My Money Guide

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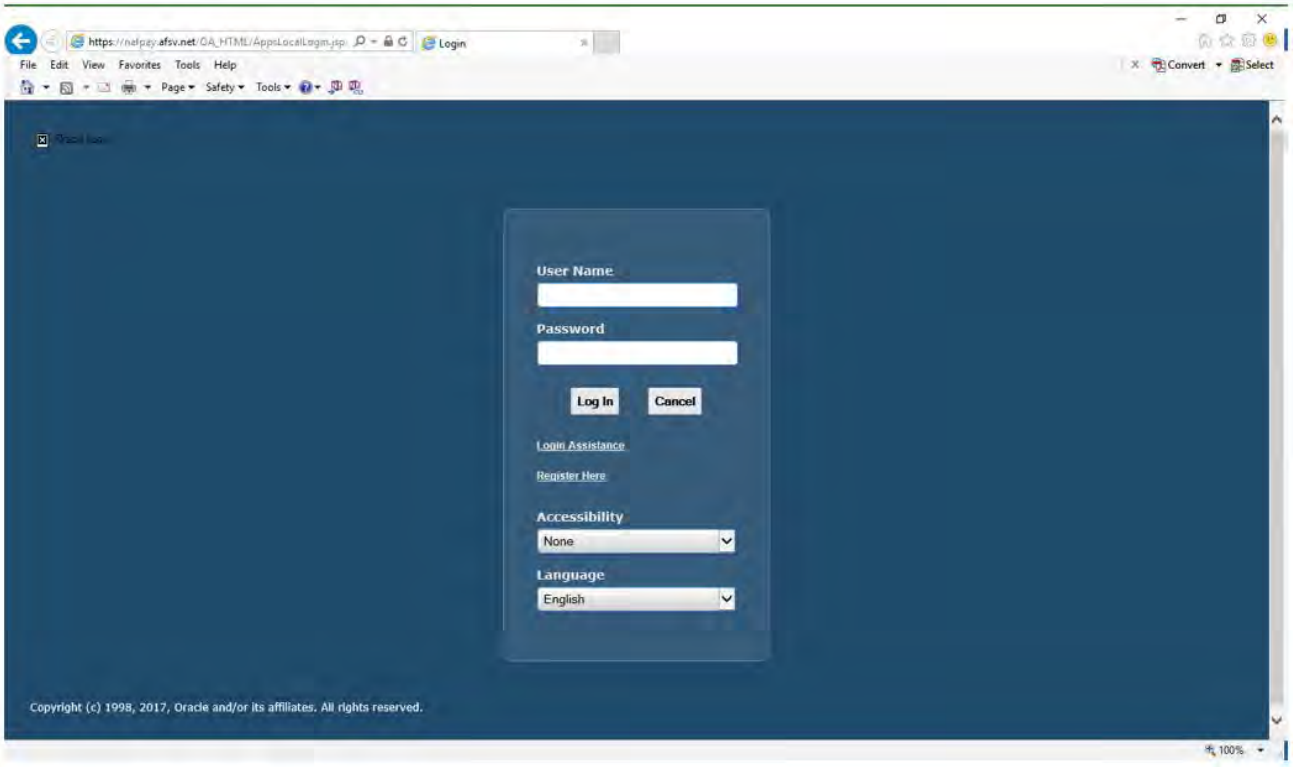
Section 1 – General Responsibilities, Navigation and System Access

To Access the system, double click the Internet Explorer icon located on your desktop or click Start and click the Internet Explorer logo on the top left of the selection.

You will be able to access **My Money** through the web. The web address is https://nafpay.afsv.net. The site may redirect you to https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp Contact your **Installation Liaison** for access locations and/or data issues.

The **My Money** function is for NAF employees to view payroll data, e.g., Leave and Earnings Statements and Forms W-2, and make changes to address, W4 elections, and net pay distributions.



1. This page will display after you access the web address.

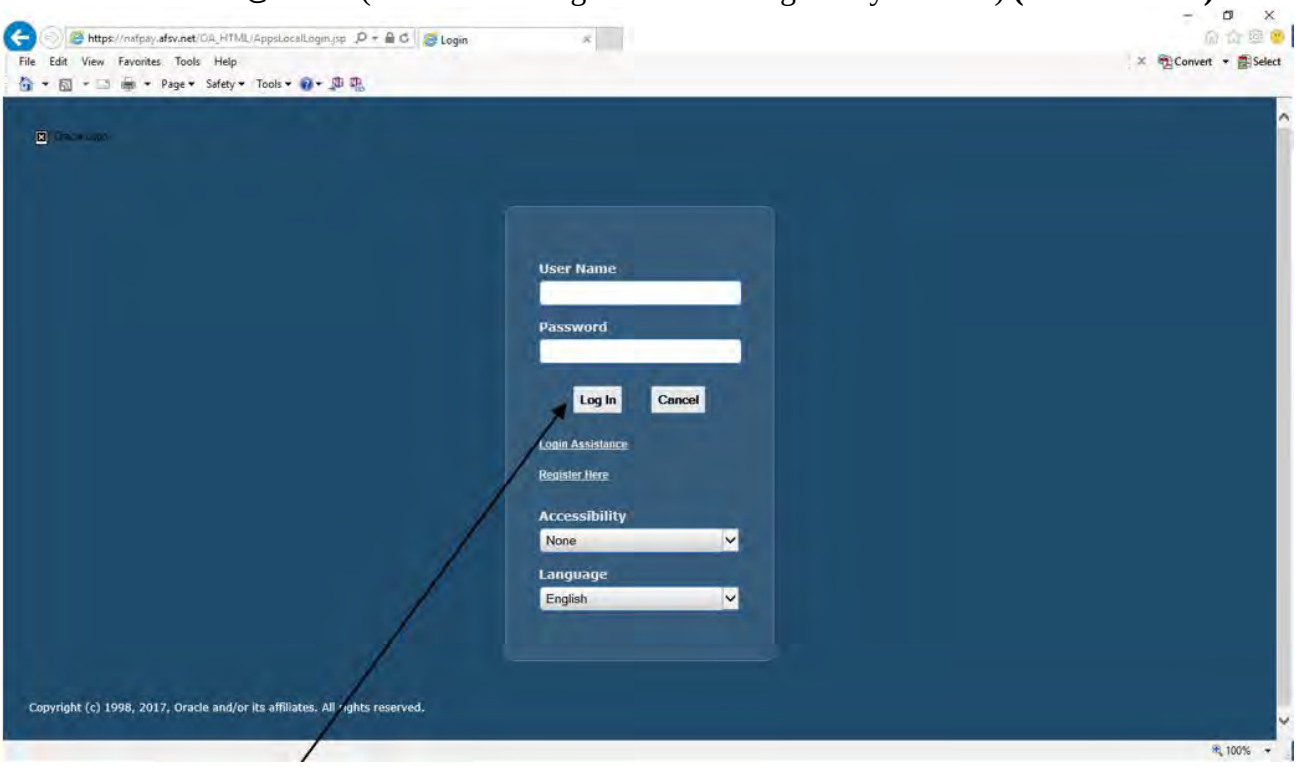
Section 2 – Log on and Create new Password

Performed by: Employee

Purpose: Learn how to log on and create a new password to access your personal data in this self-service application.

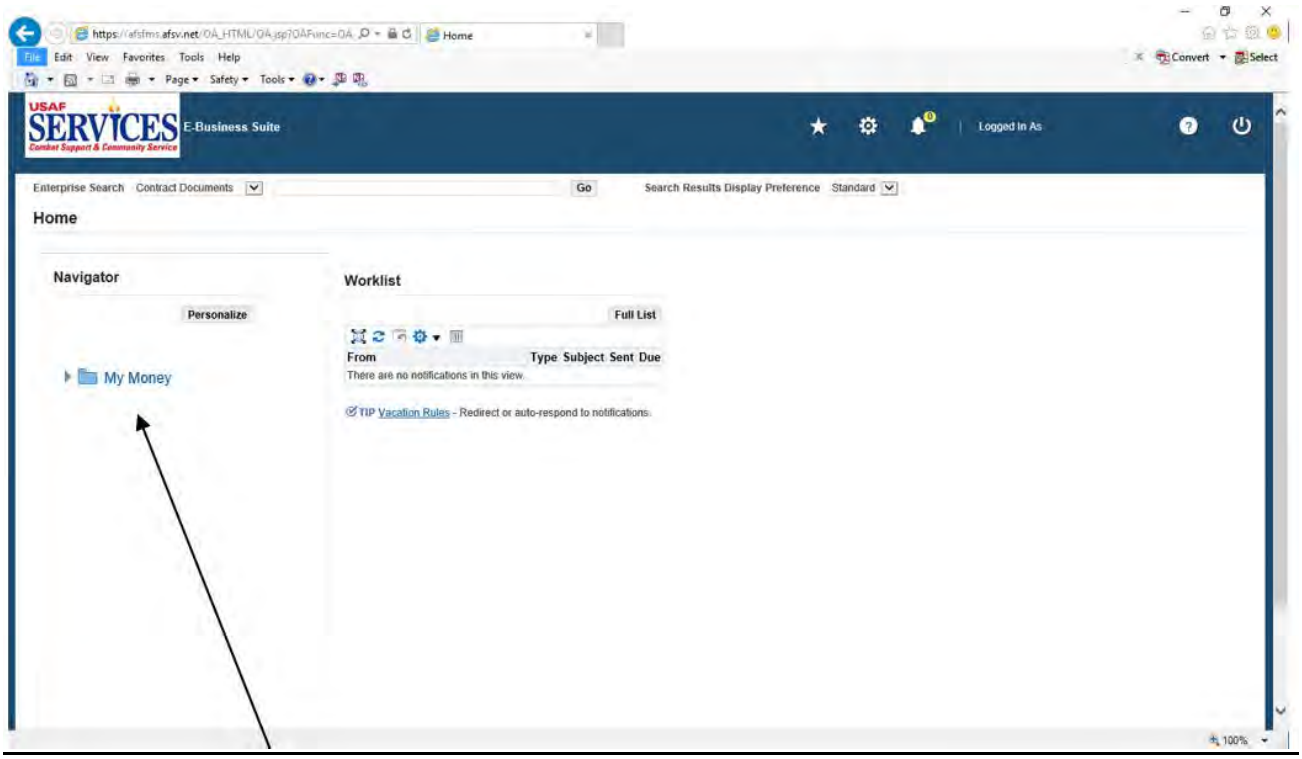
Responsibility: Employee

Enter your username (firstname.middleinitial.lastname).
Enter **NaftAFSFMS!@#nnnn** (with **nnnn** being the last four digits of your SSN) **(first-time use)**.

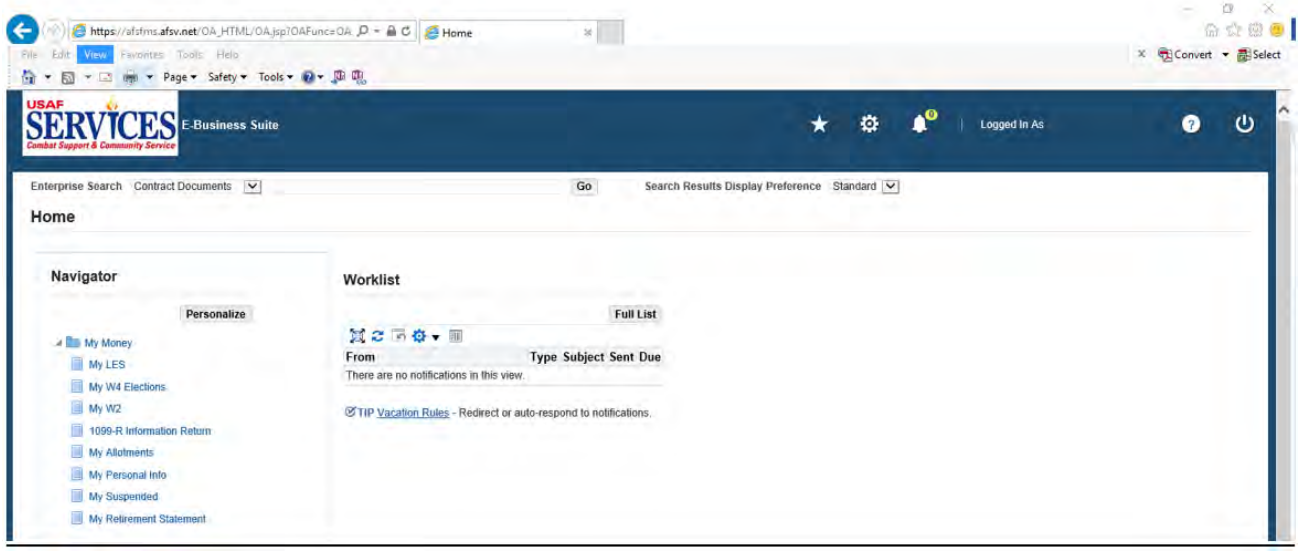


1. Click **Login**.
2. When the next screen displays, enter your own personal password and confirm.

   New Password Criteria must include at least the following:
   15 characters long
   3 upper case characters
   3 lower case characters
   3 numbers
   3 of the following special characters !@#$%^&*+



3. Click **My Money**.



4. This is your **My Money** home page

Section 3 – My LES

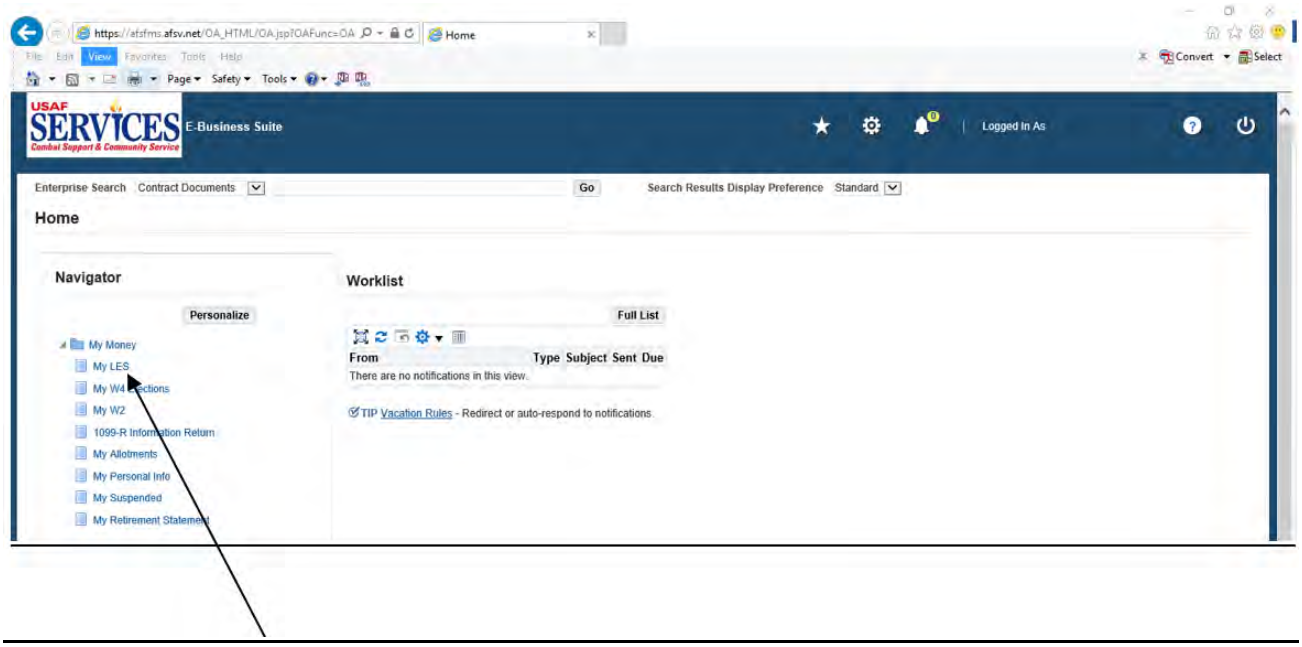
Performed by: Employee

Purpose: Learn how to review your Leave and Earnings Statement in this self-service application.

Source Documents: None

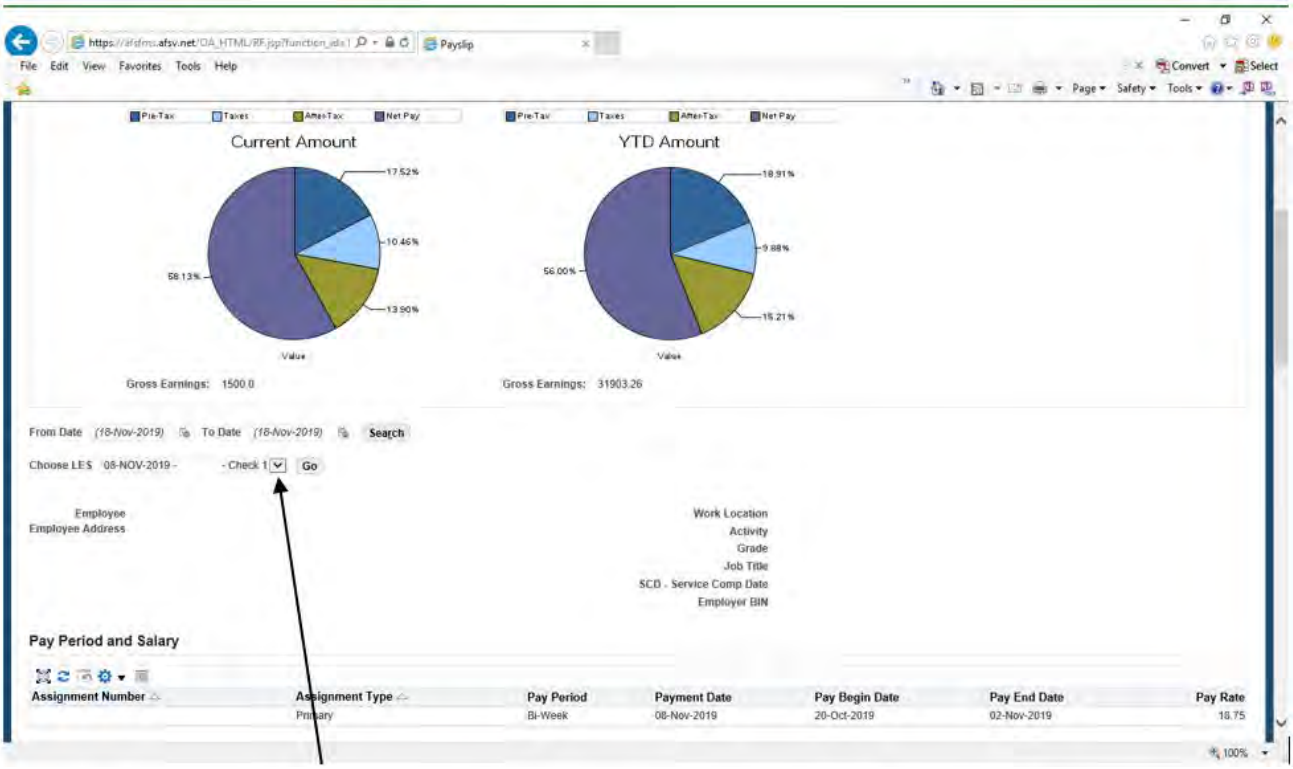
Responsibility: Employee

Navigation: > My Money > My LES



1. Click **My LES**.

LES
Pay Information
Current Amount
YTD Amount
Pay Period and Salary
Summary
Hours and Earnings
Rate Details
Pre-Tax Deductions
Taxes
After-Tax Deductions
Accruals
Tax Withholding Information
Net Pay Distribution
Other Information
TP Pay Distribution



2. Click the **Choose LES** drop down and select the Leave and Earnings Statement you want to review. If you have any concerns, contact your **Installation Liaison**. Click **Home** to get back to the Home Page.

Section 4 – My W4 Elections

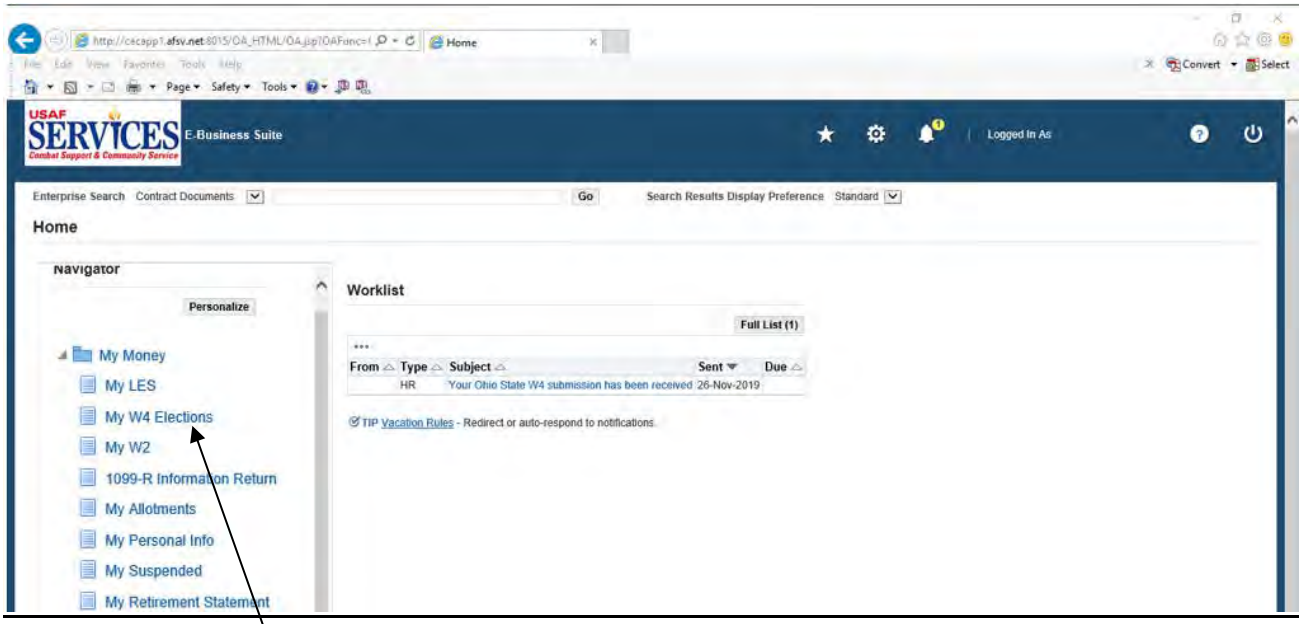
Performed by: Employee

Purpose: Learn how to review or revise your W4 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 update your withholdings each year. Your state tax withholding will be defaulted to "Single, zero" unless otherwise updated.

