



**DEPARTMENT OF THE NAVY**  
MILITARY SEALIFT COMMAND  
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IN REPLY REFER TO:

7000

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30 May 14

Human Resource Advisory 2014-3

From: Director, CIVMAR Manpower and Personnel  
To: All MSC Civil Service Marine Employees

Subj: MILITARY SEALIFT COMMAND CIVILIAN MARINER PAYROLL  
FUNCTION CONVERSION TO DEFENSE FINANCE AND ACCOUNTING  
SERVICE (DFAS)

Ref: (a) HRA 2014-2 dated 4 Mar 2014

Encl: (1) MyPay Information for CIVMARs & Miscellaneous Pay Info  
(2) MyPay Menu Screenshot

1. This advisory is to advise that effective 1 June 2014, MSC's Civilian Marine Personnel will be paid by Defense Finance and Accounting Service (DFAS) Cleveland Ohio payroll office.

2. Human Resource Advisory 2014-2, reference (a), provided information related to the transfer of the payroll function from MSC's Unified Civilian Mariner Payroll System (UCPS) to the Defense Civilian Pay System (DCPS), managed by the Defense Finance and Accounting Service (DFAS).

3. Enclosure (1) provides additional information pertaining to DFAS payroll processes and compilation of questions and answers from the MSC\_DFAS\_CIVMAR@navy.mil mailbox. Enclosure (2) provides MyPay Menu screenshot related to questions submitted to mailbox.

4. At the time of the transfer, the current MSC Payroll Office will become a Customer Service Representative Office (CSR). MSC will no longer perform the payroll function of maintaining pay, leave and retirement records, processing biweekly payroll reporting, and disbursement of biweekly payroll. These functions will be performed by DFAS Cleveland Payroll Office.

5. CIVMAR Time and Attendance reporting will continue to be managed by MSC. The CSR will serve as the liaison between the CIVMAR, the Shipboard Managers, MSC, and the DFAS Cleveland payroll office. While the responsibility for CIVMAR pay is being assumed by DFAS, CIVMARS and Shipboard Management will be afforded the same level of customer service. The MSC CSR

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representatives will assist CIVMARS with their inquiries and miscellaneous changes such as allotments, tax withholdings, etc.

6. The CSR office staff will be available 0600-1600 Monday - Fridays. The CSR mailbox (MSC\_CSR\_AFLOAT@navy.mil) will be monitored daily 0600 - 1600. CSR staff will respond to any phone calls or emails within 24 hours (M-F). CIVMARS may always contact the MSC CIVMAR Support Center (CSC) 1-800-793-5784 with inquiries. CSC will forward inquiries to CSR or other offices as appropriate. CSC is manned 0800-2000 M-F.

7. DFAS Cleveland Payroll Office staff members will be on site at the MSC Customer Service Representative Office (CSR) in Norfolk for the first two pay cycle processing periods (Pay period 6/1-6/14 pay date 6/20 and Pay period 6/15-6/28 pay date 7/3). The DFAS Cleveland payroll staff will be assisting the CSR staff through the pay cycles and assisting with CSR researching any inquiries. The CSR has established a new e-mailbox, MSC\_CSR\_AFLOAT@navy.mil for ships to submit routing emails. This new e-mailbox will replace the old MSFSC\_PAYROLL@navy.mil e-mailbox which will be deactivated post conversion.

8. We know that questions will come up during the transition and implementation phase. MSC has established an e-mail mailbox that you may use to submit any question you may have. Please send questions to MSC\_DFAS\_CIVMAR@navy.mil. MSC will respond to your question and a compilation of the questions and answers will be published in subsequent notifications.



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### **MyPay & Miscellaneous Information**

**myPay** - "myPay" weblink is <https://mypay.dfas.mil/mypay.aspx>.  
The myPay website provides CIVMARS the following:

- If required to pay state taxes, you may elect to have your state taxes withheld instead of making quarterly estimated payments
- Have access to and be able to print LES's for up to the last 26 pay periods as well as their W-2 Income Tax Forms.
- Make changes to direct deposits, allotments (up to eight), and payroll mailing address.

Access to the myPay website will be through a Common Access Card (CAC) or a myPay Personal Identification Number (PIN).

- For access by CAC, a CIVMAR must use a government computer or use a USB CAC reader so they may access the site from non CAC enabled computers (off the ship).
- CAC readers are on order with distribution expected during the month of June. If you DO NOT have access to a CAC enabled computer or the email address registered to your CAC card, you can still request a temporary myPay password to create your new account and begin managing your pay. Simply go to <https://mypay.dfas.mil/mypay.aspx> and select the "Forgot or Need a Password" link. MyPay will send you your temporary password via U.S. mail (to correspondence address). Once you get it, visit the myPay site and select "Create an Account". You will use your SSN and temporary password to enter myPay and establish your Login ID and permanent password.

If a CIVMAR cannot access the myPay website, he or she can submit a request to the CSR @ [MSC\\_CSR\\_AFLOAT@navy.mil](mailto:MSC_CSR_AFLOAT@navy.mil) and the CSR will process the request on the CIVMAR's behalf or the CIVMAR can submit his or her request to the purser aboard ship who will then forward the request to CSR.

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NOTE: The use of MyPay is not required; however, it offers CIVMARS greater flexibility to make changes directly.

