

PHSPay
Commissioned Corps Payroll
Self Service User Guide



PHSPay User's Guide

WELCOME TO PHSPay

This User's Guide describes the functions available to Self Service users of PHSPay.

The PHSPay application has been adopted by PHS to allow its Active Duty Officers to view/update/request/print personal and or payroll related information online at any time, including:

- Earnings Statement
- Annual Tax Statement
- ACA Forms
- Pay Verification Letter
- Direct Deposit Instructions
- TSP Contribution Elections
- Federal and State Withholding
- Payroll Address Change

The PHSPay application displays earnings statements beginning with the January 2020 pay period. Earnings statements will no longer be mailed to your payroll address. Active Duty Officers will continue to receive payments on the first business day of each month.

Access to PHSPay

Access to PHSPay is gained by browsing using the latest version of any browser to the URL <https://phs.lyceum.com/Login.aspx/>

Once on the website - the first thing you will see is a Warning Banner that indicates the terms of use of the system.



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DHHS Warning Banner

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

PHSPAY Warning Banner

Click the 'Accept' Button to access the Initial Login Screen.

Initial Login Screen for PHSPay Users

https://postprod.ams.hhs.gov/amsLogin/SimpleLogin.jsp

HS.gov ACCESS MANAGEMENT SYSTEM

Select Login Method

HSPD-12 Access Card Network Credentials AMS Credentials

Insert your HSPD-12 access card into the smart card reader before you select login.

Login

United States Government SEP2018
HEALTH & SERVICES
2016SEP30
LASTNAME, FIRSTNAME MI.
OpDiv

Help HHS Privacy Policy

Login Screen



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Button Functions



System Tray

The buttons for some system functions are located at the bottom right-hand corner of the display in the System Tray.



Home button - Clicking on the Home button provides you with the initial view of PHSPay's User Inbox.



Change Password – Ignore this tool; you will access PHSPay using your PiV/CAC card.



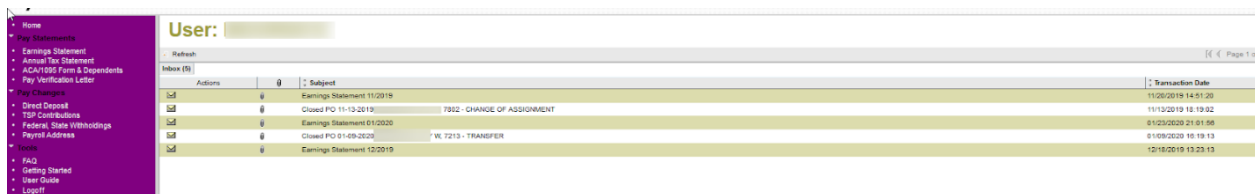
Change Effective Date – Ignore this tool; the effective date is displayed in each transaction.



Log Out Button - You can log out of the system at any time using the system tool icon shown to the right which is located in the bottom right-hand corner of the System Tray.

System Navigation

The user Work Space consists of three main areas: Left-Hand Menu, Data View and System Tools as shown below.



User Workspace



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The Left-Hand Menu



Each Section displayed in the Left-hand Menu opens a separate View with detailed data related to that menu item.

Home re-routes users to the Inbox where documents are displayed for download and review.

The Pay Statements section of the Menu to left allows users to view/ reprint data and statements related to their income.

The 'Pay Changes' section allows officers to make changes to payroll data that directly impact their **net (after-tax) payment**.

The 'Tools' section provides links to this User Guide, a 'Getting Started' Guide to using the system and a Payroll Inquiry Form as well as a link to Logout.

Officer Self-Service Functions

The following self-service functions will be available to execute within PHSPay:

1. Reprint Earnings Statement
2. Reprint Annual Tax Statement
3. Request ACA/1095 Form and Dependents
4. Print Pay Verification Letter
5. Update Direct Deposit Information
6. Update TSP Contributions
7. Update Federal and/or State Withholding
8. Update Payroll Address



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NOA Processing Effective Date: 02/03/2020
Restore Earnings Statement

PHS #: [] Name: [] W Name: []
Name: [] Category: 03 Corps: 11 TGrade: 03 Billet: 99CC702
Agency: DHS, IMMIGRATION AND CUSTOMS ENFORCEMENT, ICE HEALTH SERVICE CORPS