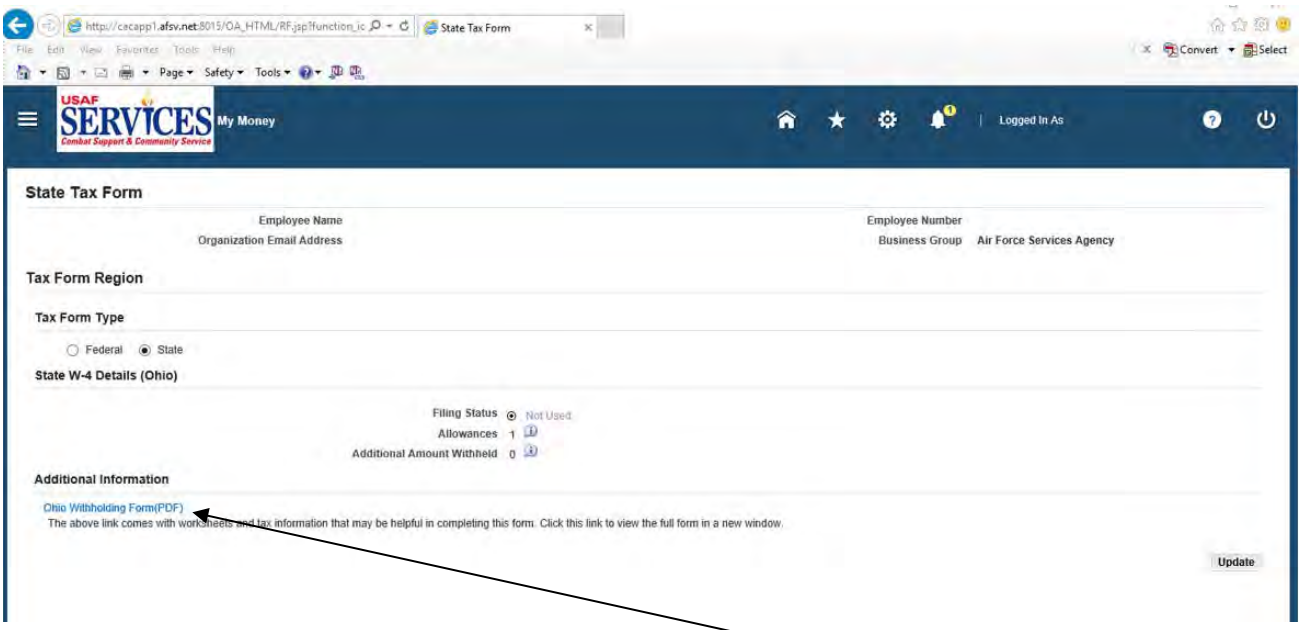
Source Documents: None

Responsibility: Employee

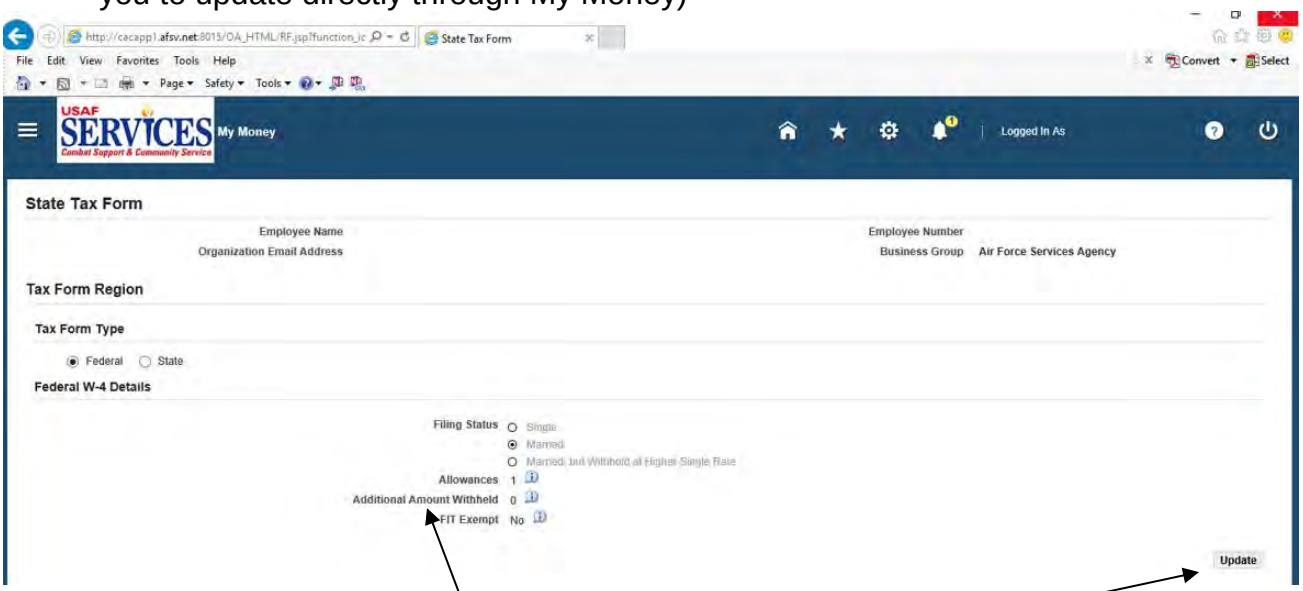
Navigation: > My Money > My W4 Elections



1. Click **My W4 Elections**.

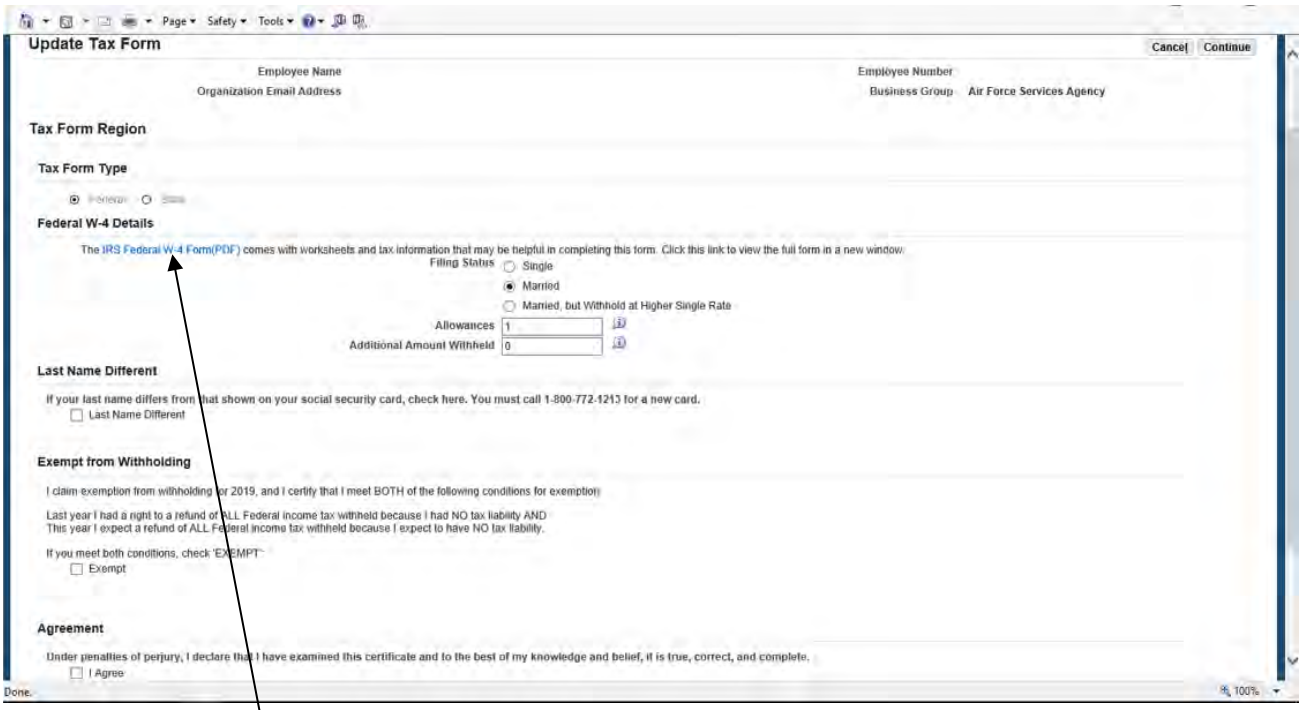


2. To **Update** your **State Tax** withholding information. Click the **State Tax** button and download the **State Tax** form and complete. **Submit** the completed form to your **Installation Liaison** for transmission to SSC Payroll Section. (Some states will allow you to update directly through My Money)

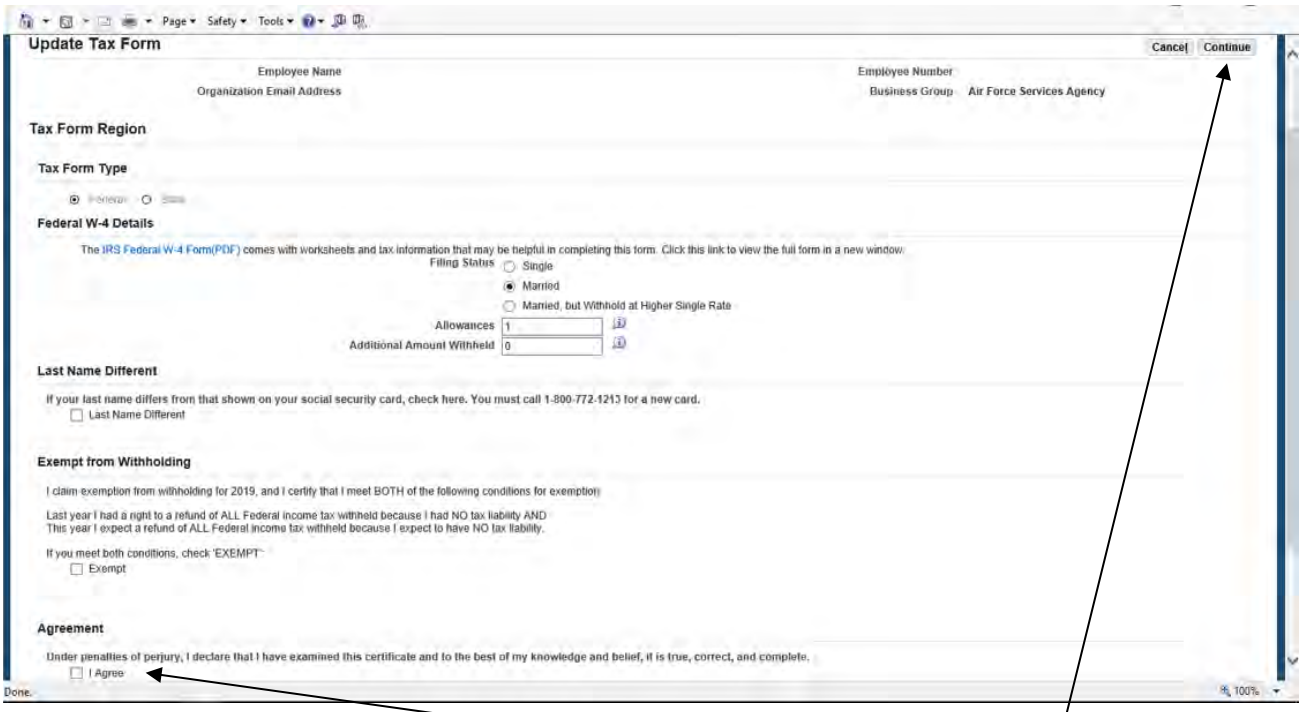


3. To make a change to your W4 elections, click **Update**.

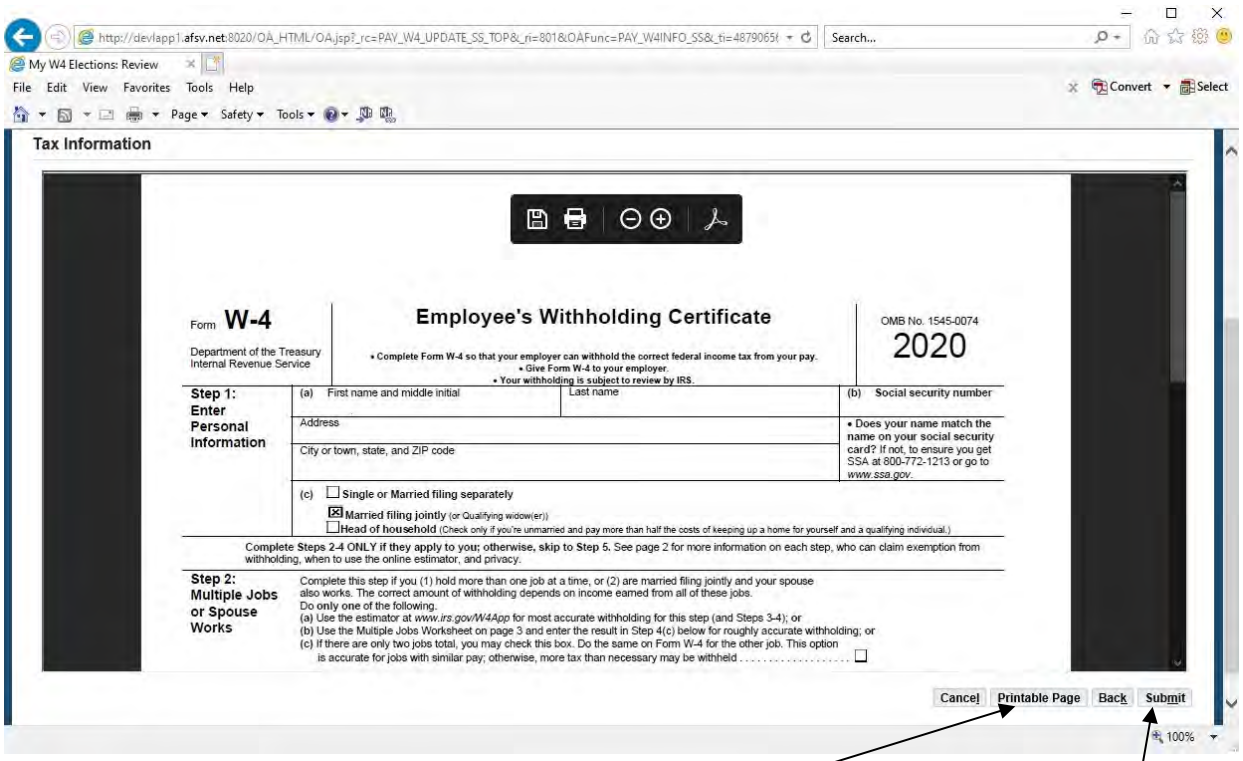
NOTE: If you are entering an **Additional Amount Withheld** you do not need to enter a decimal point for the dollar amount, unless you are entering dollars and cents.



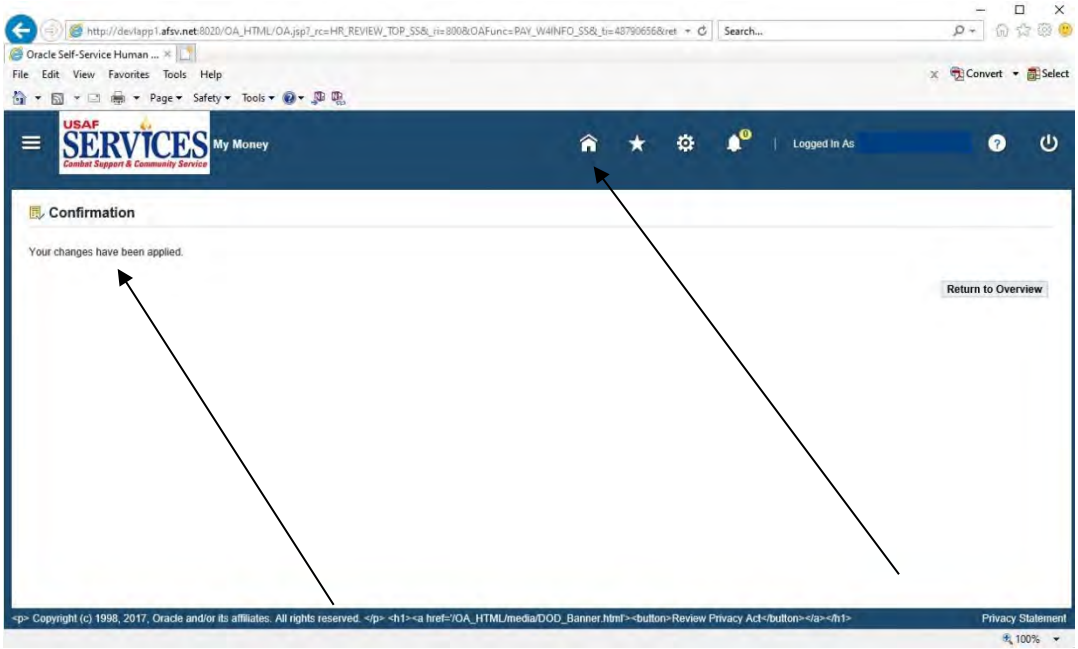
4. Click this **link,** for the IRS Federal W-4 Form (PDF), if you need help filling out this form or the i bubble for more information.



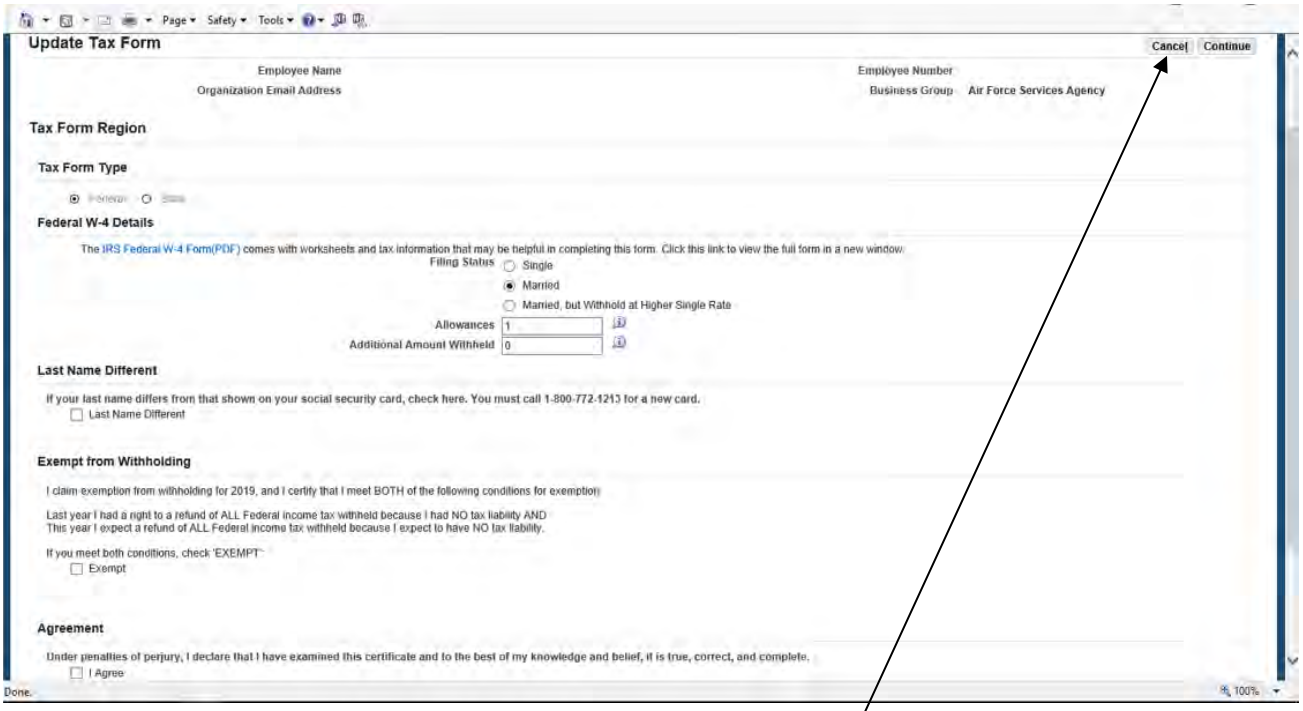
5. After making your changes, click **I Agree** and then click on **Continue**.



