

### My W-4 Elections: Review or change your W-4 information; federal and state withholdings

Review or revise your W-4 elections in this self-service application. The W-4 Form is used by NAF Payroll to withhold the correct federal and state income tax from your pay. Because your tax situation may change, you may want to refigure your withholdings each year. Your state tax withholding will be defaulted to Missouri, single, and zero so it is your responsibility to elect/update your state tax withholdings. To update your federal or state withholding, change under this section.

- Click **My W4 Elections**, choose either **Federal** or **State** button and then **Update**
- Click the **IRS** link if you need help
- Make changes
- Click **I Agree, Continue, and Submit** or **Cancel**
- Click **Yes** to cancel your changes or **Home** to return to the home page and make an additional selection or **log out**
- For state tax exemptions (for qualified Military spouses only-see HRO for more details), click the **state** button and **Update**. Read the statement and if both conditions apply to you, check **Exempt** and **I Agree**.

### My W2: View your W2 Information

Review your W2 in this self-service application. NOTE: Your W2 will show the wages paid to you for the calendar year in which you were employed with your base. If you believe the information on the W2 is incorrect, contact the NAF Human Resources or NAF Accounting office.

- Click **My W2** and **Select Organization/Year**
- Click **HOME** in the upper right hand corner to return to the home page and make additional selections or **log out**

### My Allotments: Add, Update or Delete your allotments

Add, review and change you allotments, distribution of pay, and EFT, electronic file transfer/banking information, in this self service application.

Click **My Allotments**

#### → **ADD:**

- Click **Add Allotment**
- Click **Amount Type**
- Select **Monetary or Percentage** and enter required info (\*) - Click **Apply**, then **Continue** or **Cancel**
- Review allotment information summary and then click-**Submit**
- Click **HOME** to return to the home page and make additional selections or **log out**

#### → **CHANGE:**

- Click **Update**
- Click **Amount Type**
- Select **Monetary or Percentage** and enter required info (\*)- Click **Apply**, then **Continue** or **Cancel**
- Review allotment information summary and then click **Submit**
- Click **HOME** to return to the home page and make additional selections or **log out**

#### → **DELETE:**

- Click **Delete** (Garbage Can), then **Continue** or **Cancel**-Review allotment information summary and then click **Submit**
- Click **HOME** to return to the home page and make additional selections or **log out**

### My Personal Info: Change your mailing address

Review or update your address in this self-service application. Update or add a new payroll address and for overseas employees to enter or update a mailing address.

- Click **My Personal Info**
- Click on **Update** next to your current address
- Select **Correct, amend this address, Next**, then **Type**
- Select **Forwarding or mailing Address** from the drop down and enter required info marked with \*
- Click **Next**
- Review the address summary, then click **Submit** or **Cancel**
- Click **HOME** to return to the home page and make additional selections or **log out**

### My Suspended: Retrieve and process incomplete transactions

To retrieve transactions you created that were not completed/updated using the **My Suspended** function. To complete items saved from a previous session:

- Click **Update**
- Finish entering your information, Click **Next**
- Review your changes, then click **Submit** or **Cancel**
- Click **HOME** in the upper right hand corner to return to the home page and make additional selections or **log out**

### My Retirement Statement

Access retirement statements for the last 5 years



**JOINT BASE ANDREWS**  
316TH FORCE SUPPORT SQUADRON

## NAF Pay– My Money



### REVIEW YOUR LES!

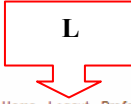
With the proliferation of identity theft and fraudulent transactions, you should always be vigilant when it comes to monitoring your personal finances. A key step in ensuring your pay is accurate and no one has gained unauthorized access to your pay account is to actively review your LES. Civilian employees should not only verify the hours paid, but also check for unusual payroll deductions, allotment changes, and changes in tax deductions. All members should review for errors in leave balances. If you find any discrepancies, immediately contact the NAF Human Resources Office.

You have a responsibility for ensuring the accuracy of your pay. Taking charge of your finances and reviewing your LES regularly allows you to identify problems early and take corrective action before it has a negative impact on your credit score or results in a large debt. No one should care more about your pay than you!



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.

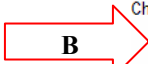


[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

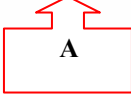
LES

Employee Name

Choose LES



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

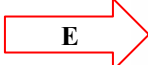


Work Location AFSV HQ-F  
Activity SVA-NAF  
Grade NF.01.00  
Job Title 0000 Job Title (0000)  
SCD - Service Comp Date 04Jan2007



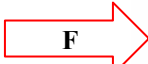
Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate
Bi-Week	04-Jan-2003	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

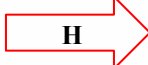


Pre-Tax Deductions

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

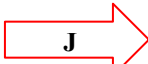


After-Tax Deductions

Description	Current	YTD
Minnesota Life	1.00	1.00
Minnesota Dependent		

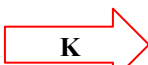
Accruals

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