

Name must be as it appears on the VPP Claim Form

Date must be within 12 months of current date

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	ADDL	18. TAX	MARITAL STATUS	EXEMPTIONS
FED	S	1		100003	S	11
AL	S	P1/D10		100006	S	1
GA	S	1	10			
				TAKING AUTHORITY	19. CUMULATIVE RETIREMENT	
				MOBILE NR		
				LILLIAN		
21.				22.		
		CURRENT	YEAR TO DATE	TSP DATA		
GROSS PAY		1810.68	27751.80	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	TYPE
REGULAR	80.00	1772.80				
RETROACTIVE EARNINGS						
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE
OVERTIME 1.50		37.88				
DEDUCTIONS						
TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT
ALLOTMENTS.SV (1)		175.00	2675.00	FEGLI	C	8.09
MEDICARE		26.25	402.40	RETIRE, FERS	K	14.18
				CHARITY	AA	3.00
FEHB	104	23.22	369.04	OASDI		112.26
TAX, FEDERAL		288.42	4518.52	TAX, LOCAL	100003	16.18
TAX, LOCAL	100006		10.00	TAX, STATE	AL	21.58
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	DONATED/ RETURNED
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	
						CURRENT BALANCE
						207.50
						75.25
						USE-LOSE/ TERM DATE
						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						