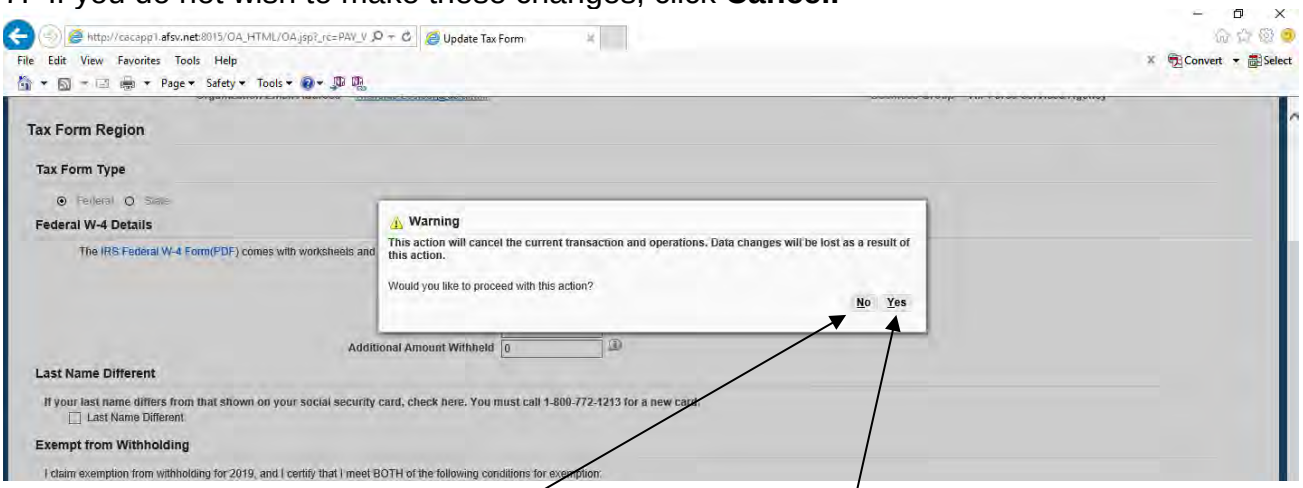
6. Review your updated W-4 Employee Withholding Certificate and click on **Submit**. You can click on the **Printable Page** button to print this page for your records.



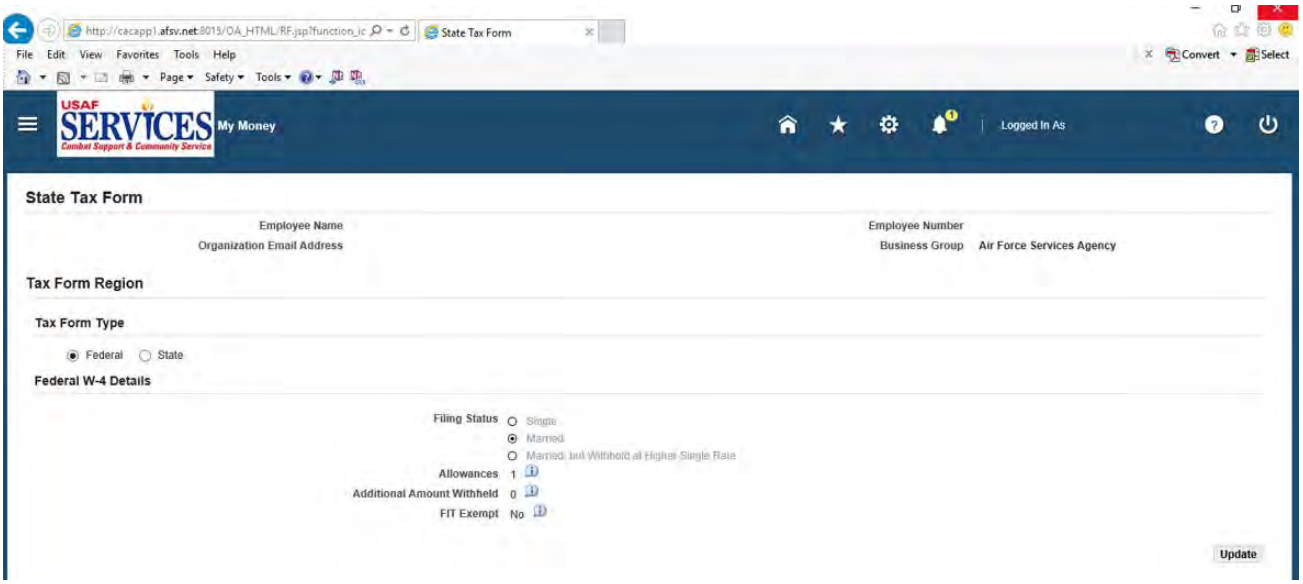
7. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page



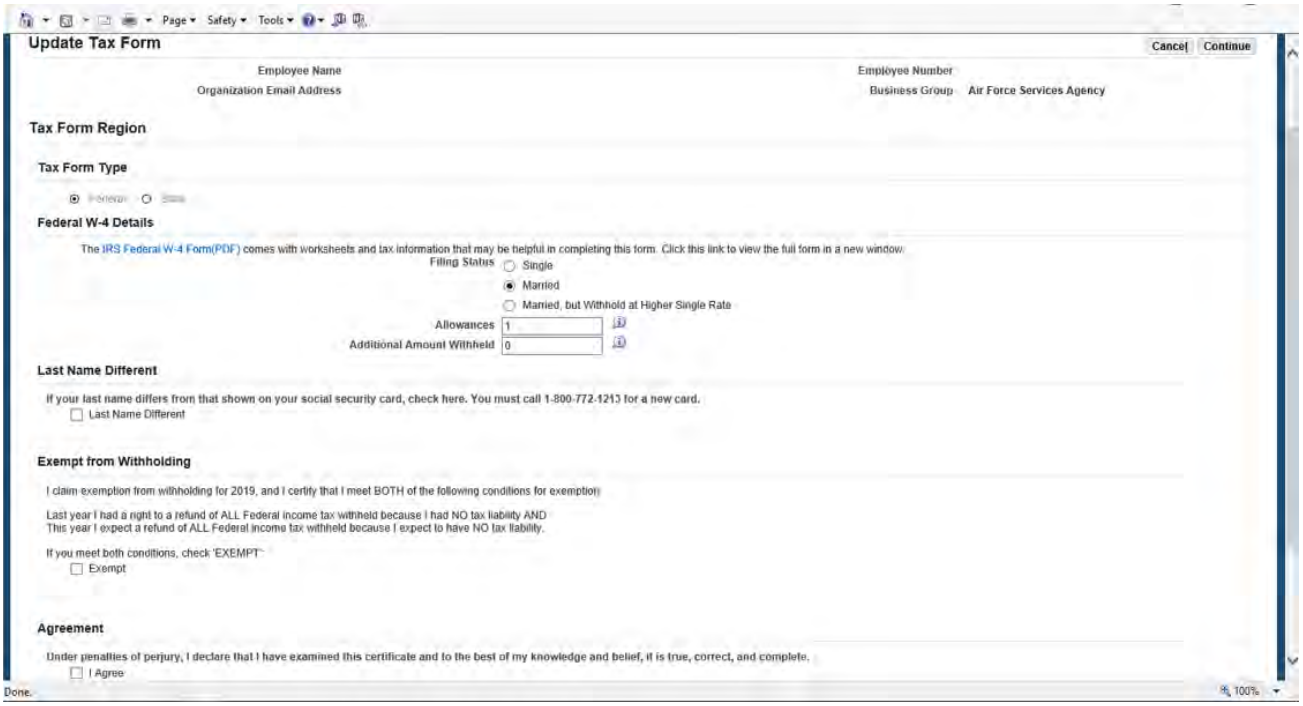
7. If you do not wish to make these changes, click **Cancel.**



8. To cancel the changes you made to your W4, click on **Yes**. If you do not want to cancel these changes, click on **No**.



9. If you click on **Yes**, you will be taken back to the screen you started with and will find that nothing was changed.



10. If you click on **No**, you will be taken to this screen, where you can continue to make changes.

Section 5 – My W2

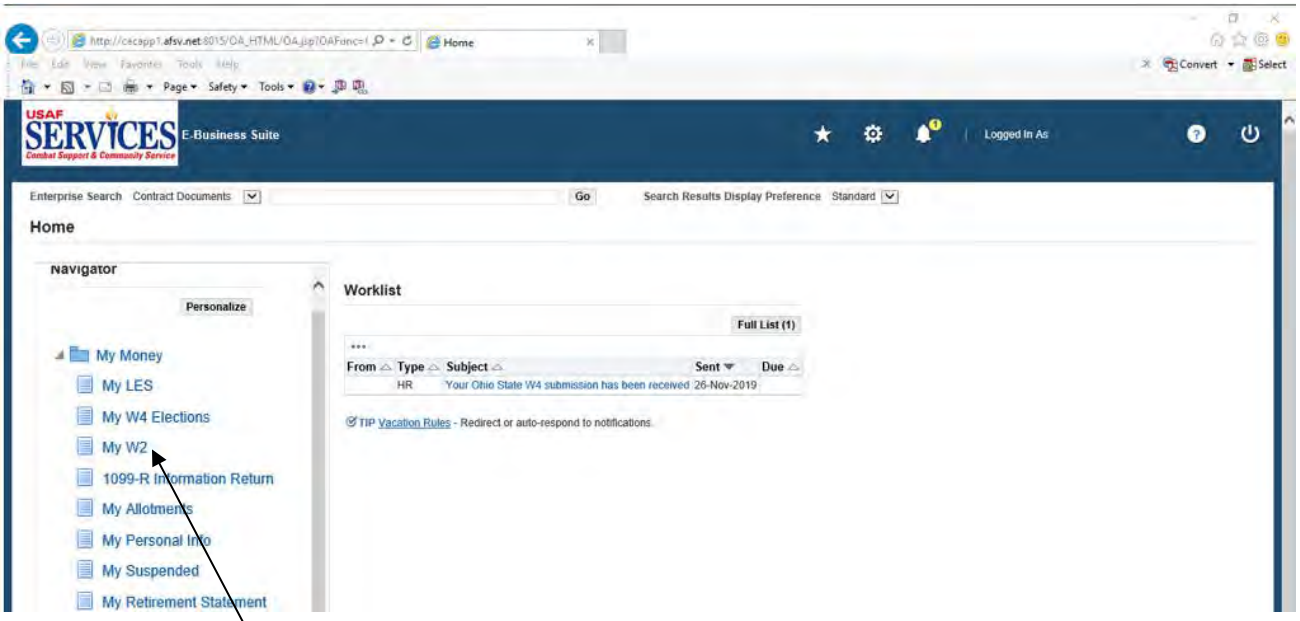
Performed by: Employee

Purpose: Learn how to review your W2 in this self-service application. **NOTE:** W2s are not mailed to active employees.

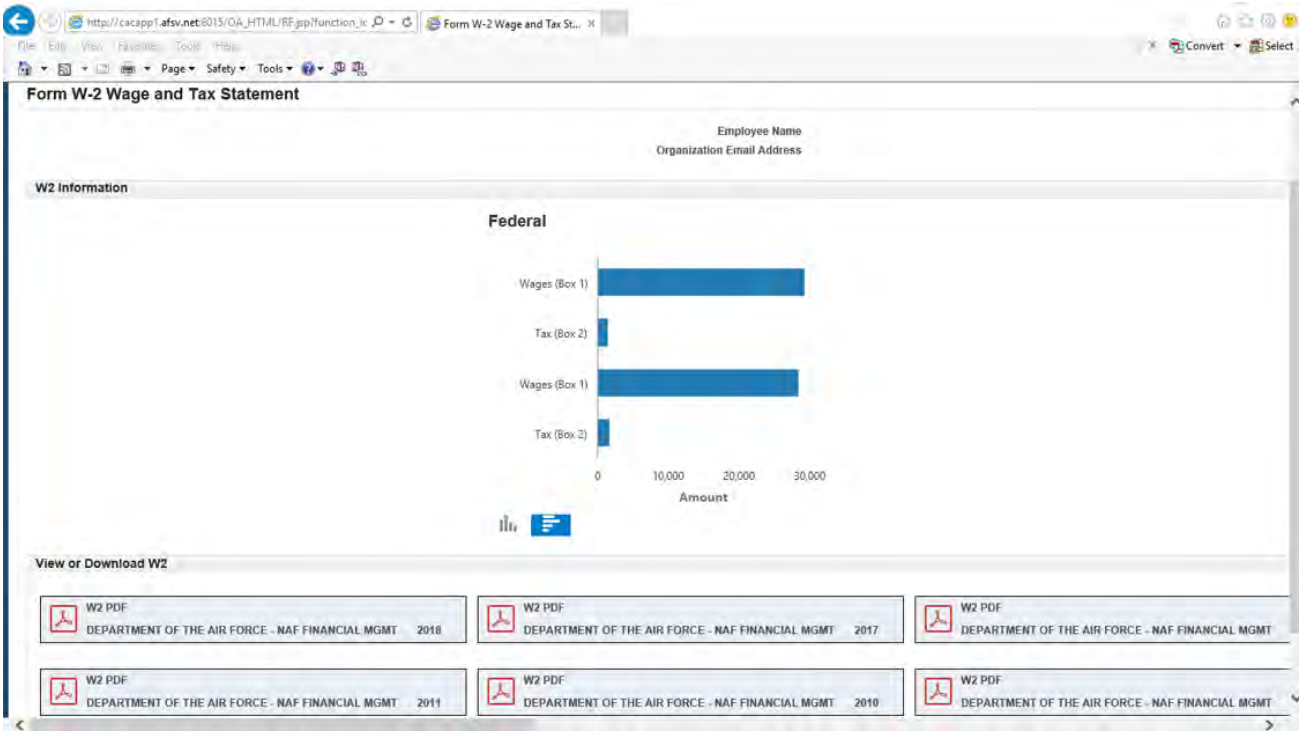
Source Documents: None

Responsibility: Employee

Navigation: > My Money > My W2



1. Click **My W2**. If you believe the information on the W-2 is incorrect, contact your **Installation Liaison**.



2. All W2's are listed and can be open by clicking on the one you want to open. If the current year W2 isn't listed, please contact your Installation Liaison.

Section 6 – My Allotments (Distribution of Net Pay)

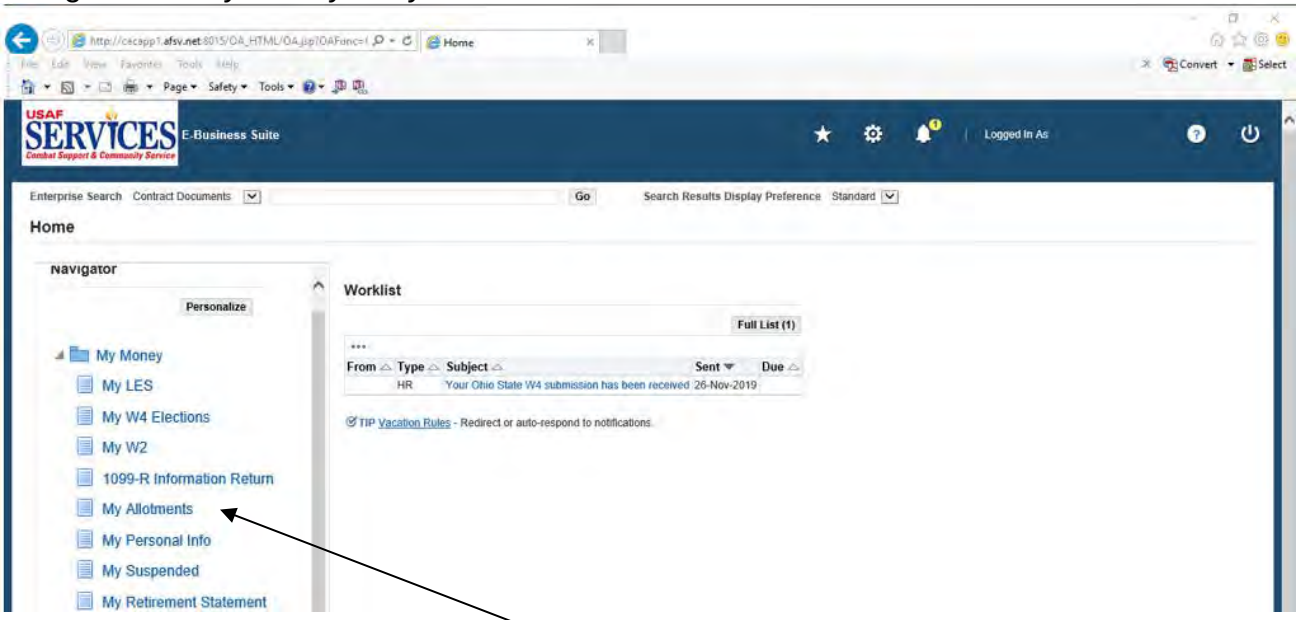
Performed by: Employee

Purpose: Learn how to add, review and change your Allotments and EFT information in this self-service application.

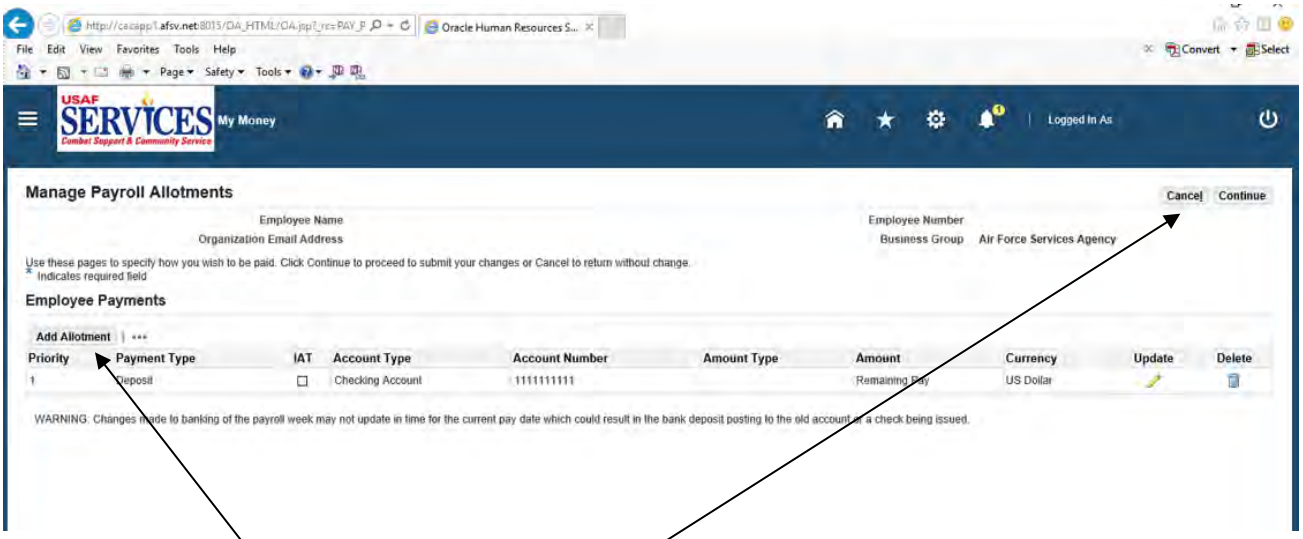
Source Documents: None

Responsibility: Employee

Navigation: > My Money > My Allotments

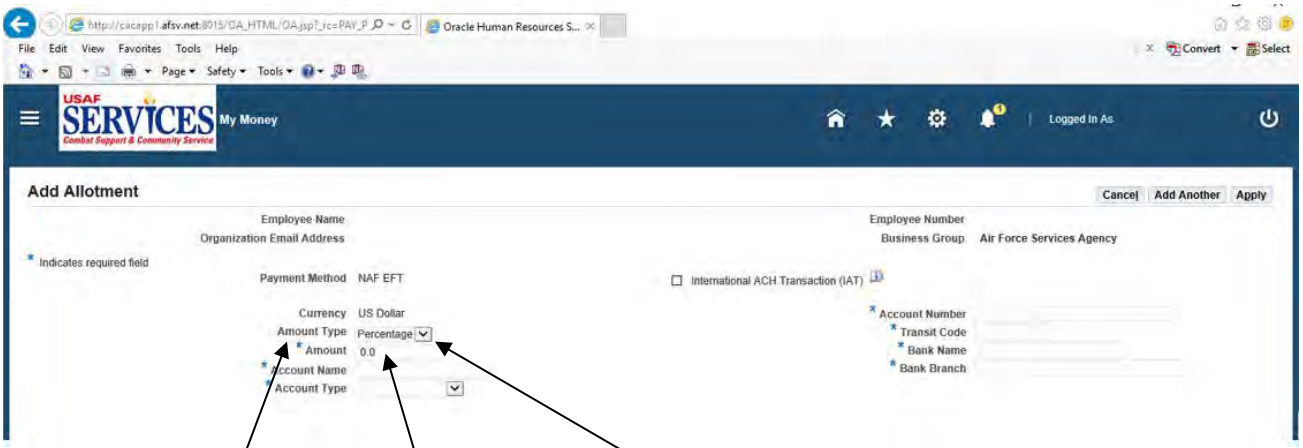


1. To **add** an allotment, click on **My Allotments**.

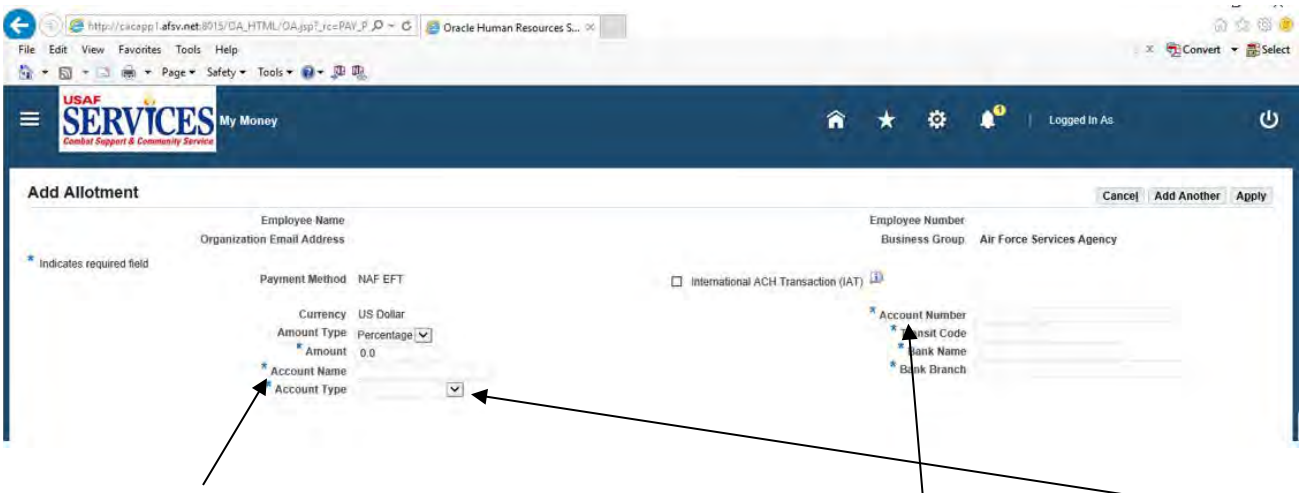


2. Click **Add Allotment**.

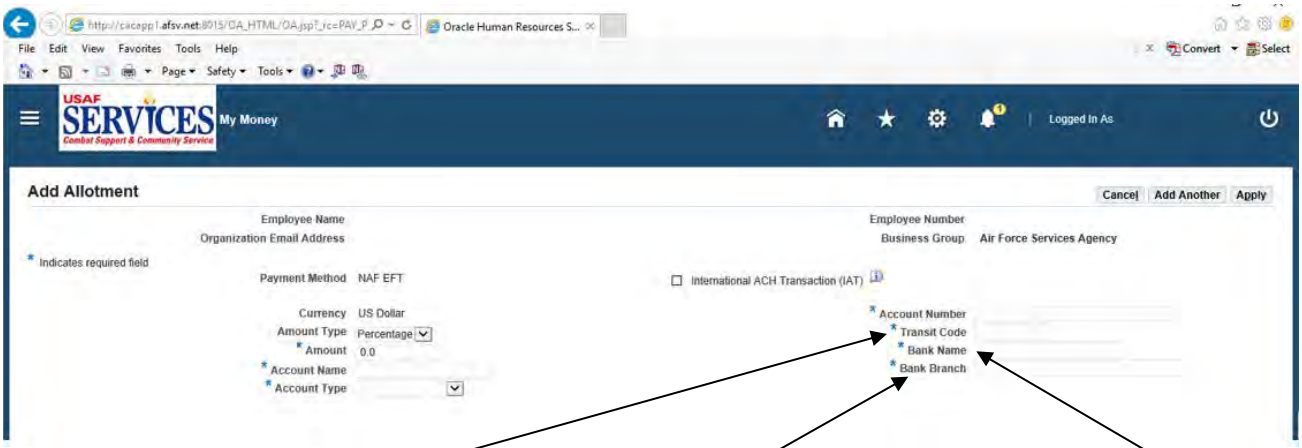
   NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.



