



**U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS
DIRECT ACCESS (DA) MIGRATION UPDATE**

**CATEGORY: ACTIVE DUTY PAY
TOPIC: TWICE MONTHLY PAY DATE STARTING JANUARY 2016**

Date: 07/14/2015

The U.S. Public Health Service Commissioned Corps (Corps) is migrating active duty pay and personnel functions to the U.S. Coast Guard's (USCG) Direct Access (DA) system on January 1, 2016. Included in the migration to DA will be the processing of Active Duty pay which will result in a change in the frequency of pay to twice a month, similar to all other uniformed services.

Currently, Commissioned Corps officers are paid once a month, on the first day of the following month for which they worked. For example, most recently officers were paid on Wednesday, July 1, 2015. The amount paid was for work conducted June 1 through June 30. If the first day of the month falls on a weekend or holiday, officers are paid on the last work day before the weekend or holiday.

When the migration to DA is complete officers will be paid on approximately the 1st and 15th of each month. Pay dates that fall on a weekend or holiday will default to the preceding business day. Officers will receive pay on the 15th for work conducted on the 1st through the 15th. Officers will receive a second payroll deposit on the 1st of the month for work conducted on the 16th through the end of the previous month. The 2016 pay schedule will be distributed as soon as it is available.

System	Pay Frequency	Pay Date (Example)	For Work Conducted (Example)
Current System	Once Monthly	July 1, 2015	June 1-30, 2015
Direct Access System Beginning January 1, 2016	Twice Monthly	January 15, 2016 February 1, 2016	January 1-15, 2016 January 16-31, 2016

How will this change impact Commissioned Corps officers?

- Officers will receive their monthly salary in approximately two equal payments.
- The first of January 2016's two payroll deposits will arrive on Friday, January 15, 2016. The second payroll deposit will arrive on Monday, February 1, 2016.
- Officers should consider reaching out to utility companies and other vendors to change the timing of any recurring bills or electronic payments or transfers established in their bank account or directly with a vendor to fit with the new payroll schedule.
- Officers **do not** need to take any action to change or submit a new Direct Deposit form. Your current bank account electronic deposit information will migrate to DA.

If you have any questions regarding this update, please email the DA Migration Communications Team at DAMigration@HHS.gov.