Select	Subject
<input checked="" type="checkbox"/>	Earnings Statement 01/2020
<input type="checkbox"/>	Earnings Statement 12/2019
<input type="checkbox"/>	Earnings Statement 11/2019
<input type="checkbox"/>	Earnings Statement 10/2019
<input type="checkbox"/>	Earnings Statement 09/2019
<input type="checkbox"/>	Earnings Statement 08/2019
<input type="checkbox"/>	Earnings Statement 07/2019
<input type="checkbox"/>	Earnings Statement 06/2019
<input type="checkbox"/>	Earnings Statement 05/2019
<input type="checkbox"/>	Earnings Statement 04/2019
<input type="checkbox"/>	Earnings Statement 03/2019
<input type="checkbox"/>	Earnings Statement 02/2019
<input type="checkbox"/>	Earnings Statement 11/2018
<input type="checkbox"/>	Earnings Statement 10/2018
<input type="checkbox"/>	Earnings Statement 09/2018
<input type="checkbox"/>	Earnings Statement 08/2018
<input type="checkbox"/>	Earnings Statement 07/2018
<input type="checkbox"/>	Earnings Statement 06/2018
<input type="checkbox"/>	Earnings Statement 06/2018
<input type="checkbox"/>	Earnings Statement 05/2018
<input type="checkbox"/>	Earnings Statement 02/2018
<input type="checkbox"/>	Earnings Statement 02/2018
<input type="checkbox"/>	Earnings Statement 01/2018
<input type="checkbox"/>	Earnings Statement 11/2017

3. The Reprinted Earnings Statement will be placed in your Inbox. Accessed it by clicking on the Home icon at the bottom of the screen or on the Home menu item.
4. Click the 'paperclip' icon next to the Earning Statement to open, view and download.



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Earnings Statement
United States Public Health Service
 ROCKVILLE, MD 20852

Powered by Lyceum Business Services, LLC

Important Notes

Prepare for the end of the year by checking your TSP, taxes and payroll address.

If you TRANSFER or MOVE. You must send address changes DIRECTLY to Compensation, since changes in other data systems do not change your payroll address. Your Notice of Arrival MUST be submitted in a timely fashion.

For officers age 50 and over, 2019 TSP Catch-up Form (TSP-U-1-C). New form is REQUIRED for 2019 Catchup. Catch-up Elections must be submitted annually. Uniformed Services forms may be found at www.TSP.gov.

How to contact Compensation: Email us at CompensationBranch@hhs.gov. Most documents may be submitted via email. The street/courier delivery address is: 1101 Wootton Parkway, Suite 300, Rockville, MD 20852. The main telephone number is 240-276-8799. Stay current with Commissioned Corps issues by regularly visiting the Commissioned Corps website, <https://dcp.psc.gov/comis/>.

PAYCYCLE: 11/2019
 PAY DAY IS: November 29, 2019
 OFFICER Serial No.:
 Social Security Number:
 Admin Code: RC38D129
 Duty Station Zip: 40511
 BPED: 01-04-2010
 Retirement Credit Date: 01-04-2010
 TGrade: O3
 Years of Service for Pay: 9
 Federal Tax Status: Single
 Federal Exemptions: 1
 Fed Tax Override:
 State Tax Status: KY: Exempt

COMPENSATION	Earned			Year To Date
Basic Allowance Subsistence	254.39			2798.29
Basic Allowance Housing	1509.00			16599.00
Base Pay	6241.50			68656.50
DEDUCTIONS	Taken			Year To Date
Member SGLI	24.00			288.00
Traumatic SGLI	1.00			11.00
TAXES	Withheld	Subject Wages	YTD Subject Wages	Year To Date
Federal-IncomeTax	881.00	6241.50	68656.50	9691.00
Federal-HI	90.50	6241.50	68656.50	995.52
Kentucky-IncomeTax		6241.50	68656.50	0.00
Federal-OASDI	386.97	6241.50	68656.50	4256.70

It is your responsibility to thoroughly examine this statement.
If unexpected changes occur, contact the Compensation Branch at 240-276-8799.
If you are having problems viewing this online, please call the HELP DESK at 1-888-225-3302.

Current Distribution of NET	6621.42	YTD	72811.57
ACH: (Checking) XXXXXX9005	6621.42		

PHS-6155-1 (2/2008) STATEMENT OF EARNINGS AND DEDUCTIONS

Earnings Statement



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2. Annual Tax Statement

PHSPay produces Annual Tax Statements for each officer. 2019 Annual Tax statements have been mailed to officers and are available for reprinting via Self Service. Annual Tax statements for tax year 2020 and onwards, will be available to download via Self Service after January 31st of each year. Requests for reprints for years prior to 2019 will need to be made via your payroll support office.