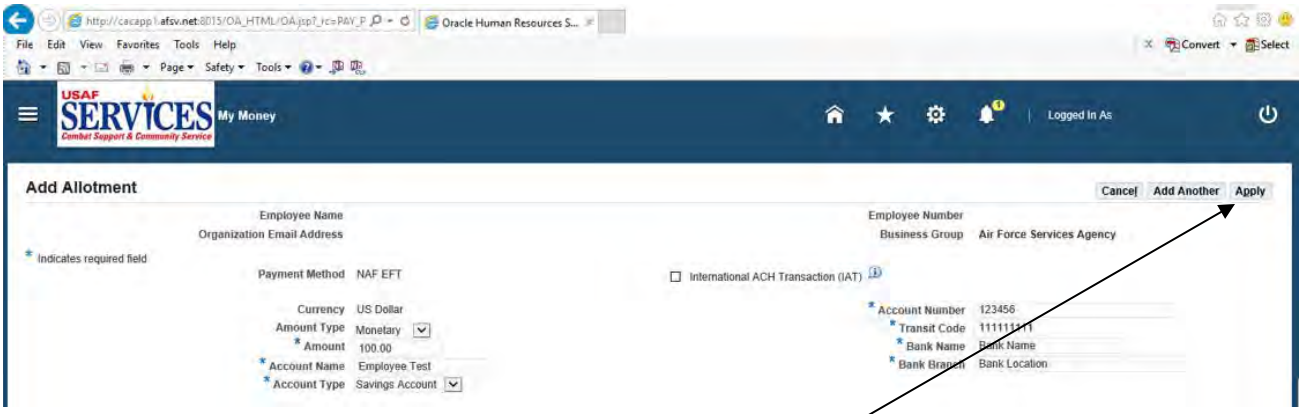
3. Change **Amount Type** drop down to **Monetary** and enter required info marked with *. When entering a **dollar amount** you do not have to enter a decimal point, unless you are entering both dollars and cents.



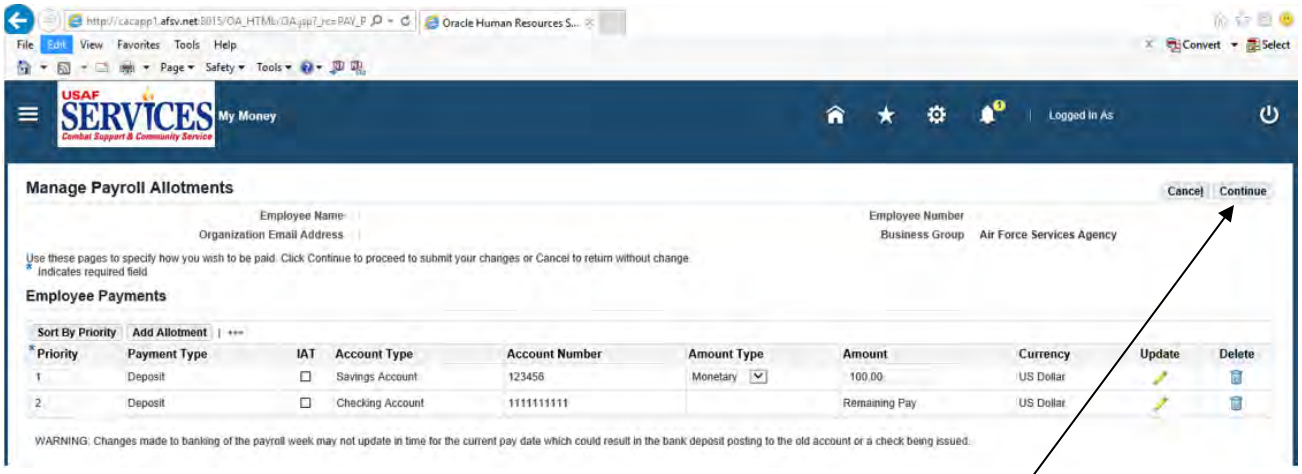
4. The **Account Name** is the name that appears on the bank account. The **Account Type drop down** will be checking or savings. The **Account Number** is your bank account number.



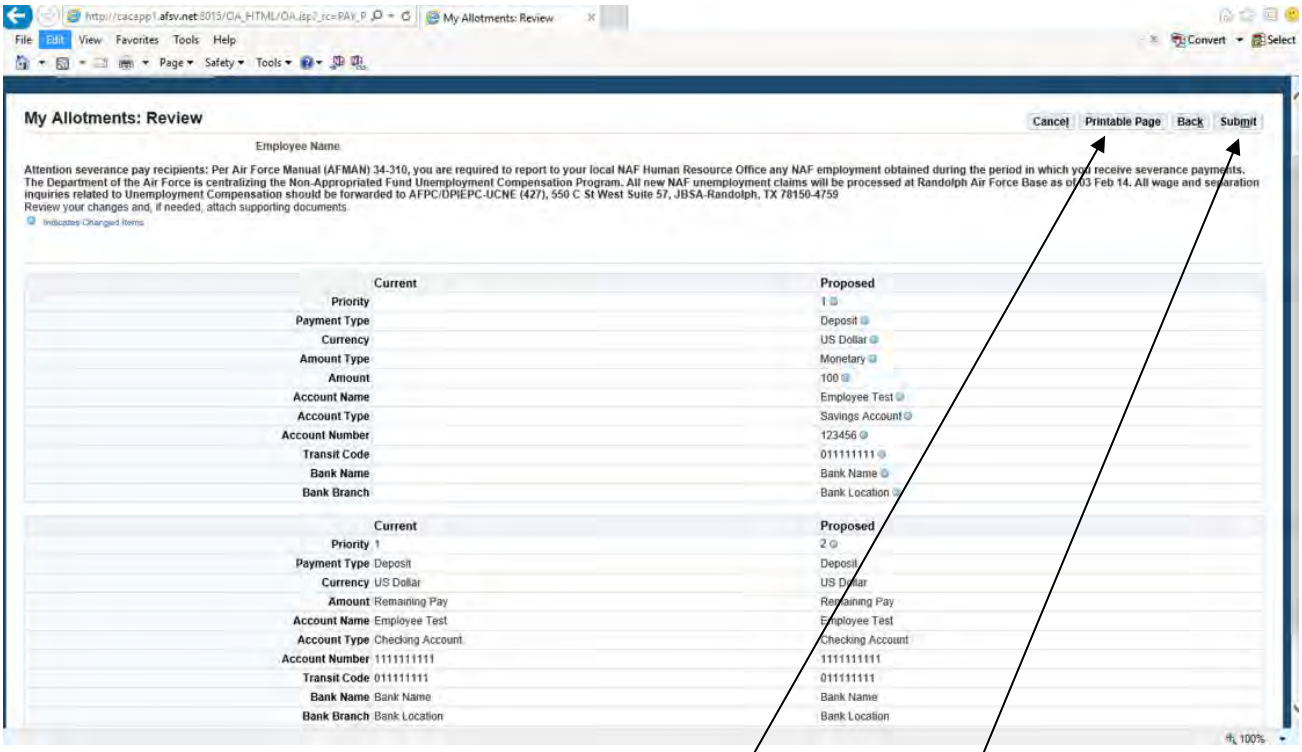
5. The **Transit Code** is your bank's routing transit number (RTN). The **Bank Name** is your bank name and the **Bank Branch** is the bank's location (city state).



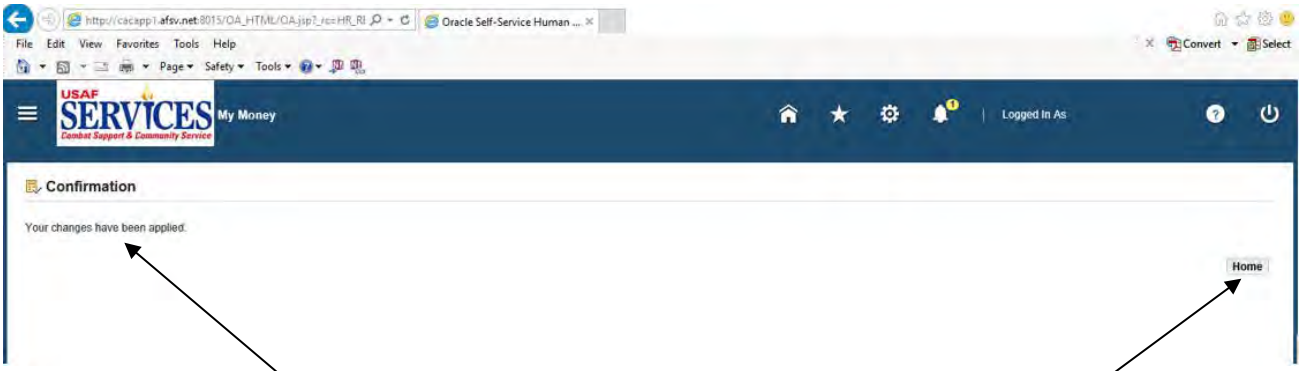
6. When finished entering all the * info, click **Apply**.



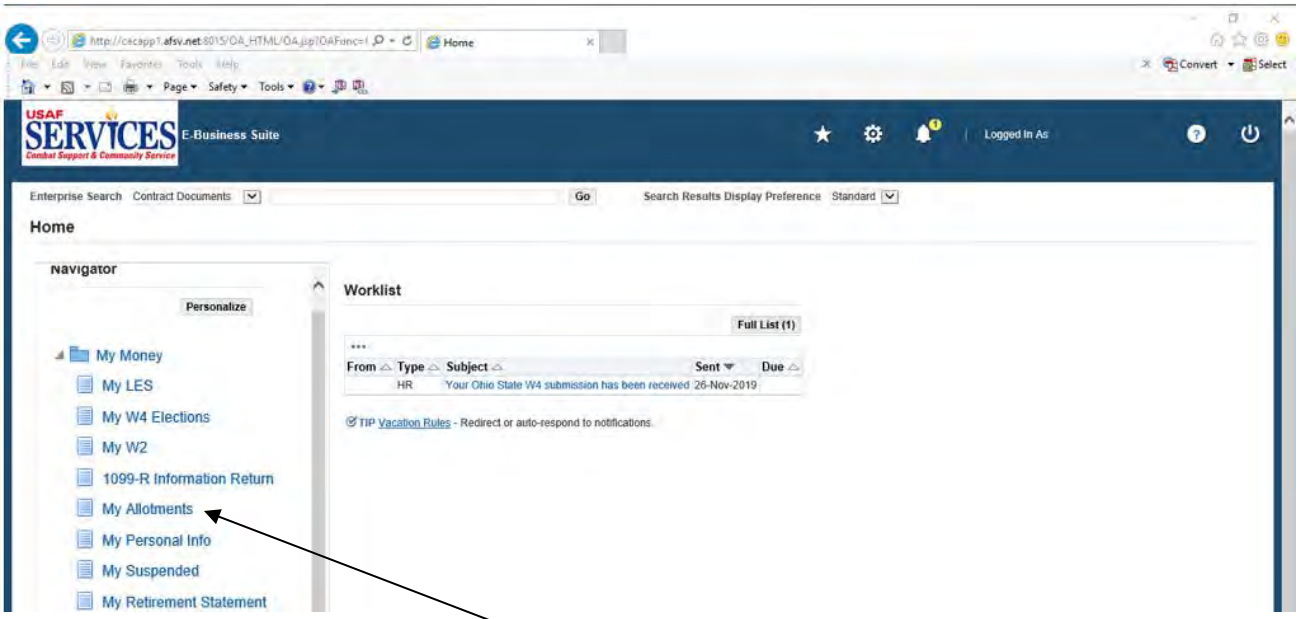
7. Review the information you have added and then click **Continue**.



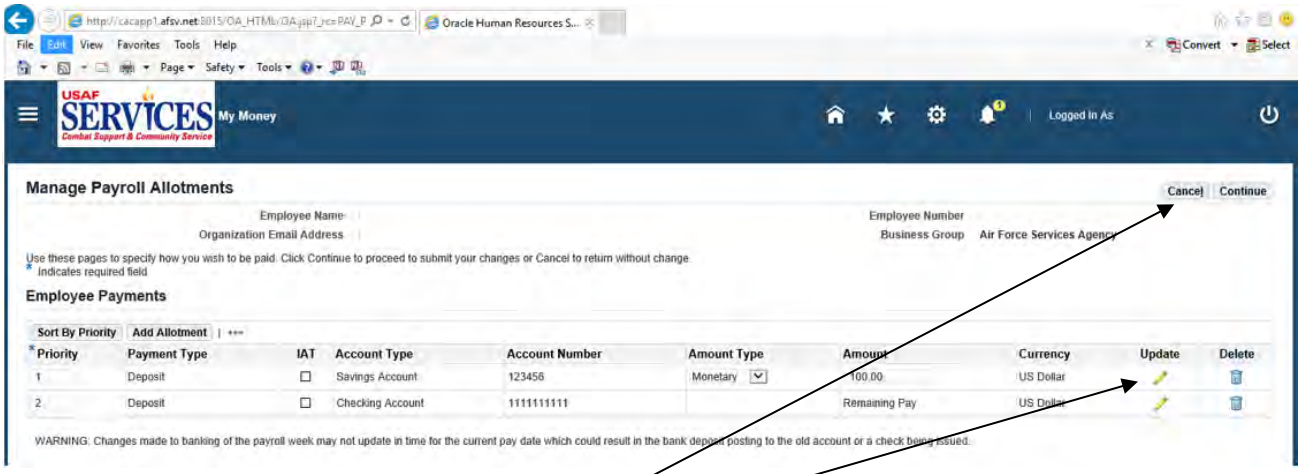
8. Review allotment information summary and then click **Submit**. Click on the **Printable Page** button to print out the page.



9. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

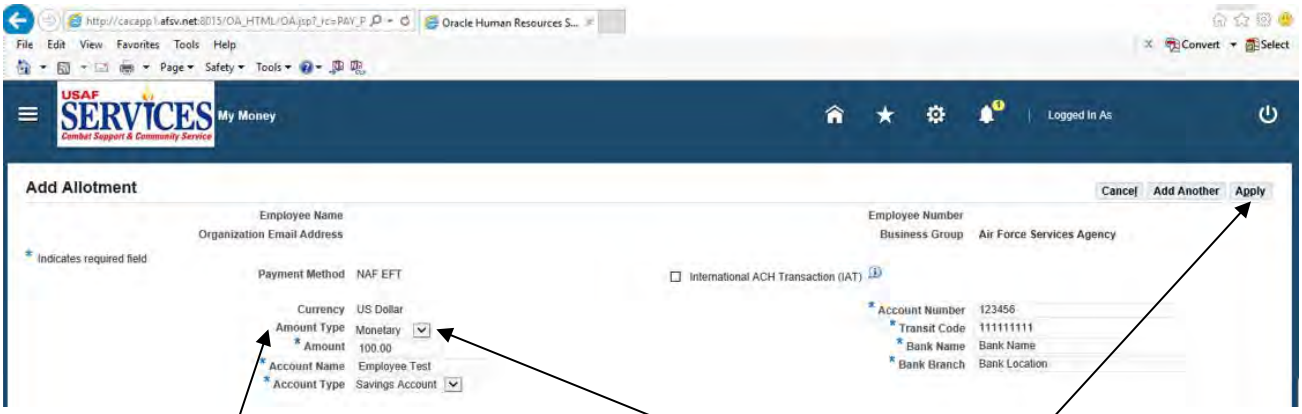


1. To **change** an allotment, click **My Allotments**.

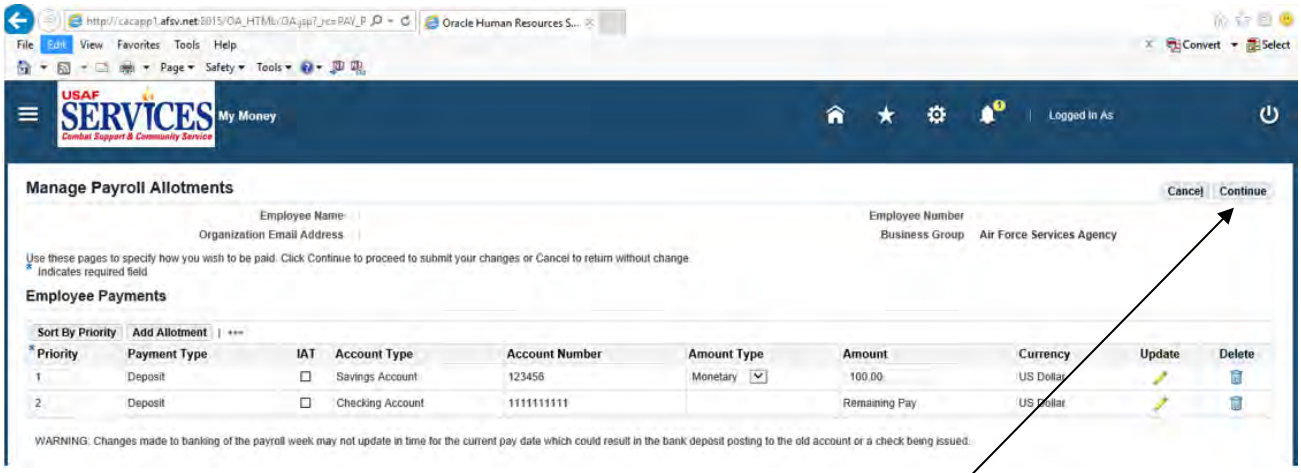


2. To **change** your allotment, click **Update**.

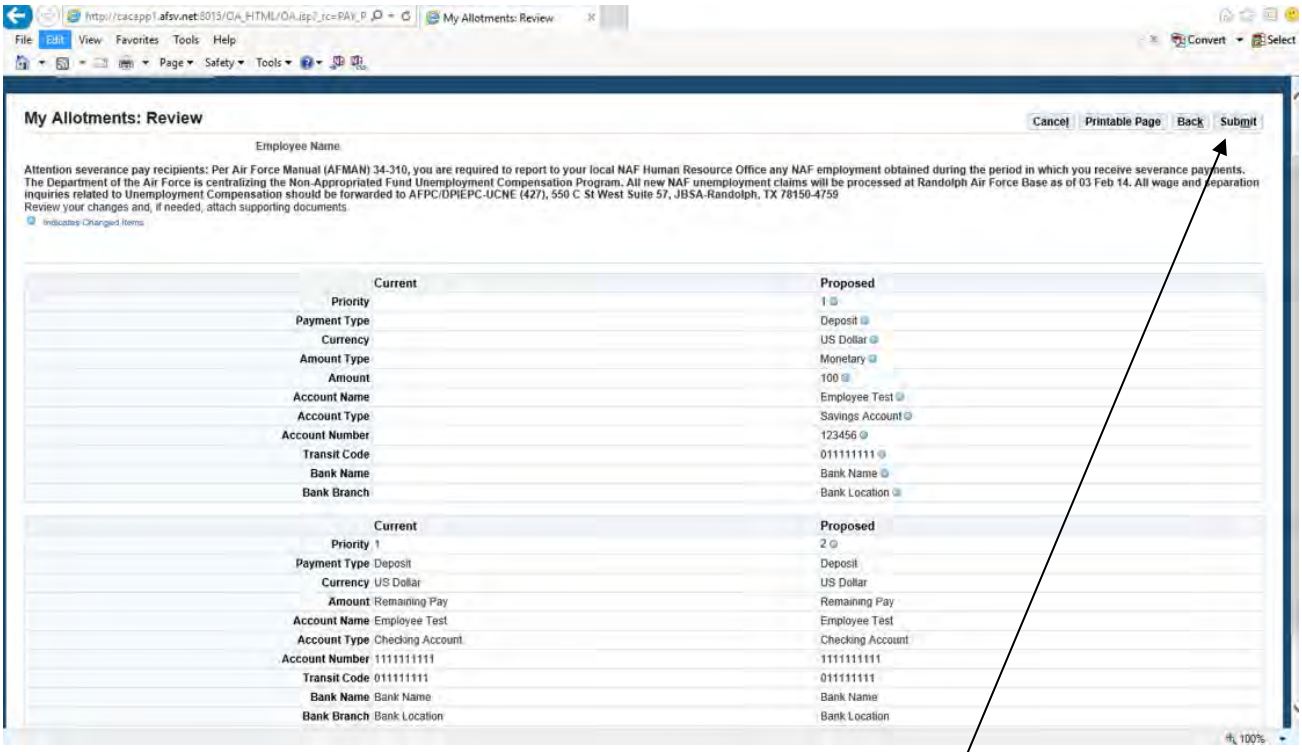
   NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.



