

CPAC'S QUICK FACTS

MAY 2012

myPay Electronic LES and W-2's

Effective 12 February 2012, all Department of Defense (DoD) new hires and bargaining unit employees started receiving their Leave and Earnings Statement (LES) electronically via the myPay web page located at <https://mypay.dfas.mil/mypay.aspx>. Electronic mailings of the LES to non-bargaining unit civilians and military members took effect with pay period ending 8 October 2011. Mandatory turn off of hardcopy LES is not applicable to Non-Appropriated Fund employees at this time. Use of the eLES provides several benefits for both employees and the DoD. Employees will be able to view, print and/or save 26 pay periods of eLES online via myPay, as well as have access to an improved online/mobile eLES product. As employees become more familiar with the features of myPay, they will find that they have more direct control of their pay changes via online access. Additionally, the reduction of mailed copies of the LES and W-2 will improve the security and privacy of employees' financial and personal data against the potential of identity theft.

As of August 2011, about 539,000 (67%) of DoD civilian employees had decided to receive electronic statements voluntarily, saving the federal government more than \$6.3 million annually. Defense Finance and Accounting Service (DFAS) estimates that another \$3.1 million will be saved annually when all employees use eLES and electronic W-2's versus hardcopy print and mailings.

In the event the electronic standard causes a hardship, individuals retain the ability to turn on the hard copy LES delivery by using myPay and changing their delivery methods easily using the following steps:

1. Access your **myPay** account at <https://mypay.dfas.mil/mypay.aspx>
2. Locate **Pay Changes**. Select "**Turn on/off Hard Copy of LES.**"
3. The screen will display your current delivery method.
4. Select "**Yes**" to choose **Electronic Only** Delivery.
5. Log off of **myPay**.

The same method can also be used to ensure electronic-only delivery of tax statements. **myPay** account holders can use steps 2 (**Taxes – "Turn Off Hard Copy of W2"**) through 5 to ensure their tax statements are only available within the system's secure environment. Changes take effect immediately and pay or tax statements will only be available online thereafter. The **myPay** system is available 24 hours a day, 7 days a week.



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