



Frequently Asked Payroll Questions

- **When do I get paid?**
Paychecks are biweekly. The Pay Period calendar shows the end of each pay period with the corresponding pay date.
- **I am transferring or have previous leave balances, how does my leave transfer?**
Please 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? (<https://mypay.dfas.mil/>)**
MyPay allows you to manage your Leave and Earnings Statements, W-2's, allotments, and tax withholdings online. It takes approximately two pay periods before you are in the system and able to log in. To log in, go to the MyPay website and request a temporary pin to be sent to your home by mail. You will use that temporary pin to log in and create a username and password. Until you are able to log in and change your delivery method settings, your LES will be sent to your home each pay period.
- **Court Leave/Military Leave**
When summoned to appear for jury duty, you must obtain a **Confirmation of Appearance** that identifies days served and provide it to your timekeeper who will e-mail 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 e-mail a copy to the Civilian Pay office.
- **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 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.

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

Civilian Pay Office
30 CPTS/FMF
Bldg. 11777 RM A-116
30CPTSCivilianPay@us.af.mil
Phone: 805-605-1039