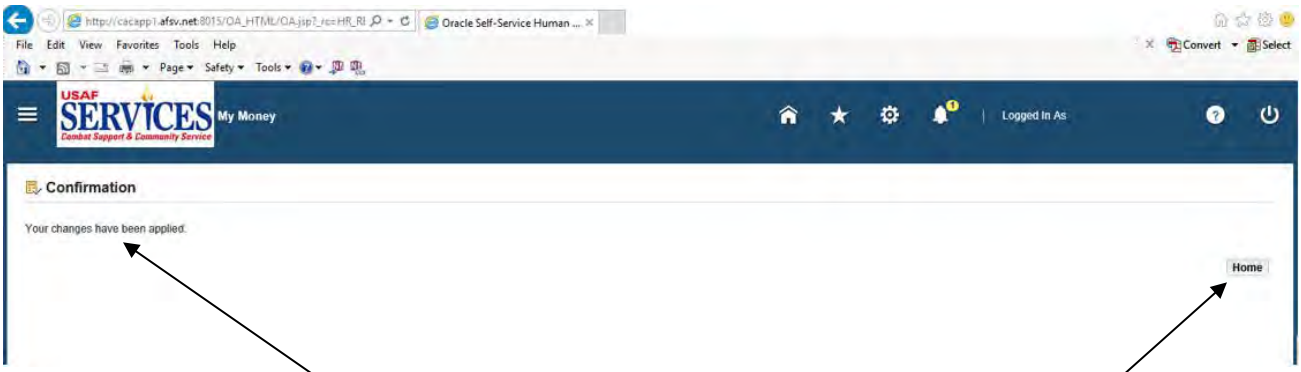
3. Change **Amount Type** drop down to **Monetary** and change required info marked with a ***.** When finished making your changes, click on apply.



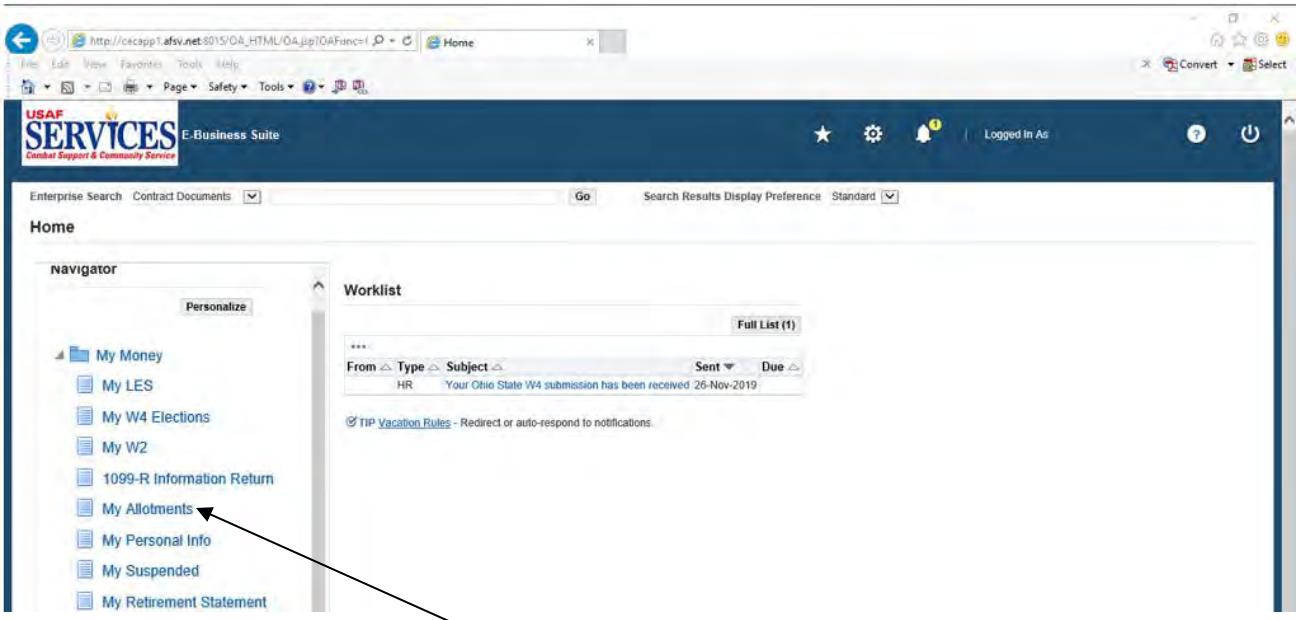
4. Review the information you changed and then click **Continue**.



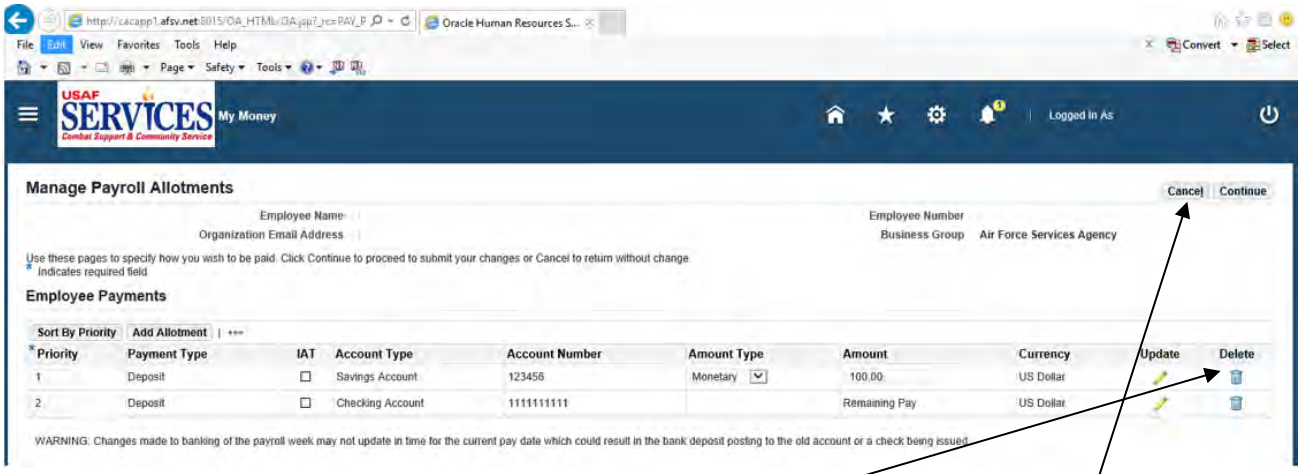
5. Review allotment information summary and then click **Submit**.



6. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

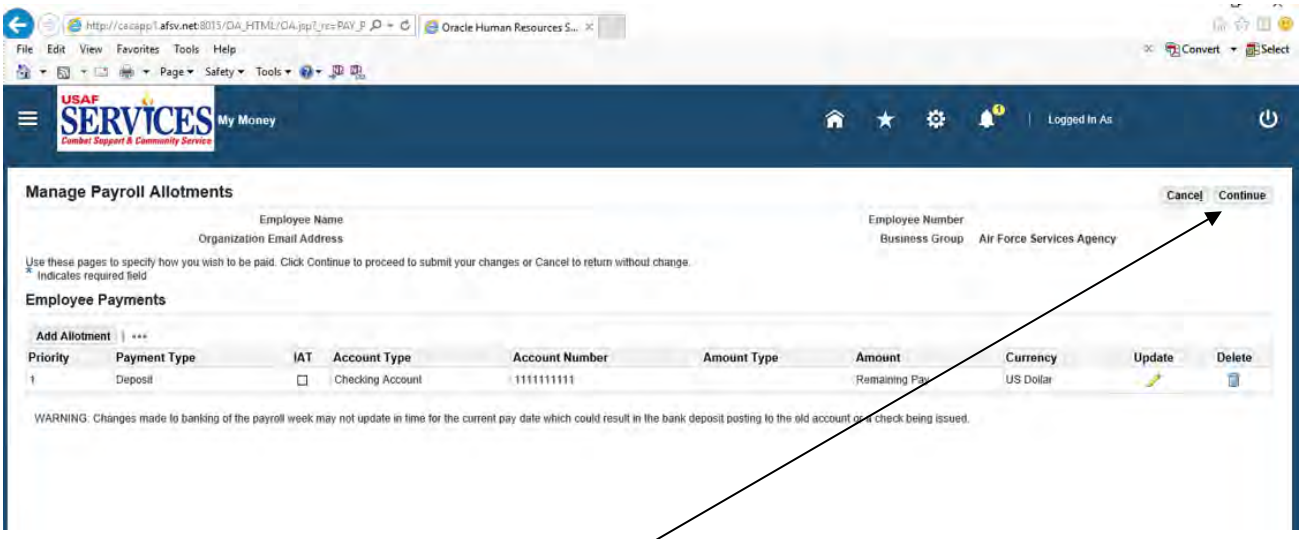


7. To **delete** an allotment, click **My Allotments**.

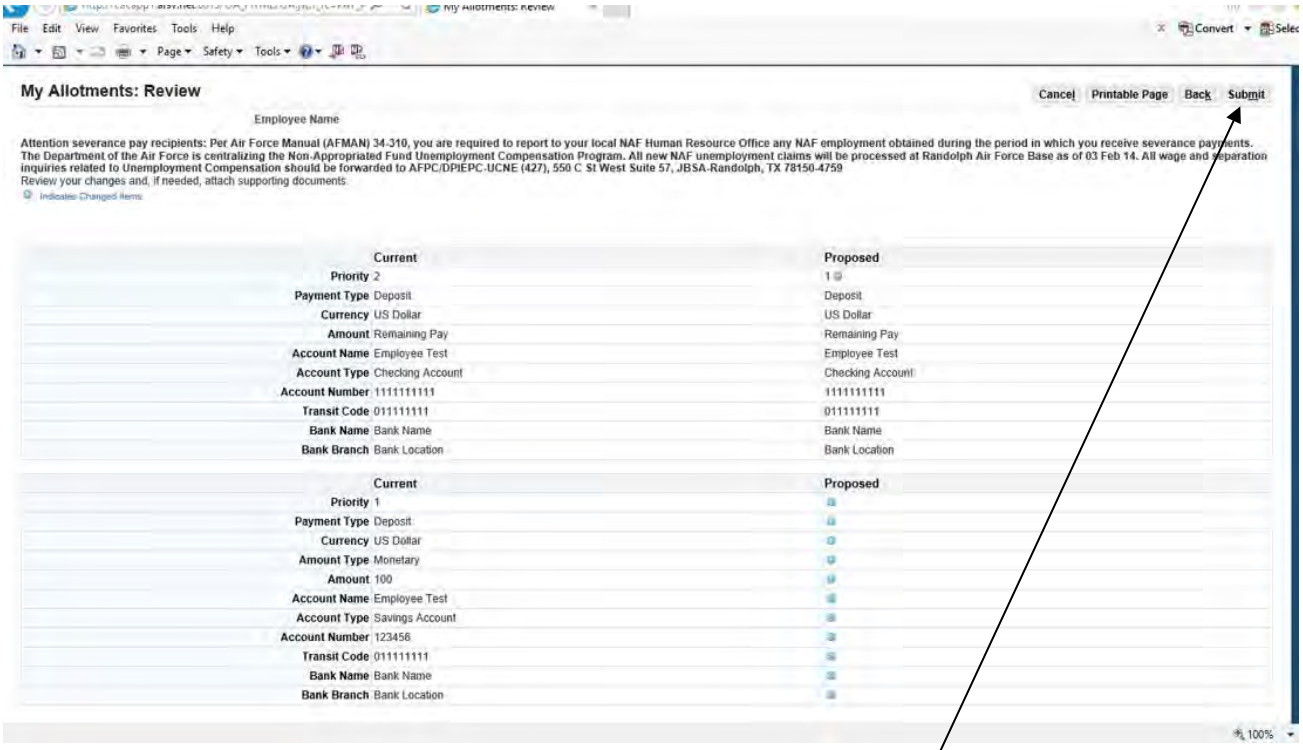


7. To **delete** an allotment, click on the **garbage can**.

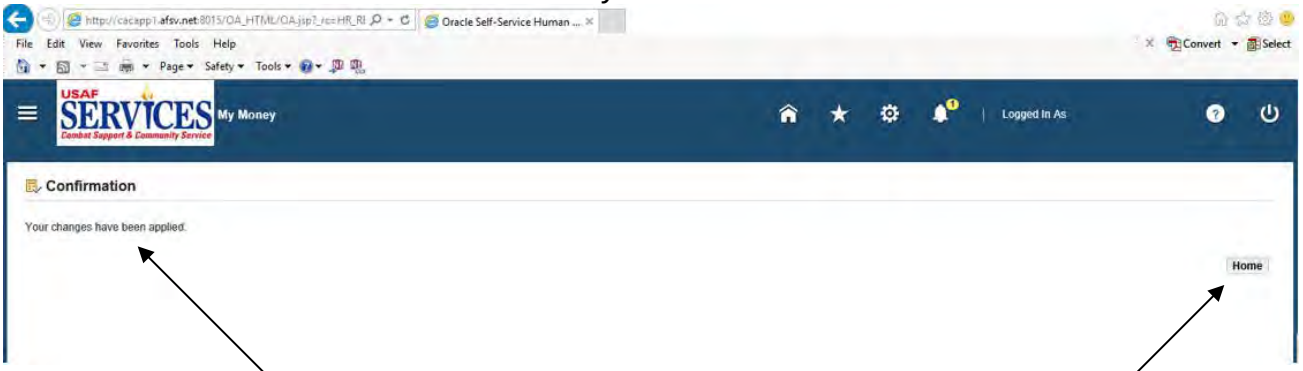
NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.



9. When this screen displays, click C**ontinue**.



10. Review allotment information summary and then click **Submit.**



11. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

Section 7 – My Personal Info

Performed by: Employee

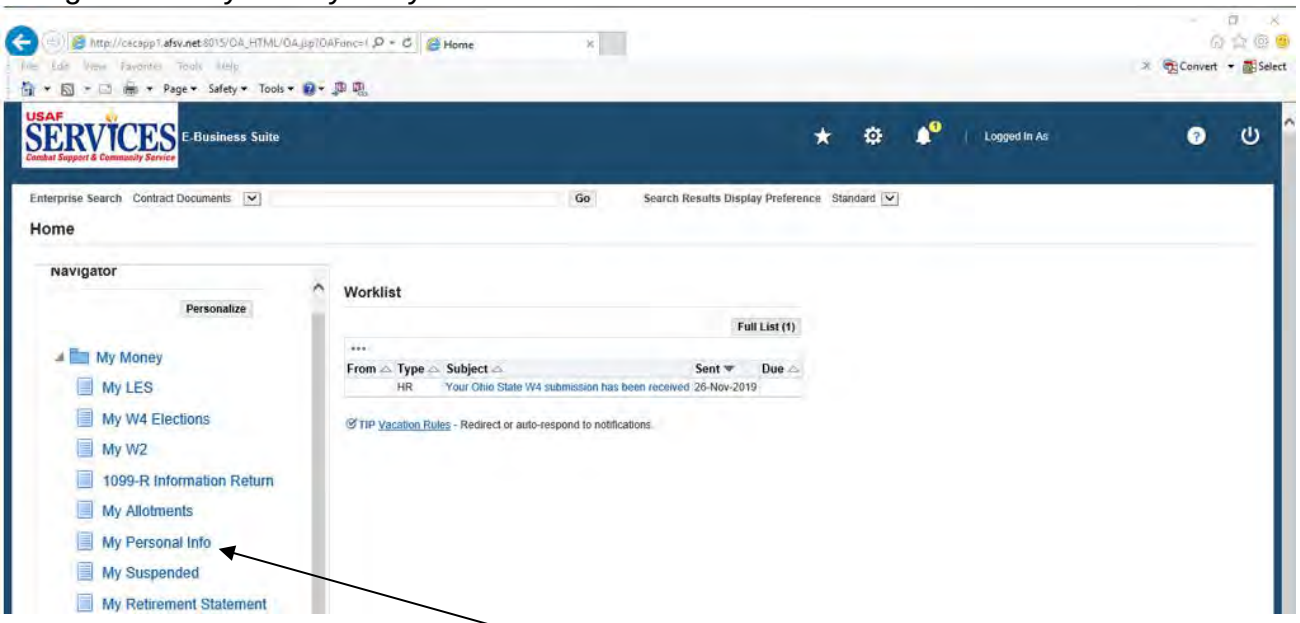
Purpose: Learn how to review or update your address in this self-service application.

NOTE: For overseas employees only, go to page 36 to add additional address.

