



CPC CyberFlash

From the Director's Desk

Those of us who will have the opportunity to enjoy this Fourth of July weekend with our families should take a moment to thank others who protect this great country and provide such an opportunity.

To the officers and crew who will be at sea or in the air this weekend, be safe and we appreciate the *honor, respect, and commitment* you provide NOAA and the nation.

A handwritten signature in black ink, appearing to read "J. Bailey".

Captain Jonathan W. Bailey, NOAA
Director, Commissioned Personnel Center

SELF-SERVICE PAYROLL FUNCTIONS:

NOAA Corps officers may now access pay information and complete some routine payroll functions on line. Using the Coast Guard's automated payroll input system, "Direct Access", engineered by PeopleSoft, members may view Leave and Earnings Statement (LES) data, and perform limited payroll actions by use of a secure web site. Payroll functions include, but are not limited to: Changes to the LES mailing address, income tax withholding, direct deposit account information, allotment actions, and TSP basic pay deferral adjustments.

Officers who use the feature will sign on to <https://hr.direct-access.us> using your 7-digit Employee ID (EMPLID) as the User ID. The EMPLID replaced the SSN in block 2 of the LES. Your SSN serves as a temporary password. Passwords may then be customized by navigating to Home>PeopleTools>Maintain Security>Use>My profile. A "Forgotten Password Help" feature is also available at that navigation point.

To view LES data, navigate to Home>Self Service>Employee>View>View Paycheck. For the most common payroll changes, the navigation is Home>Self Service>Employee>Tasks

All data submitted in the PeopleSoft environment must be saved (by clicking a "save" button) before exiting the web site. Please keep in mind that much of the Direct Access functionality, such as TDY orders, is for Coast Guard use only. If in doubt about making changes, please consult J. Thompson or Carol Holley in the NOAA Corps Payroll Unit.

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NOAA Corps officers may continue to communicate the above-described payroll actions to the Payroll Unit for input. On line self service allows an up-to-date view of current pay data, and a choice for select data input tasks, for those who prefer self service.

This message was generated for the Director of Commissioned Personnel