



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

PAYROLL DOCUMENTS MUST BE SENT DIRECTLY TO THE COMPENSATION SECTION UNTIL FURTHER NOTICE

DATE: 12/23/2015

On January 1, 2016, The U.S. Public Health Service Commissioned Corps (Corps) will migrate certain personnel functions to the U.S. Coast Guard's (USCG) Direct Access (DA) system. To ensure a smooth transition and to avoid any interruptions in officers' pay the Corps must conduct additional testing in DA. The Corps will use our existing pay system to deliver payroll until we complete testing in DA.

For this reason, **officers must continue** submitting payroll documents **DIRECTLY** to the Compensation Section. Following active duty pay migration to DA, officers will have the ability to enter most of the document information below through the self-service feature. Until these functions are available, the Corps must continue using the current process to manage pay, allotments, and deductions.

For officers wishing to make payroll changes for January 2016: (i.e. TSP, federal and state tax withholdings, direct deposits, or other allotments) all documents **MUST** be received by the Compensation Section no later than Thursday, December 31, 2015. Payroll documents received after December 31, 2015 will not take effect until the February 2016 payroll, or subsequent payrolls, depending on the date the documents are received.

Thrift Savings Plan (TSP) Contributions

To change TSP contributions, please complete the Uniformed Service form TSP-U-1 or TSP-U-1-C form and return the **original** by mail to the Compensation Section address provided on page 2.

- TSP-U-1, Election Form (10/2012) (Uniformed Service version)
<https://www.tsp.gov/PDF/formspubs/tsp-u-1.pdf>
- TSP-U-1-C, Catch-Up Contribution Election (1/2015)
<https://www.tsp.gov/PDF/formspubs/tsp-u-1-c.pdf>

Federal and State Tax Withholdings

To change federal and state tax withholdings, please complete the forms listed below:

- IRS Form W-4
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>)

- PHS Form 6353, "Commissioned Officer State Tax Withholding Allowance Certificate"
http://dcp.psc.gov/ccmis/PDF_docs/PHS-6353.pdf

Direct Deposits

To update your direct deposit information, please complete the SF-1199 Direct Deposit form and return it to CCHQ. The form can be found at:

<http://www.gsa.gov/portal/forms/download/115702>

Combined Federal Campaign (CFC)

Officers wishing to participate in the CFC must procure a paper pledge either from their local or agency keyworker. The pledge is sent to the keyworker who records the agency contribution amounts before sending it to the Compensation Section for payroll updates.

All other payroll forms are available at:

http://ccmis.usphs.gov/ccmis/forms/FORMS_payroll_m.aspx

Please mail original and signed forms to:

Commissioned Corps Headquarters (CCHQ)
Compensation Section
1101 Wootton Parkway, Plaza Level, Suite 100
Rockville, MD 20852

We will continue to update you via email and on the Commissioned Corps Management Information System (CCMIS) website at: <http://ccmis.usphs.gov/ccmis/>

If you have questions, please email Compensation at CompensationBranch@psc.hhs.gov.