Reprinting Annual Tax Statements

Officers may reprint W2s/Annual Tax Statements for the previous year, (once they are finalized – first week of February of the current year) or past years' Tax Statements (2019 and later), via Self Service by doing the following:

1. Click the Annual Tax Statement Left-Hand Menu Item
2. Enter the 4-digit year for which the Annual Tax Statement and Click Continue.

3. Click the 'paperclip' icon next to the Tax statement

4. Click the .PDF icon to open or save the document



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5. Review the W2/Tax Statement produced for accuracy.

Copy 2 To Be Filed With Employee's State City, or Local Income Tax Return		2019	OMB No. 1545-0008
a Control Number	1 Wages, tips, other comp. 74898.00	2 Federal income tax withheld 10572.00	
b Employer ID number 53-0196960	3 Social security wages 74898.00	4 Social security tax withheld 4643.68	
	5 Medicare wages and tips 74898.00	6 Medicare tax withheld 1086.02	
c Employer's name, address, and ZIP code United States Public Health Service Commissioned Corps (Military Pay) 1101 WOOTTON PARKWAY, SUITE 300 ROCKVILLE, MD 20852			
[Redacted]			
7 Social security tips 0.00	8 Allocated tips	9 Advance EIC payment	
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	
13 Statutory employee	Retirement plan X	Third-party sick pay	12b Code
14 Other			12c Code
			12d Code
KY037564	74898.00	0.00	
15 State Employer's state ID #	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form W-2 Wage and Tax Statement Dept. of the Treasury -- IRS 41-1628061

3. Request ACA/ 1095 Form and Dependents

Officers may reprint the ACA Form via Self Service for any year that they were paid in PHSPay beginning in 2019, by doing the following:

1. Click the Request ACA/1095 Form and Dependents Left-Hand Menu Item.
2. Select the year then click the Next Button – first available year for reprint is 2019

ACA Reprint Request
Effective Date: 02/04/2020

Use this wizard to request ACA/1095 reprints in PDF form (24 x 7 x 365) for any year you were paid by COP.
Using the dropdown, select the year for the ACA/1095 form that you want to reprint.
Only years which have been processed will return valid results.

Select Year: → **Select a year for the ACA reprint**

3. Review the screen presented then click the Next button



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Inputs Required Effective Date: 02/04/2020

Produce Audit W2/1099/1095 Documents
1095 reporting will be queued for processing for the period end date of 2019/12/31
Only clients listed below will be processed:
1003 United States Public Health Service
Employee 1003. [redacted] will be the only employee processed
(Only 1095) Employee processing will be limited to 1095
Employee documents will be sorted by SSN.
Please click NEXT to confirm.

4. Click the paperclip next to 1095 Request Results to access the reprinted 1095 document

User: [redacted]

Refresh

Inbox (2)		Click to access 1095 Document
Actions		Subject
		2019/12/31 1095 Request Results
		Pay Verification Letter 02/04/2020

5. Click the PDF link to save or open the document

From: [redacted] Transaction Date: 02/04/2020

Please see attached year end documents.

1003 1095 Documents for 2019.pdf Click the PDF Link to save or open the Document

4. Print Pay Verification Letter

Requesting a Pay Verification Letter

Officers may request a Pay Verification Letter via Self Service by doing the following:

1. Click Pay Verification Left-Hand Menu Item
2. Review the data presented for accuracy and Click Continue



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Pay Verification Letter Effective Date: 01/31/2020

Verify that the information below is accurate as of the last day of last month.
Click Submit to have a pay verification letter placed into your inbox.

As of:
T-Grade:
T-Grade Title:
DIEMS Date:
Base Pay:
Annual Base Pay:

3. Click the 'paperclip icon to access the document

User: [Redacted]

Refresh **Click to access the Document**

Inbox (1)

Actions	Subject
	Pay Verification Letter 02/04/2020

4. Click the PDF to open/save the document

From: [Redacted] Transaction Date: 02/03/2020

Pay Verification Letter.pdf

5. Review the Letter for accuracy

DEPARTMENT OF HEALTH AND HUMAN SERVICES

United States Public Health Service
Commissioned Corps Headquarters
Office of the Surgeon General
1101 Wootton Parkway, Suite 300
Rockville, MD 20852
(240) 276-8799

February 03, 2020

To Whom It May Concern,

Reference is made to your request for verification of employment. This is to certify that [Redacted] is a Senior Assistant Nurse Officer and is currently serving on Active Duty in the grade of O3 with the United States Public Health Service. The officer's effective employment date is 01/04/2010. As of 01/31/2020 the officer is entitled to pay at the gross monthly rate of \$6633.90 and gross annual rate of \$79606.80.