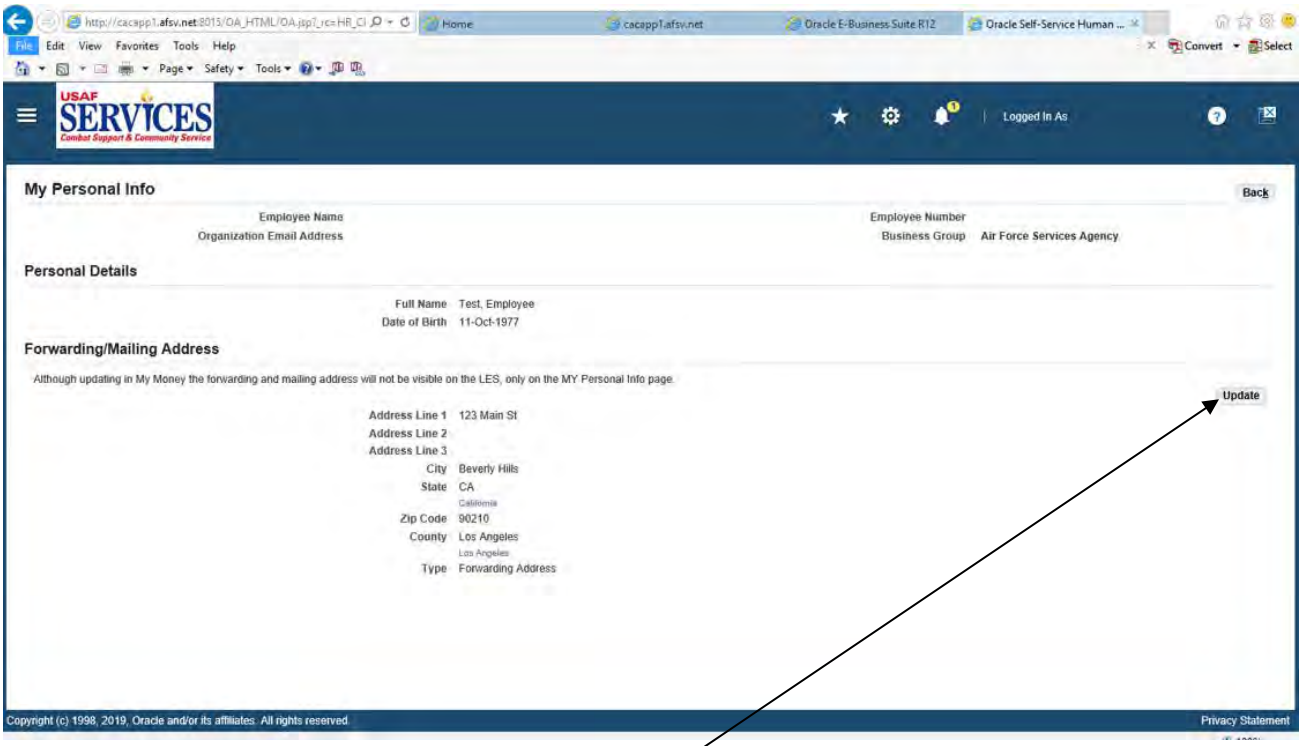
Source Documents: None

Responsibility: Employee

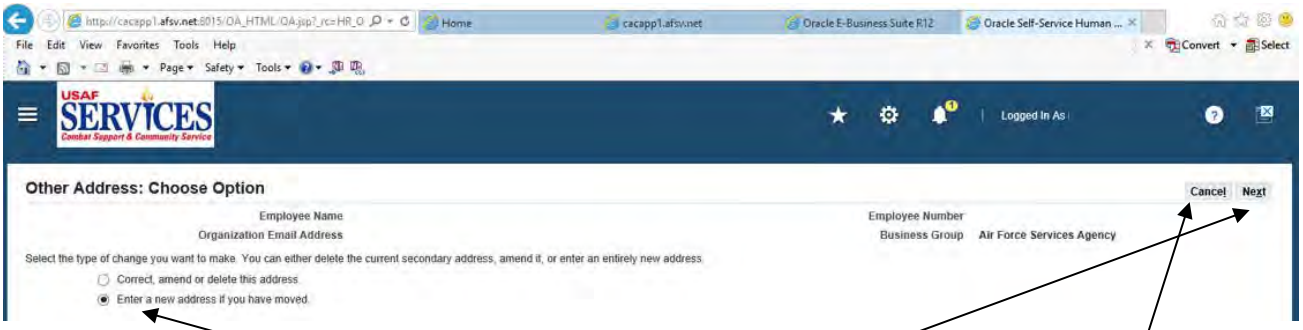
Navigation: > My Money > My Personal Info



1. To **add** a new address, click **My Personal Info**.

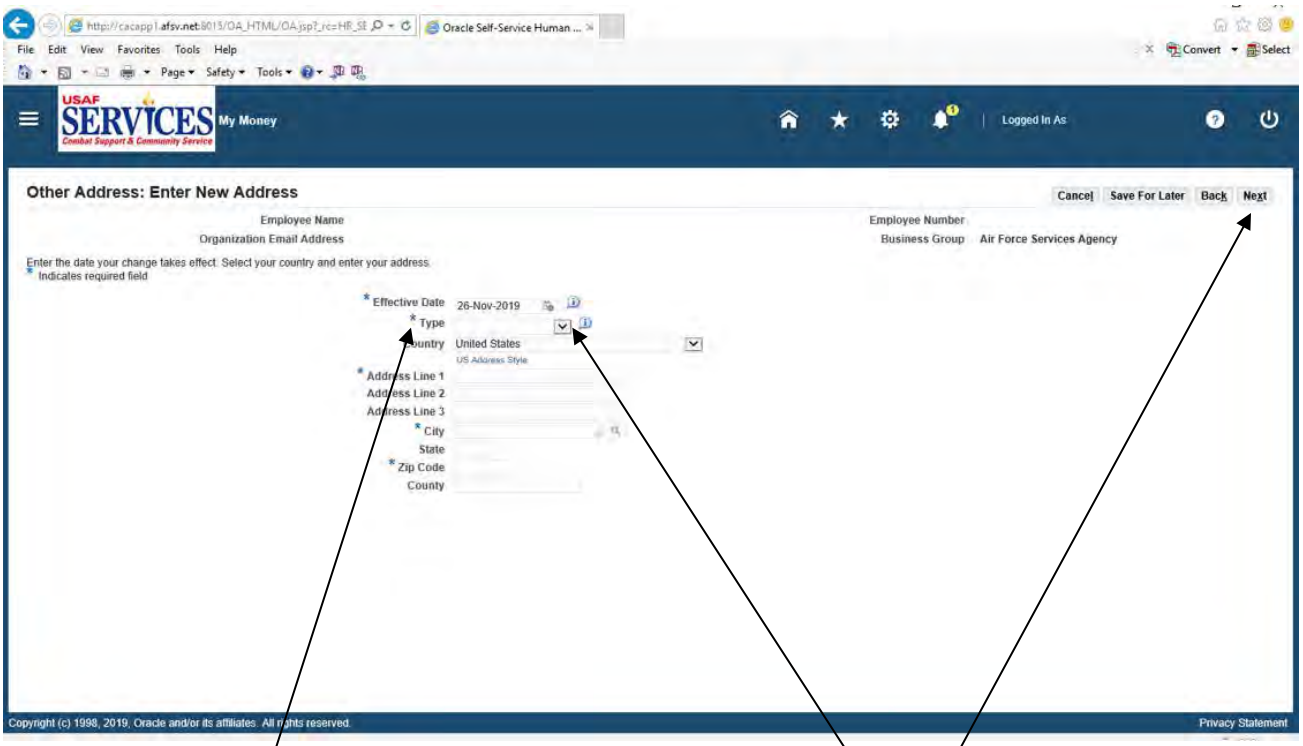


2. To **add** a Forwarding or Mailing Address, click the **Update** button. **NOTE:** Employees can not update their Payroll address in My Money.

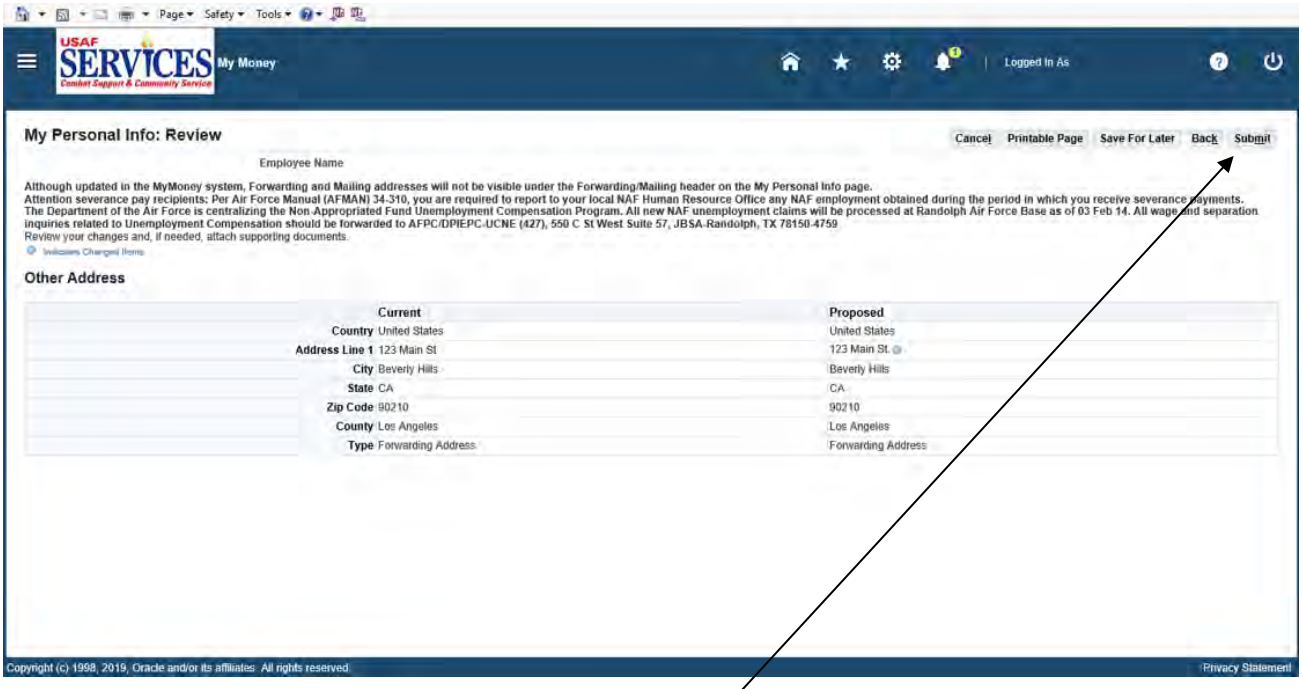


3. Click on **Enter a new address** and click on **Next**.

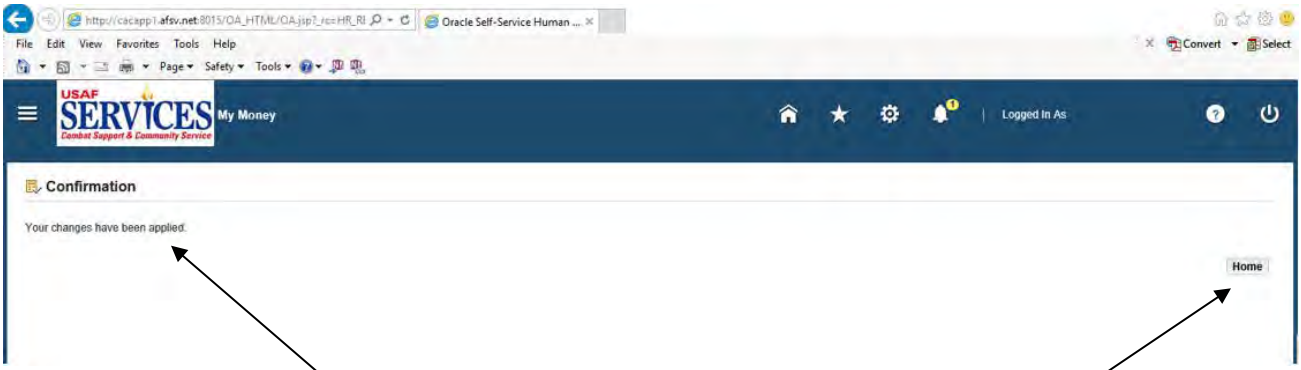
NOTE: If you click on **Cancel** at any of the screens in this section, you will be asked if you want to cancel this action, then returned to the previous screen.



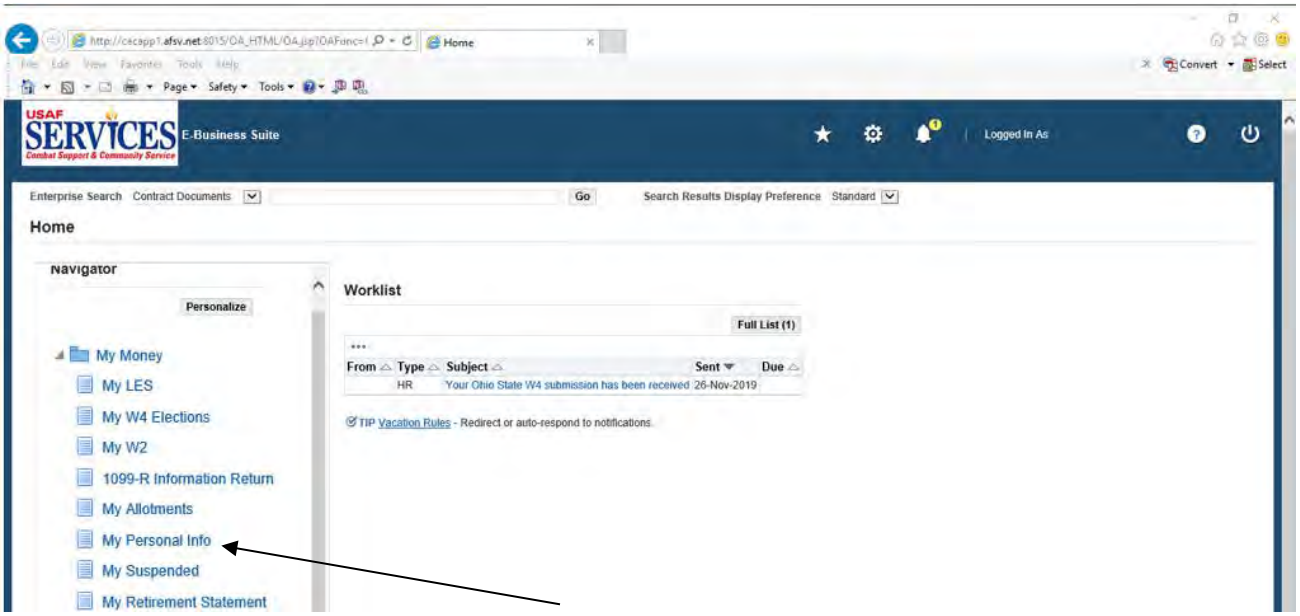
4. Click on **Type** and select from the **drop down button**. Enter required info marked with *****. When finished, click on **Next**.



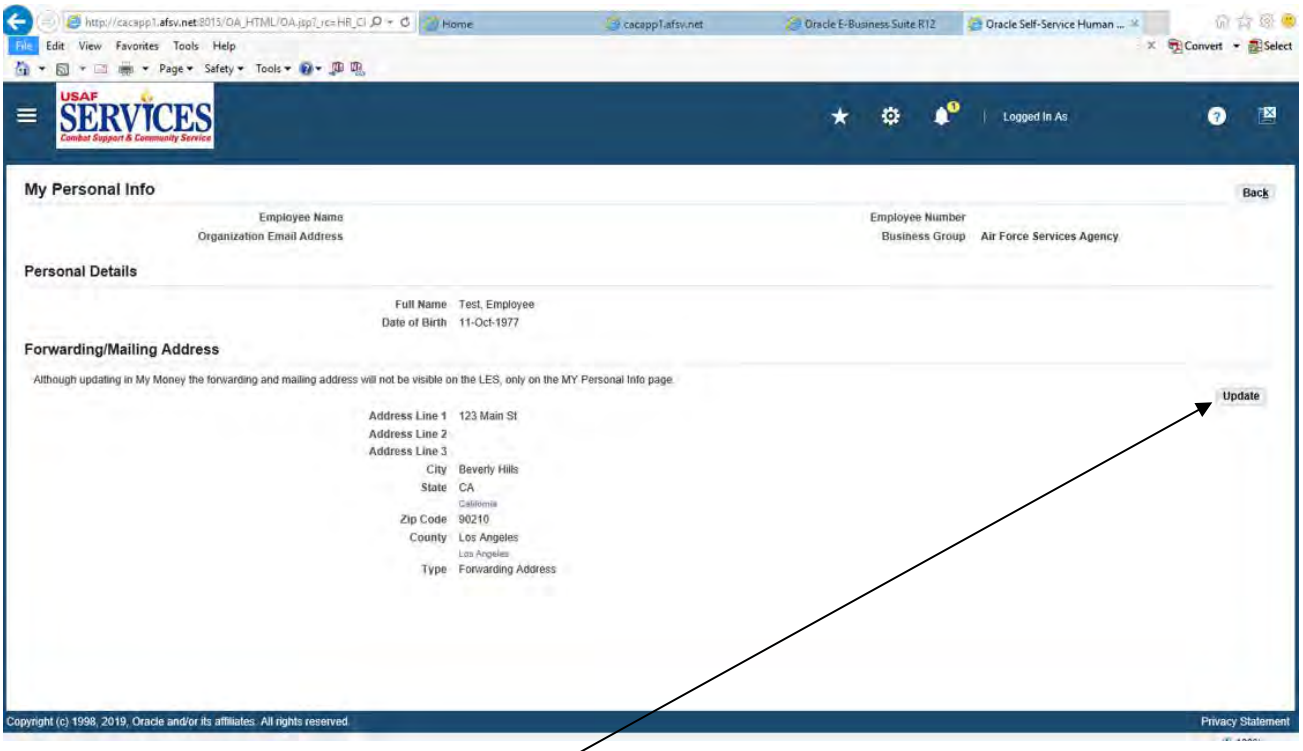
5. Review address summary and click **Submit**.



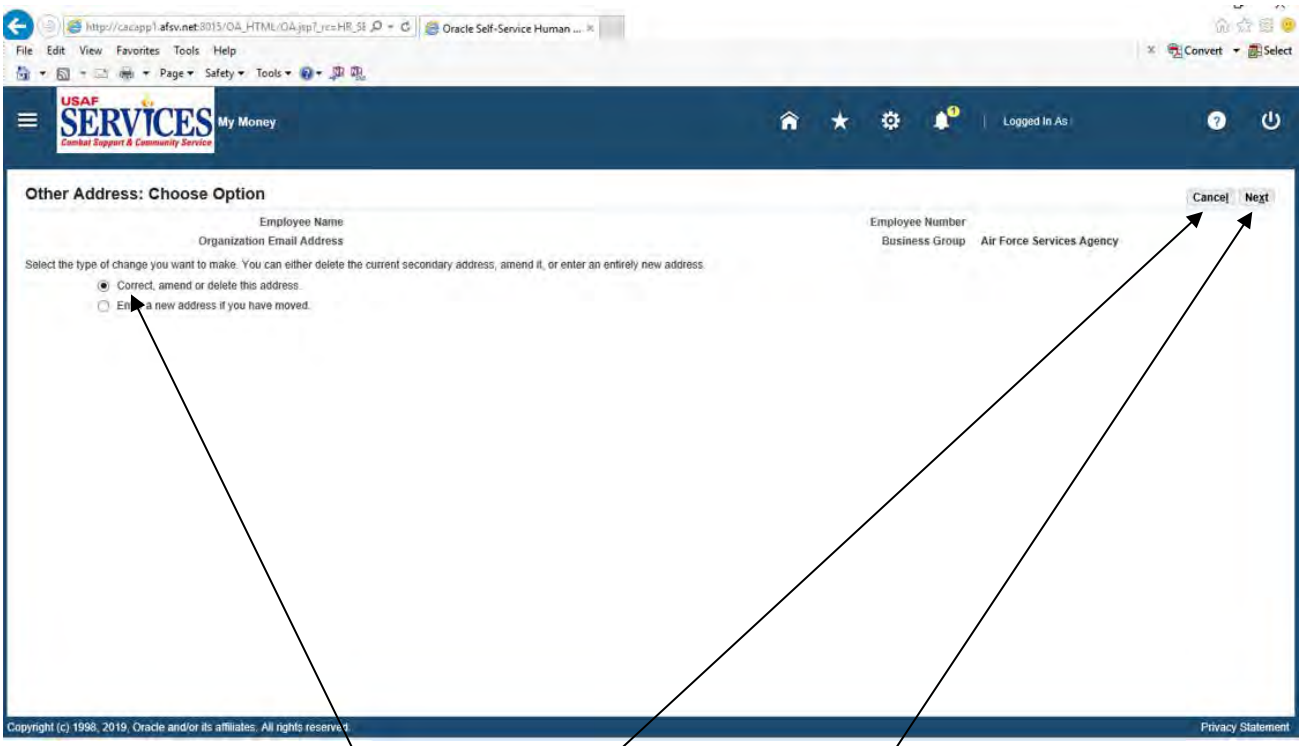
6. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.