**WHEN WILL CIVMARS BE ABLE TO ACCESS MYPAY?** - CIVMARS will be able to access MyPay on 9 June 2014 to establish their MyPay account. A MyPay Tutorial disc has been provided to each ship, both CSU East and West and MSC Training Centers to assist CIVMARS in step by step instructions on accessing and establishing MyPay Account. The MyPay Tutorial is also available via the MSC website at <http://civmar.sealiftcommand.com>. Follow the MyPay Tutorial link under Quick References.

**Leave and Earnings Statement (LES)** - CIVMARS will continue to receive their LES aboard ship and also be able to access through MyPay. Upon conversion to DFAS all LES will be mailed to correspondence address as well as be distributed aboard ship. If CIVMAR does NOT desire to have their LES mailed to their correspondence address then he/she will need to change the mailing option via MyPay. In addition, LES's will contain expanded information including a breakdown of deferred earnings by category of pay. CSR does not have the ability to change the LES distribution indicator.

**TSP Roth** - UCPS payroll system did not accommodate TSP Roth elections. DCPS does accommodate TSP Roth elections. CIVMARS may now enroll in TSP Roth to start on or after 1 June 2014 via EBIS (Benefits info and link to EBIS may be found at <http://www.secnav.navy.mil/donhr/Benefits/Pages/Default.aspx>)

**Compilation of the questions and answers from  
MSC\_DFAS\_CIVMAR@navy.mil mailbox -**

#1) Q. I work for MSC and am also a retired Navy veteran. Will my same log on I use to access my retirement retainer work to also access my MSC pay

A. You will have one MyPay account, and once logged in on your Main Menu you will see two Account choices: 1) Your Military Retiree Pay Account and 2) Your Navy DoD Civilian Pay Account.

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Screen shot of main menu that depicts the two choices is  
enclosure (2).

#2) Q. I live in a state that has a state income tax. Will  
state tax be taking out of my check? Do I have the option of  
paying state tax at the end of the year like I have been doing  
for years?

A. State Tax withholding will not be automatic. State Tax will  
only be deducted from your pay if you elect to do so by  
accessing MyPay and making State Tax withholding election  
updates or submitting State Tax W4 form to CSR office.

#3) Q. How do I go about signing up to have my state taxes  
withdrawn from my pay?

A. Once the payroll converts to DFAS you will be able to go  
online in MyPay and add your state tax withholding information  
or submit state tax withholding form (W4) to the MSC CSR office  
to request state tax be withheld from your pay. The first  
full pay period CIVMARS will be paid by DFAS is scheduled for  
6/1-14/2014. It is anticipated that you will have access to  
MyPay on Monday 6/9/2014


#4) Q. What type of confirmation a CIVMAR will receive if they  
need to make a change by phone via the CSR?

A. CIVMARS are required to submit any changes in writing (U. S.  
mail, fax or email) and that will continue to be the  
requirement. CIVMAR will notified of confirmation of change via  
whichever method is available (email response or phone).

Enclosure (2)

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CIVMARS who are Retired Military will have one MyPay account,  
and once logged in on your Main Menu you will see two Account  
choices: 1) Your Military Retiree Pay Account and 2) Your Navy  
DoD Civilian Pay Account. Screen shot of main menu that depicts  
the two choices is below:

**myPay** 

Main Menu Exit

**18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.**

**Last Date myPay Accessed: 08/02/2013**

Your Military Retiree Pay Account	Your Navy DoD Civilian Pay Account
<b>Retiree Account Statement (RAS)</b> <ul style="list-style-type: none"><li>Monthly Retiree Account Statement (eRAS)</li><li>Annual or Changed RAS</li><li>Turn on/off Hard Copy of Annual RAS</li></ul> <b>Combat Related Special Compensation:</b> <ul style="list-style-type: none"><li>CRSC Pay Statement</li></ul> <b>Pay Changes:</b> <ul style="list-style-type: none"><li>Allotments</li><li>Beneficiary for Arrears</li><li>Correspondence Address</li><li>Direct Deposit</li></ul> <b>Taxes:</b> <ul style="list-style-type: none"><li>Federal Withholding</li><li>State Withholding</li><li>Tax Statement 1099R</li><li>Turn on/off Hard Copy of 1099R</li><li>Travel / Miscellaneous Tax Statement (W-2)</li><li>Email Address</li><li>Security Questions for Password Resets</li><li>Personal Settings Page (Click here for details)</li></ul>	<ul style="list-style-type: none"><li>Leave and Earnings Statement (LES)</li><li>Foreign Entitlements Statement</li></ul> <b>Pay Changes:</b> <ul style="list-style-type: none"><li>Allotments</li><li>Correspondence Address</li><li>Direct Deposit</li><li>Health Savings Account</li><li>Turn on/off Hard Copy of LES</li></ul> <b>Taxes:</b> <ul style="list-style-type: none"><li>Federal Withholding</li><li>State Withholding</li><li>Tax Statement (W-2)</li><li>Travel / Miscellaneous Tax Statement (W-2)</li><li>Turn on/off Hard Copy of W-2</li><li>Travel Voucher Advice of Payment (AOP)</li><li>Email Address</li><li>Security Questions for Password Resets</li><li>Personal Settings Page (Click here for details)</li></ul>

<https://mypay.dfas.mil/FederalTax.aspx?AccessString=RCPS~DCPSZGT~EMAIL&glol> Trusted sites | Protected Mode: Off