Sincerely,

[Redacted Signature]

Chief, Financial Services Branch



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5. Update Direct Deposit Information

Officers may update their primary Direct Deposit account information and add/edit a secondary account via Self Service by doing the following:

1. Click Direct Deposit Left-Hand Menu Item
2. Review the data presented for accuracy and Click Edit Primary at the top



3. Review the existing Primary Direct Deposit enter the new Primary Direct Deposit account number and routing number, then click continue.

Inputs Required Effective Date: 02/04/2020
9461: NET CHECK TO BANK-START

PFS #: [redacted] Name: [redacted]
Category: 03 Corps: 11 TGrade: 03 Billet: [redacted]
Agency: DHS, IMMIGRATION AND CUSTOMS ENFORCEMENT, ICE HEALTH SERVICE CORPS

Use the fields provided below to update or modify [redacted] net check bank instructions.
Your action(s) will be effective on 02/04/2020

Bank Account Type *

Bank Account No

Bank Routing No * #####

* indicates required field

4. Review the Bank's information as presented and if accurate, check the box at the bottom to confirm the new entry, then click the Continue button.

Inputs Required Effective Date: 02/04/2020
9461: NET CHECK TO BANK-START

PFS #: [redacted] Name: [redacted]
Category: [redacted] Corps: [redacted] TGrade: 03 Billet: [redacted]
Agency: OS, OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH, OFFICE OF THE SURGEON GENERAL, OFFICE OF THE

Use the fields provided below to confirm [redacted] checking account allotment bank instructions.
Your action(s) will be effective on 02/04/2020

Bank Name

City

State

Postal Code

Bank Account Type

Bank Account

Routing Number

Confirm the Banking Instructions

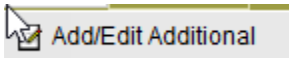
Check box to confirm the new instructions entered

5. Review the new Primary Direct Deposit information which has been saved displayed for accuracy.

To Add/Edit a secondary deposit account



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1. Click  at the top of the page
2. Enter/ edit the amount of the monthly deposit to the account, select the account type (Checking or Savings) and enter the account and routing numbers for your account and click Continue.

Inputs Required Effective Date: 02/04/2020
9370: SAVINGS ACCOUNT ALLOTMENT-START

FHS #: [redacted] Name: [redacted]
Category: [redacted] Corps: [redacted] Grade: O3 Billet: [redacted]
Agency: OS, OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH, OFFICE OF THE SURGEON GENERAL, OFFICE OF THE C
Use the fields provided below to Add [redacted] account allotment bank instructions.
Your action(s) will be effective on 02/04/2020

Savings Account \$ #####0.00

Bank Account Type *

Bank Account No *

Bank Routing No * #####

* indicates required field

3. Review the Bank information presented and check to box at the bottom of the screen to confirm the change, then click Continue.

Inputs Required Effective Date: 02/04/2020
9370: SAVINGS ACCOUNT ALLOTMENT-START

Category: [redacted]
Agency: OS, OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH, OFFICE OF THE SURGEON GENERAL, OFFICE OF TH
Use the fields provided below to confirm [redacted] savings account allotment bank instructions.
Your action(s) will be effective on 02/04/2020

Bank Name

City

State

Postal Code

Bank Account Type

Bank Account

Routing Number

Confirm the Banking Instructions

Check the box to confirm the new banking information entered

4. Review the updated Direct Deposit accounts for accuracy.

Employee [redacted] Refresh

Edit Primary Add/Edit Additional Page 1

Row	Operation Type	Amount	Operation Value	Bank Account Type	Account #	Routing #
1			788.00	Savings	5566778877	021000021
2	Percent		100.00	Checking	0000	021000021

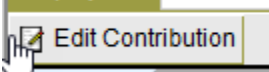


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6. Update TSP Contributions

Initial enrollment must be completed by the Payroll Technicians. Then, officers may change the TSP contribution percentage withheld from their Base Pay and Special Pay amounts. Only enrolled options will be able to be edited via Self Service. Please contact your Payroll Technician to start a new enrollment.

To make changes to the TSP percentage follow the steps outlined below:

1. Click  at the top of the page
2. Enter the percentage of Base Pay and or Special Pay to be withheld for TSP monthly and click Continue.