1. To **change** your address, click **My Personal Info**.

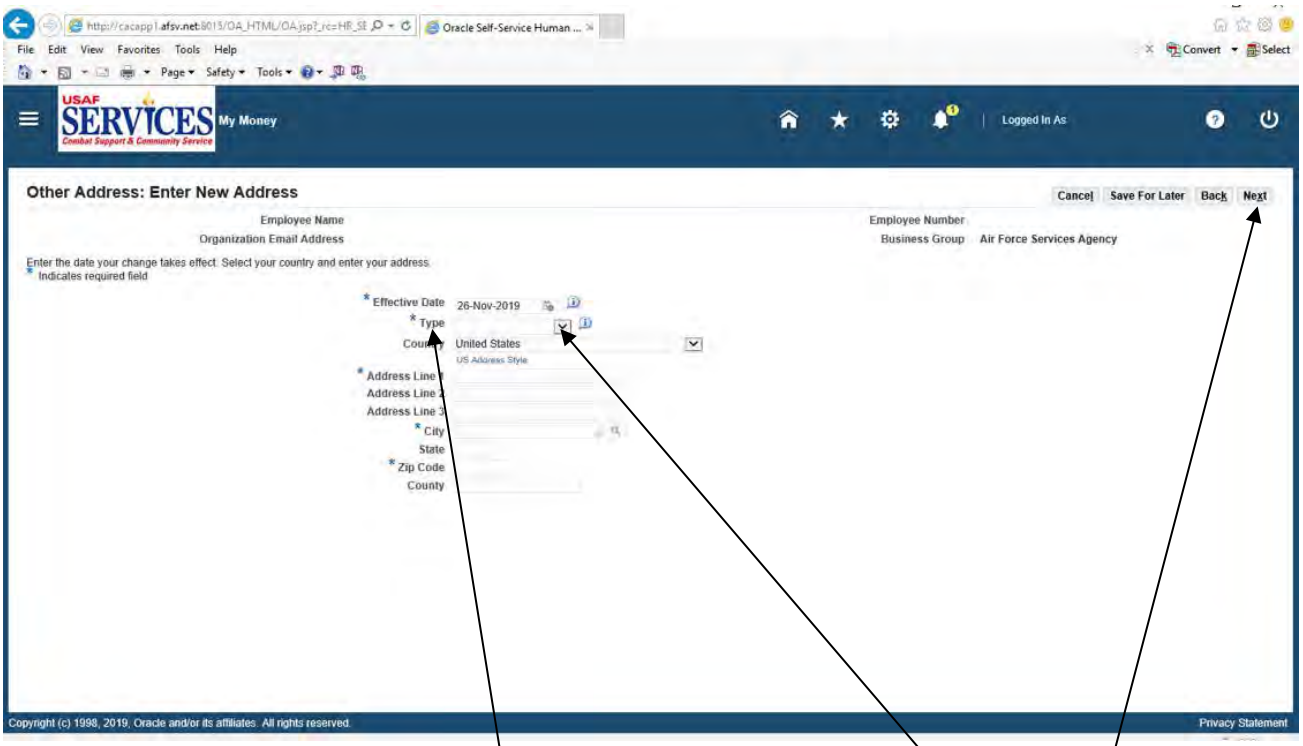


2. Click the **Update** button to **change** Address.

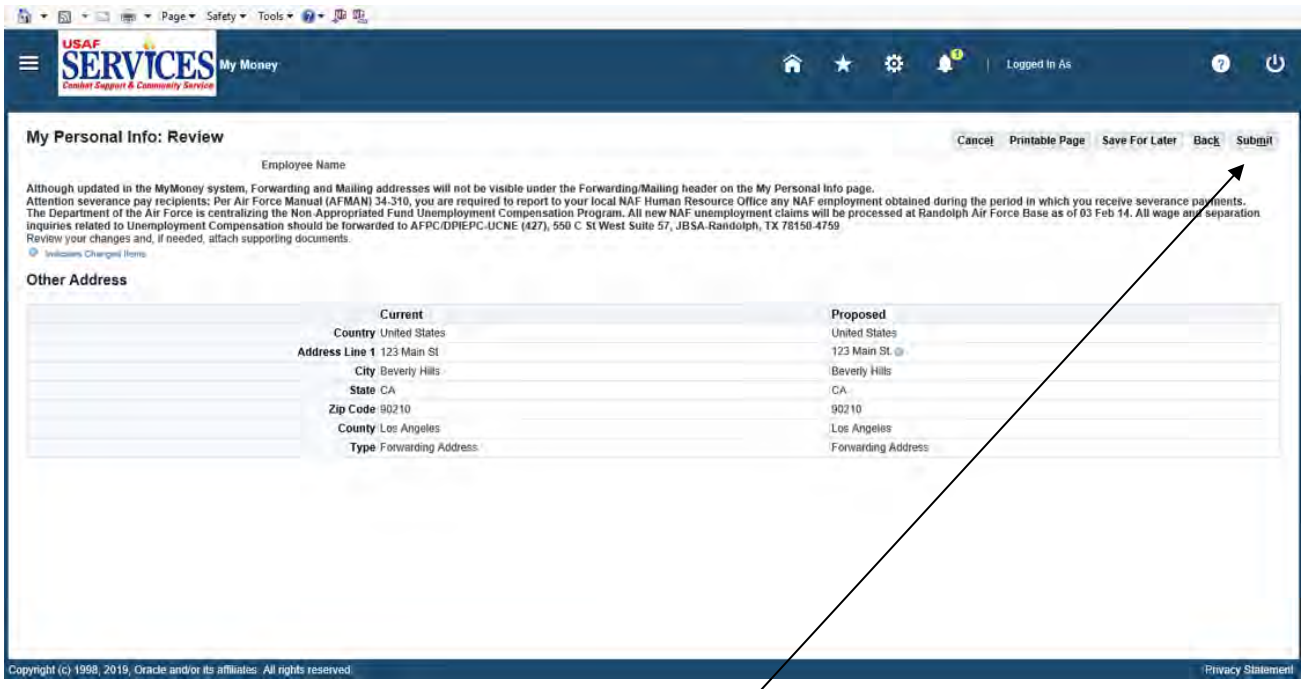


7. Click on **Correct or amend this address** and click **Next**.

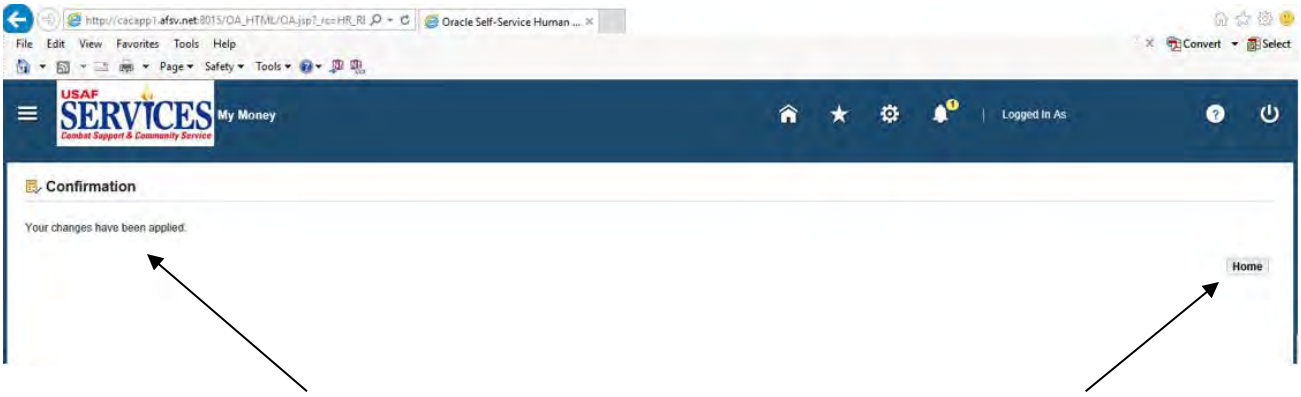
NOTE: If you click on **Cancel** at any of the screens in this section, you will be asked if you want to cancel this action, then returned to the previous screen.



8. Click on **Type** and select **Mailing or Forwarding Address** from the **drop down button**. Make changes to your address marked with *. When finished, click on Next.

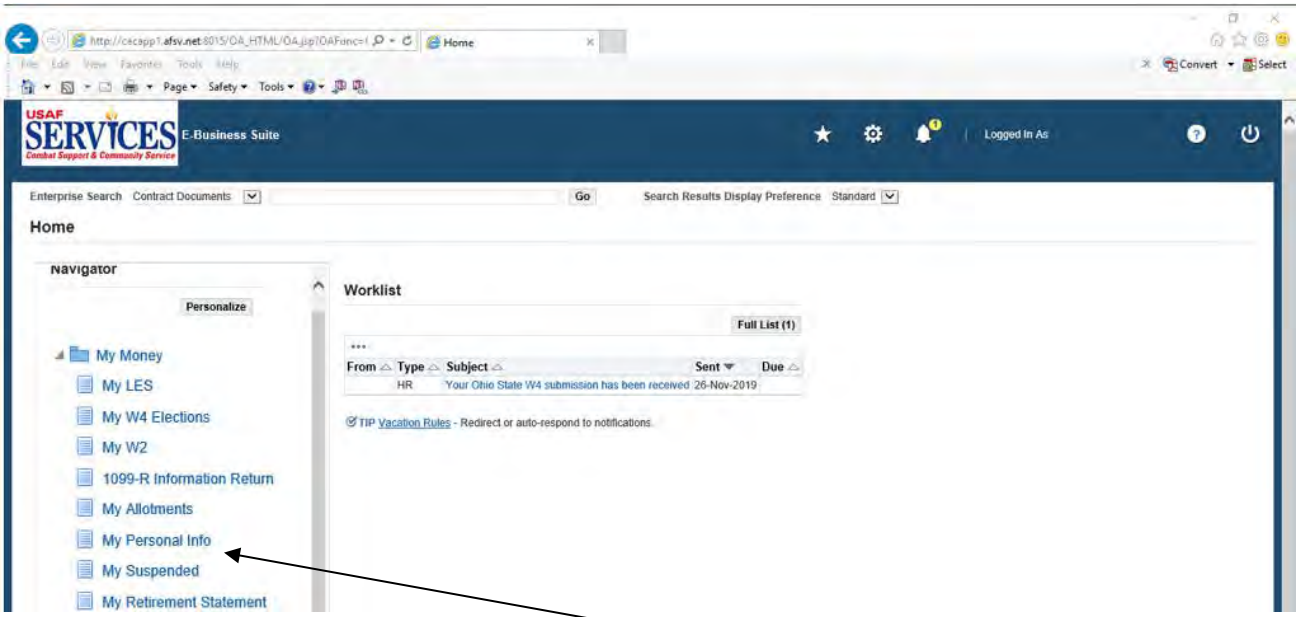


9. Review address summary and click **Submit**.

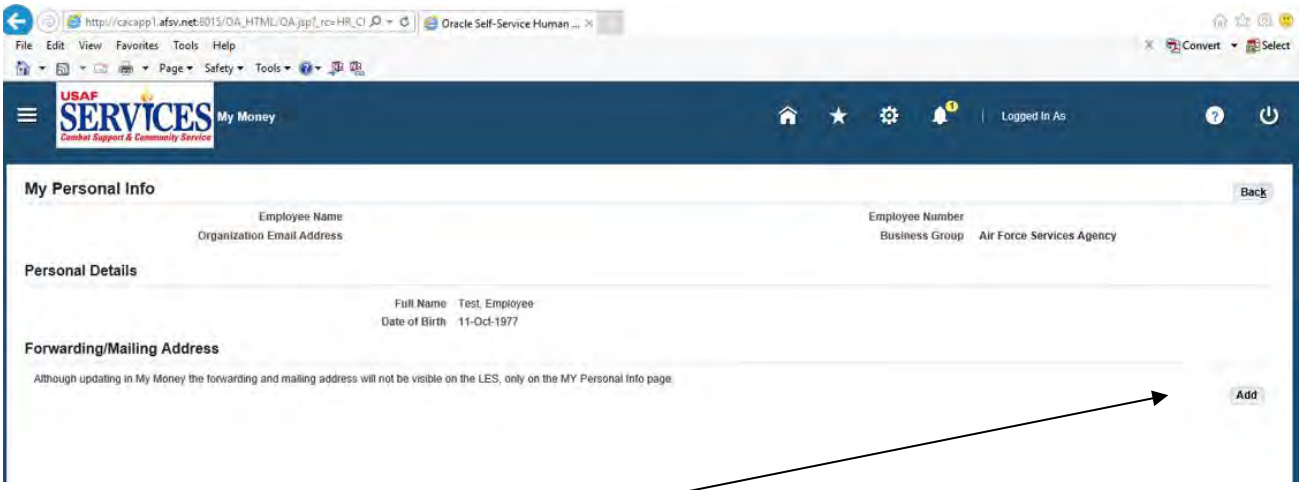


10. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

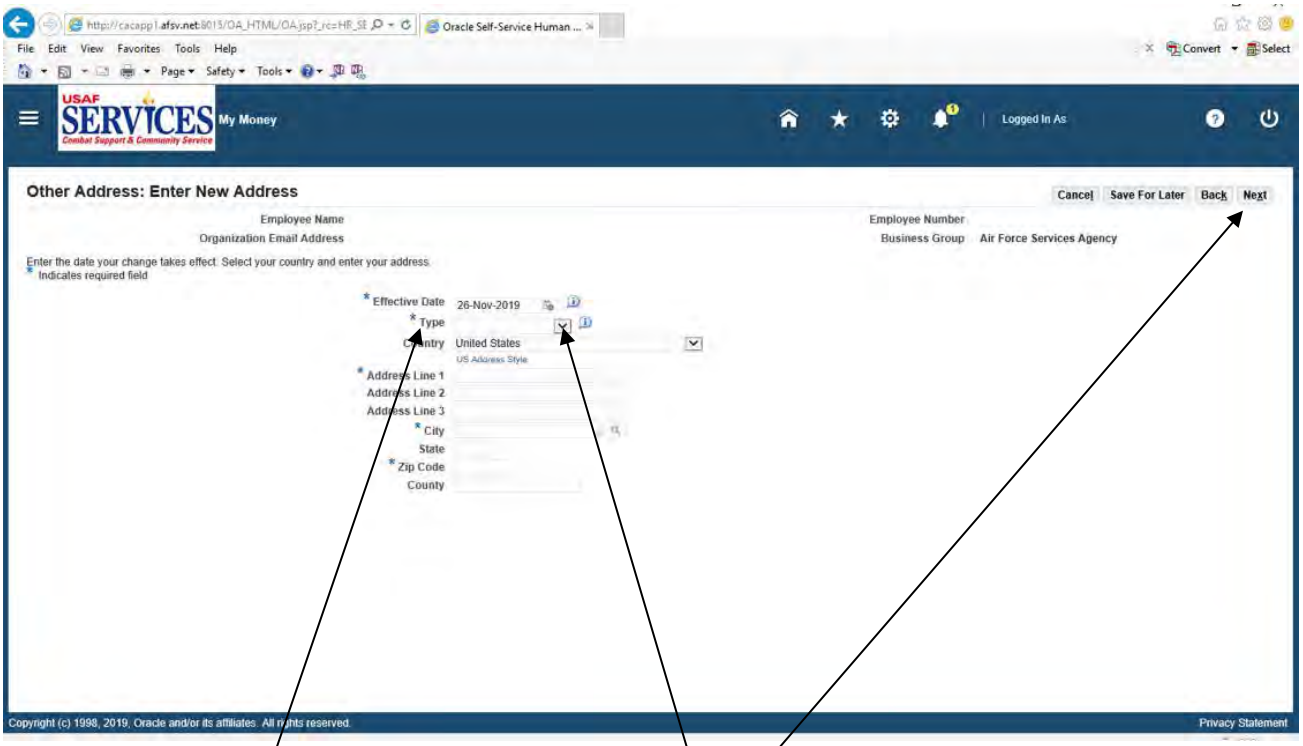
If you are **overseas** and your payroll address is different than you're mailing address, please add as follows:



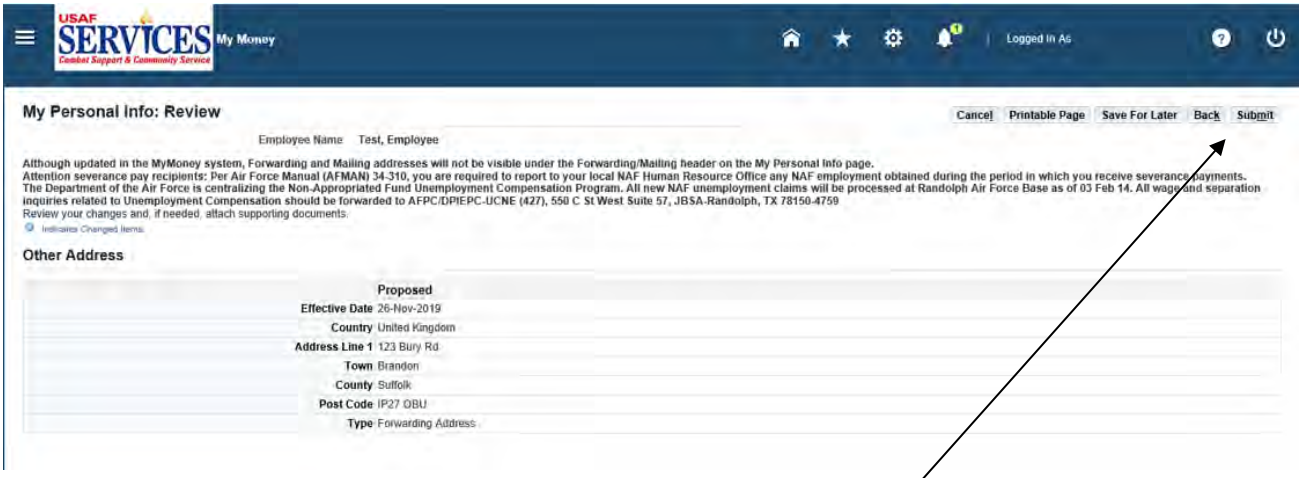
1. To add an **overseas mailing address** click **My Personal Info**.



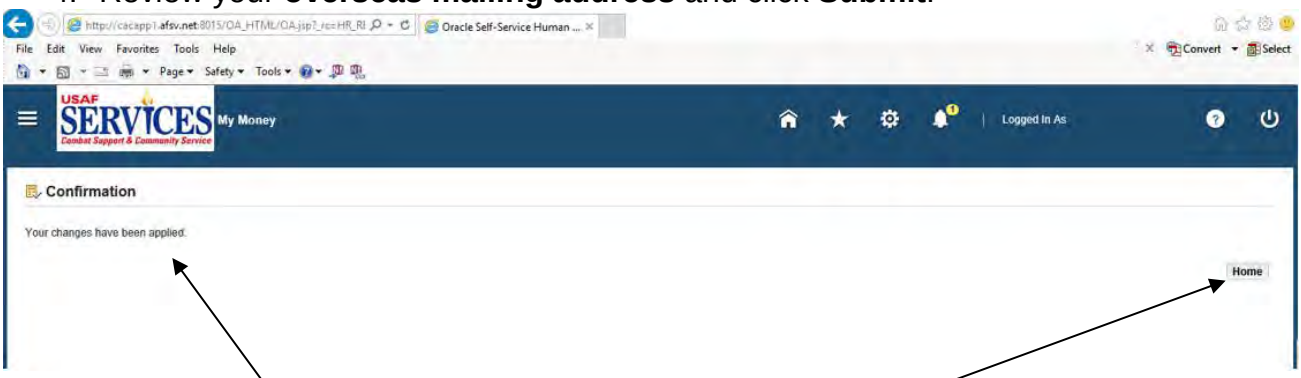
2. Click **on Add** button.



3. Click on **Type** and select **Mailing Address** from the **drop down button** and enter required info marked with a *. Click **Next**.



4. Review your **overseas mailing address** and click **Submit**.



5. This screen confirms that your **overseas mailing address** has been updated. Click **Home** to get back to the Home Page.

Section 8 – My Suspended

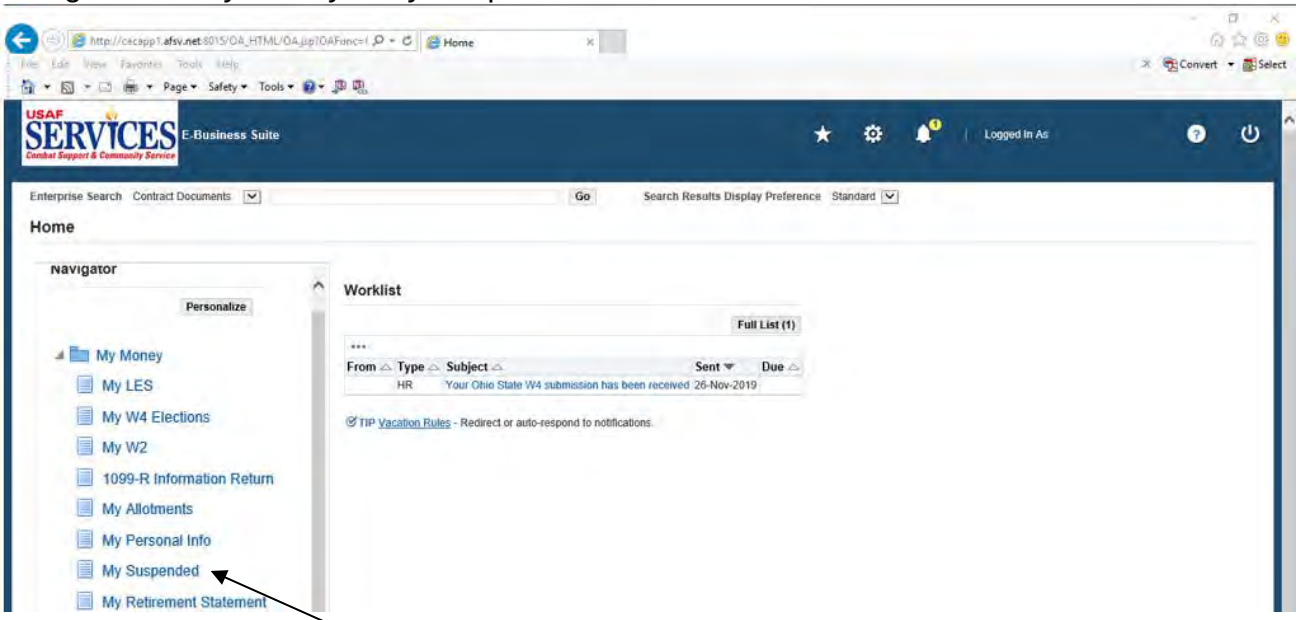
Performed by: Employee

Purpose: Learn how to retrieve transactions you created that were not completed/updated using the **My Suspended** function.

