72nd Comptroller Squadron

To rapidly deliver sustainable financial support to meet the needs of the war fighters; anytime...anywhere

New Hire Orientation

72 CPTS

U.S. AIR FORCE
Civilian Pay Info

- Location: Building 1, Door 8
- Contact Info: 72cpts.fmf.civilianpay@us.af.mil
- Phone: 736-5419 (0830-1530)
- Customer Service Hours: 0830-1530 M – F
- SharePoint Site: https://org2.eis.af.mil/sites/22275/civilian%20pay/forms/allitems.aspx

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Transfer or Returning

Transfers from another Agency/Base or Returning to Government Service:

**Transfer**: Provide a copy of your very last LES to input Annual/Sick Leave Balances
- Restart TSP Loan – Complete in the GRB Platform
  - GRB Platform: https://gum-crm.csd.disa.mil/app/login
  - Thrift Line 1-877-968-3778
- Civilian PCS Orders: Contact Customer Service 739-5189
  Travel Pay for appointment for travel voucher

**Returning**: Provide copy of very last LES to input Sick Leave Balance; if you do not have copy contact OPF to get copy of SF1150 from Personnel Folder

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Military Spouses

- **Military Spouses Residency Relief Act (MSRRA)** - As long as Oklahoma is not your legal residence or domicile and you meet the conditions set forth in the Military Spouses Residency Relief Act (MSRRA) and the Oklahoma form OW-O-MSE, you may not be required to pay Oklahoma state tax

**Required documents:**
- W4
- MSRRA Letter
- Form OW-9-MSE Oklahoma Tax Commission Annual Withholding Tax Exemption Certification
- Military Spouse’s PCS Orders
- Your Military ID Card (Front and Back)

Return documents to: 72CPTS/FMF (Civilian Pay Office)
MyPay Account

  - View Leave and Earning Statement (LES)
  - Update Home Address
  - Update W4
  - Update Direct Deposit
  - Add/Change Allotment
  - Print W2
- MyPay account takes approximately 8 weeks to create

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Important Dates

The following dates are scheduled Family Days and/or Base Closer Days:

- 29 Nov 19 in conjunction with Thanksgiving Day on 28 Nov 19 (Shutdown)
- 24 Dec 19 in conjunction with Christmas Day on 25 Dec 19 (Liberal Leave)
- 31 Dec 19, in conjunction with New Year's Day on 1 Jan 20 (Liberal Leave)
- 14 Feb 20, in conjunction with President's Day on Monday 17 Feb 20
- 22 May 20, in conjunction with Memorial Day on Monday, 25 May 20
- 6 Jul 20, in conjunction with Independence Day, observed on Friday, 3 Jul
- 4 Sep 20, in conjunction with Labor Day on Monday, 7 Sep 20 Friday, 27
- Nov 20, in conjunction with Thanksgiving Day on Thursday, 26 Nov 20
- 24 Dec 20, in conjunction with Christmas Day on Friday, 25 Dec 20
- 31 Dec 20, in conjunction with New Year's Day on Friday, 1 Jan 21

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Important Numbers

- Total Force Service Center HelpDesk-1-800-525-0102
  - GRB Platform: https://gum-crm.csd.disa.mil/app/login
  - Health/Life Insurance, TSP Updates, Retirement
- MyPers – Service Comp Dates
- Human Resources – Promotions/Step Increases

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Guard/Reserve

- Member(s) of Guard or Reserve need to complete AF Form 3598 and turn in to Personnel Office, Bldg 3001 Door E

- Military Orders – you are authorized 120 hours of Leave Military (LM) per year
  - You must turn in orders to Supervisor prior to going on Military Leave
  - You must turn in Certified Orders to 72CPTS upon completion of Military Duty
Military Buy Back

- If you served in the military and now hold a civilian position, your military service time may apply toward your civil service retirement
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**W4 & Direct Deposit Forms**

**W-4** Employee’s Withholding Allowance Certificate

- **Name:** John Doe
- **Address:** 124 N. Doe St, Okla City, Ok 11111
- **Manual Signature & Date:**

**Direct Deposit Forms**

- **Employee Information:**
  - Social Security Number: 999 99 9999
  - Telephone Number (Work):
  - Telephone Number (Home):
- **Type of Account:**
  - Checking
  - Savings
- **Routing Transit Number:**
- **Account Number:**
- **Account Title:**
- **Financial Institution Name:**

**Instrucrions for Processing Federal Employee Payments**

- Use for processing Federal employee net salary, allotments, and other agency-approved payments associated with Federal employment. It is a normal element of the Federal service, and employees must complete item 1, 5, and 9. Complete item 4 only if you want to start, cancel, or change the amount of a savings or discretionary allotment—see instructions on back of form.