Inputs Required Effective Date: 02/01/2020

9600: THRIFT SAVINGS CONTRIBUTION PERCENTS

FBS # _____ Name: _____
 Category: 08 Corp: 11 Trade: 06 Billlet: _____
 Agency: _____

You may edit/change the non-zero elections below. Note that your Base Pay election cannot be below 1.0%

Your action(s) will be effective on 02/01/2020

Is Employer Contribution turned on? No

TSP Roth - Base Pay % ###0.0

TSP Roth - Incentive Pay % ###0.0

TSP Roth - Special Pay % ###0.0

TSP Roth - Bonus Pay % ###0.0

Prior TSP Roth \$ #####0.00

TSP - Base Pay % ###0.0

TSP - Incentive Pay % ###0.0

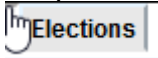
TSP - Special Pay % ###0.0

TSP - Bonus Pay % ###0.0

Prior TSP \$ #####0.00

3. Review the TSP Enrollment Status and Enrollment date once the transaction completes.

Enrollment	Option	Date Enrolled	Status
1	Thrift Savings Plan	02/01/2020	Active

4. Review the TSP percentages which are elected by clicking the elections tab 

Row	Election	Value	Help Description
1	TSP - Base Pay %	15.0	Enter the percentage of base wages to be contributed to the Thrift Savings Plan
2	TSP - Special Pay %	8.0	Enter the percentage of special pay to be contributed to the Thrift Savings Plan




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7. Update Federal and/or State Withholding

Officers may change their Federal and State Tax withholding via Self Service.

To update your Federal Tax with-holding follow the steps outlined below:

1. Click  **Edit Federal Tax Info** at the top of the page
2. Select the Filing Status from the list display. (Additional Federal Tax Status options will be available for 2020).

3. Select the Additional Withholding Method from the options presented along with the amount of the override. Enter the number of dependent allowances and click continue.

4. Review the withholding changes for accuracy

Employee		Refresh
Federal W4 Tax Withholding		State Tax Withholding
Resident	Yes	
Tax Status	Single	
Dependent Allowances	6	
Tax	IncomeTax	
Additional Method	Add additional \$ to computed tax	
Additional/Override \$ Amount	60.00	
ExemptFlag	No	



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To update your State Tax withholding follow the steps outlined below:

1. Click **State Tax Withholding** at the top of the page
2. Edit the dependent status and or the Additional Tax Deduction then click continue.

Inputs Required Effective Date: 02/01/2020

9352: STATE TAX

E

Category: 03 Corps: 11 TGrade: Billet:

Agency: HRSA, OPC OPS & MGMT, PRISON HLTH SVCS, PRISON HLTH SVCS REG 3, HLTH S RVCS DIV. BUREAU PRISON

Use the fields provided below to update or correct current state tax withholding elections.

Your action(s) will be effective on 02/01/2020

DD2058 State

Filing Status

Virginia Dependents #0

Virginia Additional Tax Deduction ###0.00

Virginia IT Exempt Flag

3. Review the resulting changes for accuracy

8. Update Payroll Address

Updating a Payroll Address

Officers may update their payroll address via Self Service by doing the following:

1. Click Payroll Address Left-Hand Menu Item
2. Review the data presented for accuracy and Click Edit Payroll address

at the top

3. Review the existing payroll address and enter the new Payroll Address then click the Continue button.



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Inputs Required Effective Date: 02/04/2020

0000: Payroll Address Change

PRS #: [redacted] Name: [redacted]
Category: 03 Corps: 11 TGrade: 03 Billet: 99CC702
Agency: DHS, IMMIGRATION AND CUSTOMS ENFORCEMENT, ICE HEALTH SERVICE CORPS

Use the fields provided below to enter [redacted] requested payroll address. Login to the Officer Secure Area (OSA) in CCMS to change your Primary Phone Number and/or Primary Email Address.

Your action(s) will be effective on 02/04/2020

Street	<input type="text" value="1111 Acme Dr."/>
Street	<input type="text" value="Apt 666"/>
City	<input type="text" value="Lexington"/>
State / Province	<input type="text" value="Kentucky"/>
Zip / Postal Code	<input type="text" value="40509"/>
Country	<input type="text" value="US"/>
Primary Phone Number	<input type="text" value="6812"/> (###) ###-####
Primary Email Address	<input type="text"/>

4. Review the new Payroll Address displayed on the screen for accuracy