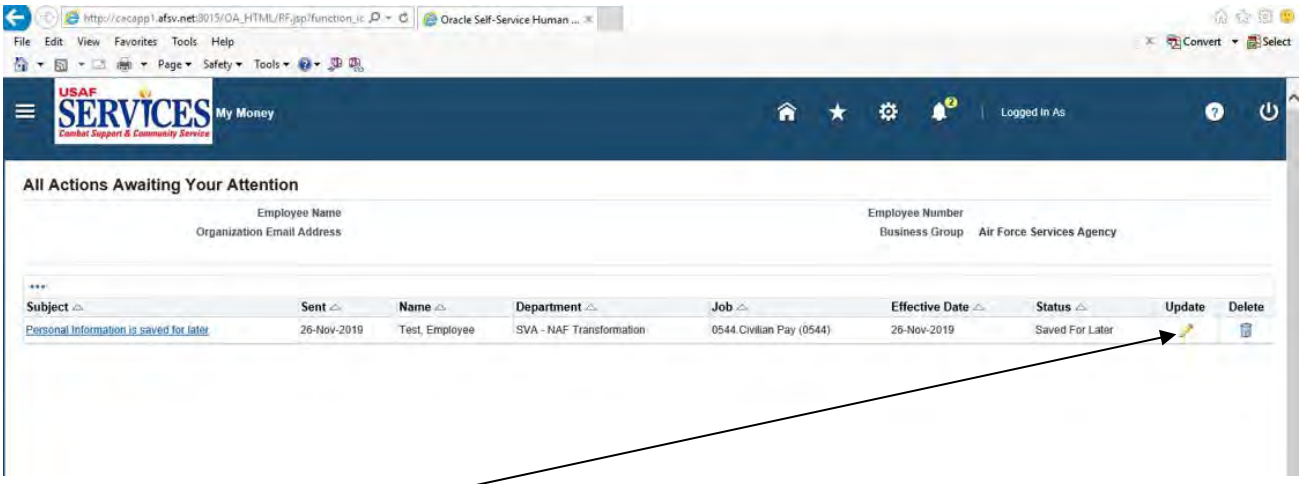
Source Documents: None

Responsibility: Employee

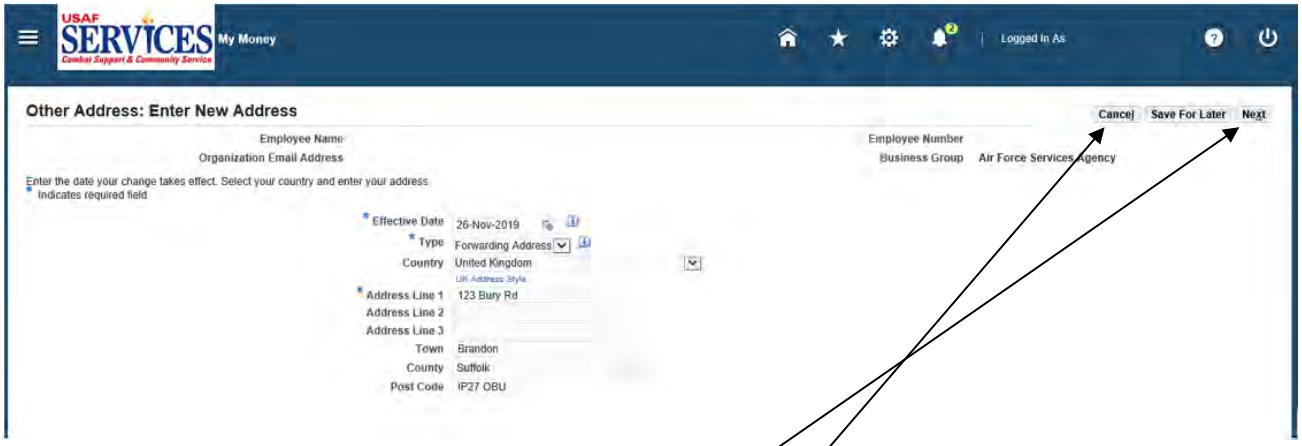
Navigation: > My Money > My Suspended



1. Select **My Suspended** for items that need updating.

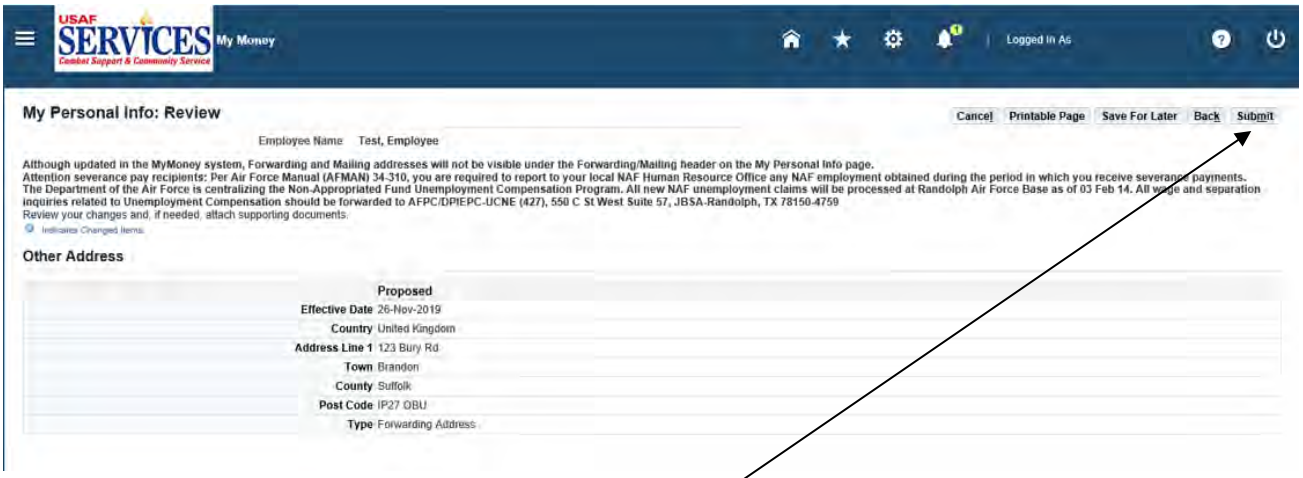


2. Click **Update**.

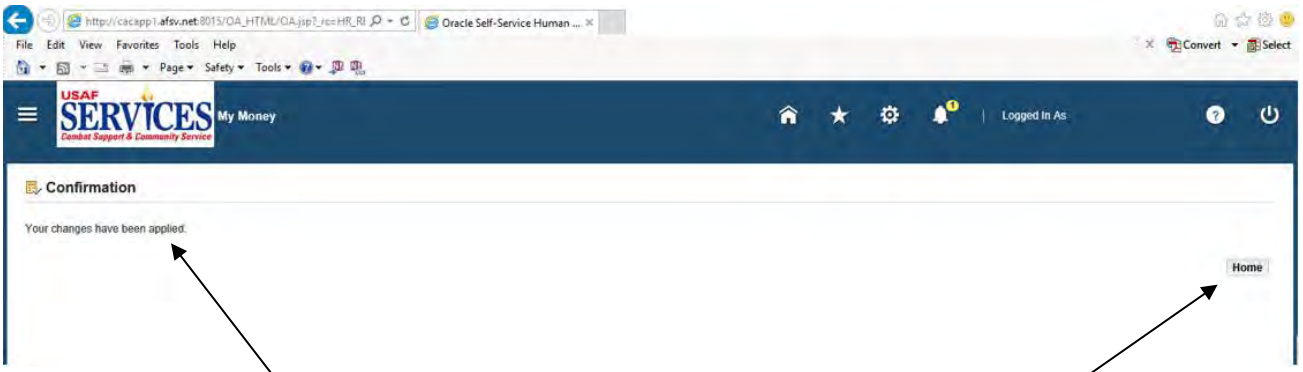


3. Finish entering your information and click **Next**.

   NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.



4. Review your changes and then click **Submit**.



5. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

Section 9 – My Retirement Statement

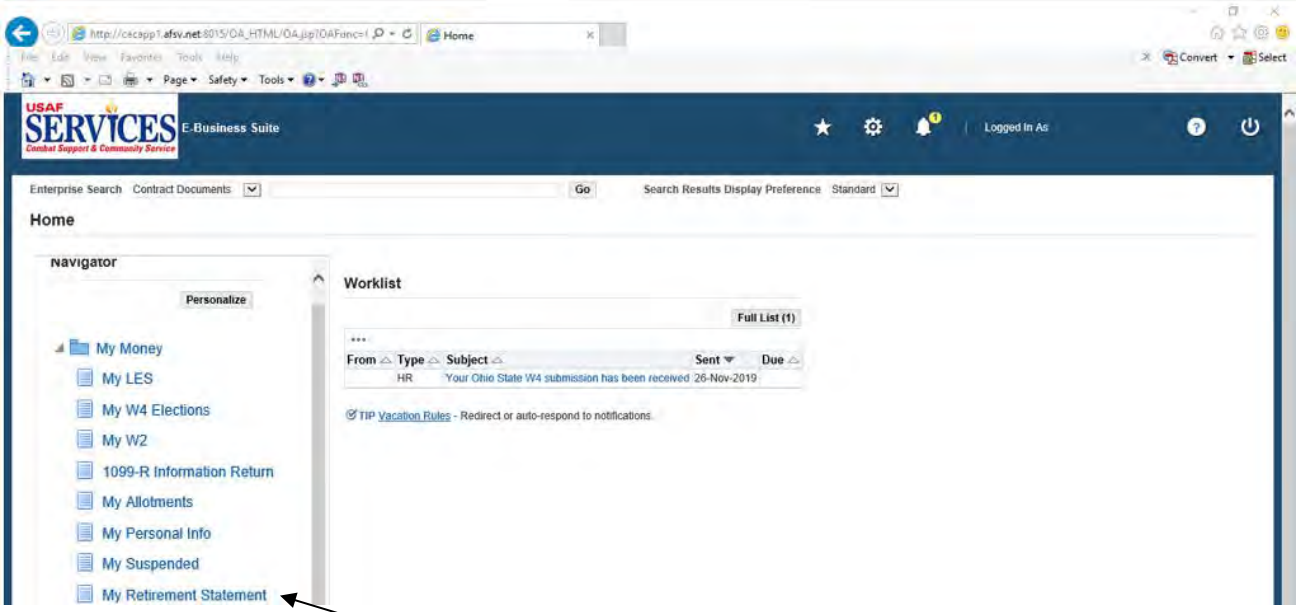
Performed by: Employee

Purpose: Learn how to review your Retirement Statement in this self-service application.

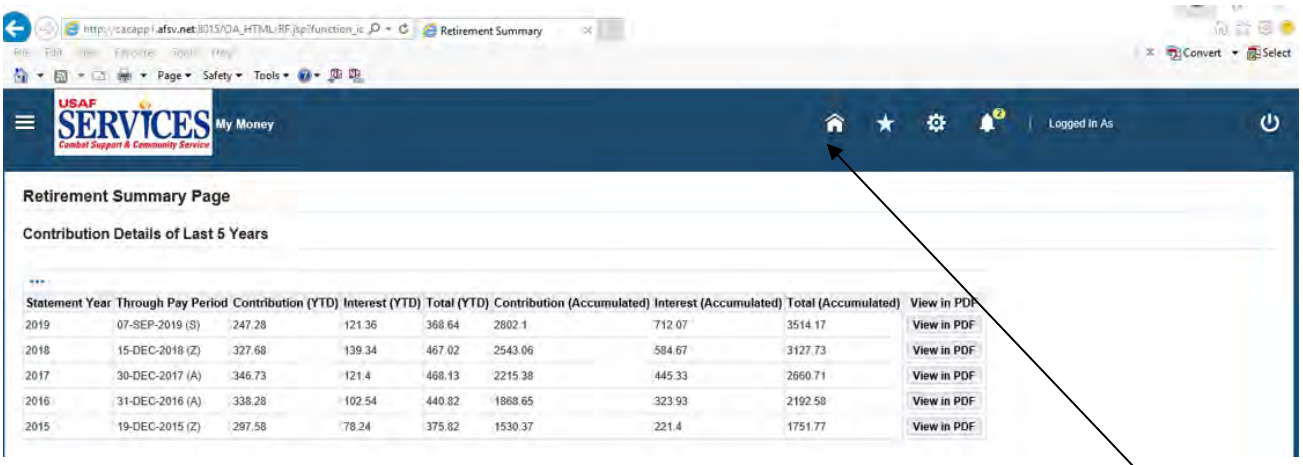
Source Documents: None

Responsibility: Employee

Navigation: > My Money > My Retirement Statement



1. Click **My Retirement Statement**.



Statement Year	Through Pay Period	Contribution (YTD)	Interest (YTD)	Total (YTD)	Contribution (Accumulated)	Interest (Accumulated)	Total (Accumulated)	View in PDF
2019	07-SEP-2019 (S)	247.28	121.36	368.64	2802.1	712.07	3514.17	View in PDF
2018	15-DEC-2018 (Z)	327.68	139.34	467.02	2543.06	584.67	3127.73	View in PDF
2017	30-DEC-2017 (A)	346.73	121.4	468.13	2215.38	445.33	2660.71	View in PDF
2016	31-DEC-2016 (A)	338.28	102.54	440.82	1868.65	323.93	2192.58	View in PDF
2015	19-DEC-2015 (Z)	297.58	78.24	375.82	1530.37	221.4	1751.77	View in PDF

2. Click on View in PDF to view your retirement statement YTD Contribution and Interest, Accumulated Contribution and Interest. The Retirement Statement will be posted when the Retirement Section has the pay period has been reconciled. Click **Home** to get back to the Home Page.

   NOTE: You must have Internet Explorer 10 to view the statement in PDF.

Section 10 – 1095C Form

Performed by: Employee

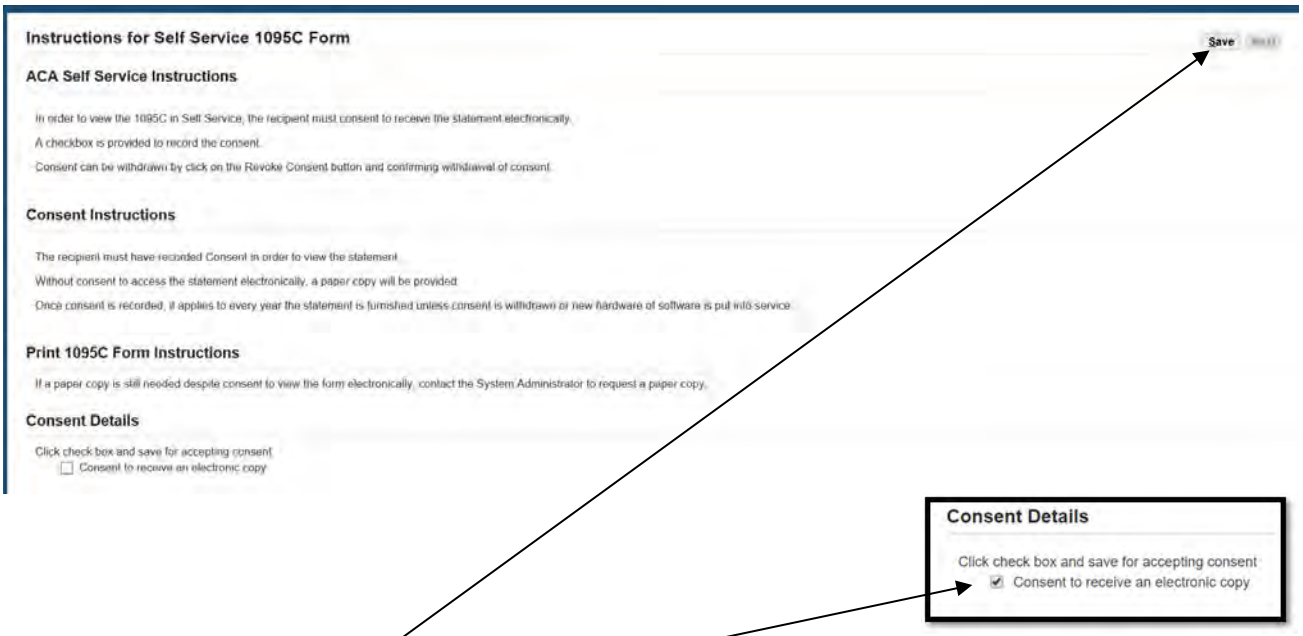
Purpose: Learn how to review your 1095C Form in this self-service application. **NOTE:** To obtain a copy of your 1095C Form prior to 2019 you will need to contact your **Installation Liaison.**

Source Documents: None

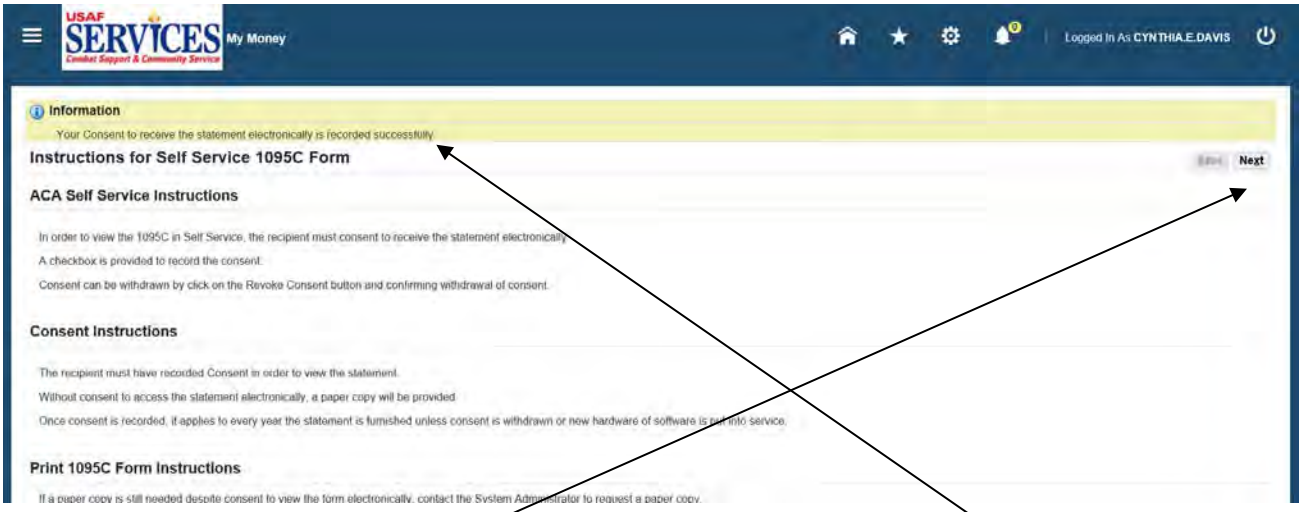
Responsibility: Employee

Navigation: > My Money > 1095C Form

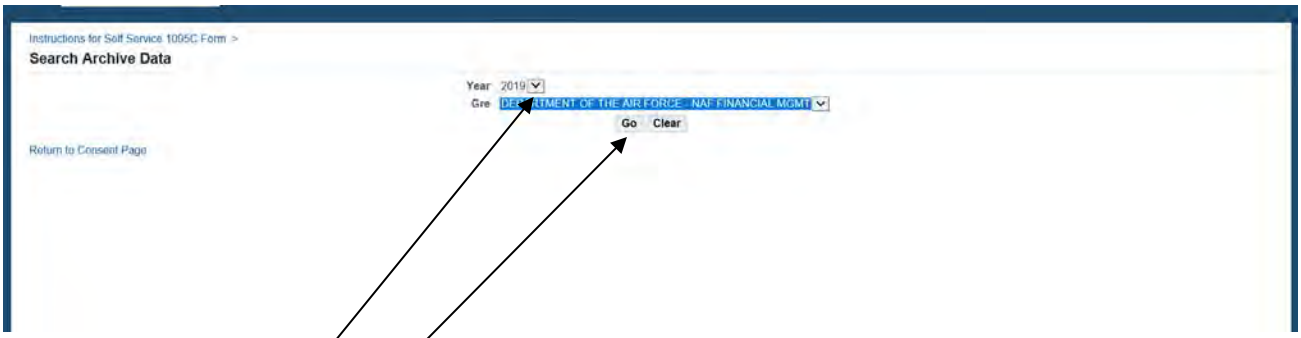
1. Click **1095C Form**.



2. Click **the box** under Consent Details.
3. Click **Save.**

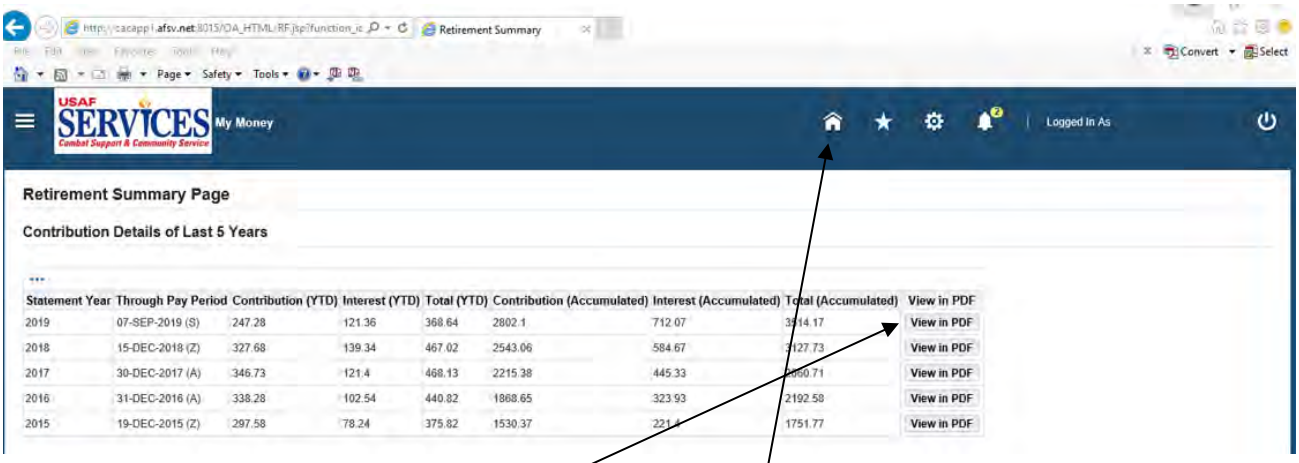


4. You will see a Successful confirmation of consent on the **Information Bar**.
5. Click **Next**.



6. Click on **drop down arrow** next to year and select the applicable year.
7. GRE will automatically populate.
8. Click **Go.**

NOTE: If you believe the information on your 1095C is incorrect, contact your **Installation Liaison**.



Statement Year	Through Pay Period	Contribution (YTD)	Interest (YTD)	Total (YTD)	Contribution (Accumulated)	Interest (Accumulated)	Total (Accumulated)	View in PDF
2019	07-SEP-2019 (S)	247.28	121.36	368.64	2802.1	712.07	3514.17	View in PDF
2018	15-DEC-2018 (Z)	327.68	139.34	467.02	2543.06	584.67	3127.73	View in PDF
2017	30-DEC-2017 (A)	346.73	121.4	468.13	2215.38	445.33	2660.71	View in PDF
2016	31-DEC-2016 (A)	338.28	102.54	440.82	1868.65	323.93	2192.58	View in PDF
2015	19-DEC-2015 (Z)	297.58	78.24	375.82	1530.37	221.4	1751.77	View in PDF

9. Click on **View in PDF** to view your retirement statement YTD Contribution and Interest, Accumulated Contribution and Interest. The Retirement Statement will be posted when the Retirement Section has the pay period has been reconciled.
10. Click **Home** to get back to the Home Page.

NOTE: You must have Internet Explorer 10 to view the statement in PDF.