When summonsed to appear for jury duty, you must obtain a **Confirmation of Appearance** that identifies days served and provide it to your timekeeper who will fax a copy to the Civilian Pay office. The same process applies to military leave. When you report for military duty and use military leave, you must provide your **Certified Military Orders** to your timekeeper who will fax a copy to the Civilian Pay office.

If you have questions about your pay and/or time and attendance reporting and accuracy, please contact your organization's timekeeper first.

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