

Name must be as it appears on the VPP Claim Form

Date must be the current month/most recent month

SAMPLE FORM

Department of Defense										1. PAY PERIOD END	
CIVILIAN LEAVE AND EARNINGS STATEMENT										08/14/03	
VISIT THE DFAS WEBSITE AT: WWW.DFAS.MIL										2. PAY DATE	
										12/05/03	
3. NAME DOE JANE Q			4. PAY PLAN/GRADE/STEP GS12 / 02		5. HOURLY/DAILY RATE 22.16		6. BASIC OT RATE 25.25		7. BASIC PAY + LOCALITY ADJ + ADJUSTED BASIC PAY 43876.00 + 23788 = 46254.00		
8. SOCIAL SEC NO 999-99-9999			9. LOCALITY % 5.42		10. FLSA CATEGORY E		11. SCD LEAVE 12/02/88		12. MAX LEAVE CARRY OVER 240		13. LEAVE YEAR END 01/01/00
14. FINANCIAL INSTITUTION - NET PAY AMSOUTH BANK OF FLORIDA				15. FINANCIAL INSTITUTION - ALLOTMENT #1 PEN AIR FEDERAL CREDIT UNION				16. FINANCIAL INSTITUTION - ALLOTMENT #2 WARRINGTON BANK			
17. TAX		MARITAL STATUS		EXEMPTIONS		ADCL		18. TAX		MARITAL STATUS	
FED		S		1				100003		S	
AL		S		P1/D10				100006		S	
GA		S		1		10					
TAXING AUTHORITY		MOBILE NR		LILLIAN							
19. CUMULATIVE RETIREMENT				20. MILITARY DEPOSIT							
21. CURRENT		YEAR TO DATE		22.							
GROSS PAY		1810.68		27751.80		TSP DATA		13%			
TAXABLE WAGES		1668.86		26358.40							
NONTAXABLE WAGES											
TAX DEFERRED WAGES		235.39		1393.40							
DEDUCTIONS		934.53		12267.97							
AEIC											
NET PAY		876.15		15493.83							
CURRENT EARNINGS											
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT	
REGULAR		80.00		1772.80							
RETROACTIVE EARNINGS											
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT	
OVERTIME 1.50				37.88							
DEDUCTIONS											
TYPE		CODE		CURRENT		YEAR TO DATE		TYPE		CODE	
ALLOTMENTS.SV (1)				175.00		2675.00		FEGLI		C	
MEDICARE				26.25		402.40		RETIRE, FERS		K	
								CHARITY		AA	
FEHB		104		23.22		369.04		OASDI			
TAX, FEDERAL				288.42		4518.52		TAX, LOCAL		100003	
TAX, LOCAL		100006		10.00		10.00		TAX, STATE		AL	
TAX, STATE		GA		10.79		175.72		TSP SAVINGS		235.39	
										1487.61	
LEAVE											
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD	
ANNUAL		177.00		6.00		90.00		1.00		59.50	
SICK		47.25		4.00		60.00		4.00		32.00	
HOLIDAY										32.00	
ADMIN										12.00	
										207.50	
										75.25	
										37.50	
BENEFITS PAID BY GOVERNMENT FOR YOU											
TYPE		CURRENT		YEAR TO DATE		TYPE		CURRENT		YEAR TO DATE	
MEDICARE		26.25		402.40		RETIRE, FERS		14.18		216.78	
OASDI		105.55		955.22		FEHB		123.44		369.04	
REMARKS											
SEND YOUR EMPLOYMENT/LOAN VERIFICATIONS TO YOUR HUMAN RESOURCE OFFICE. TSP DEDUCTION PERCENT OR AMOUNT CHANGED											