

My Money Guide

Version October 2006
Updated August 2020

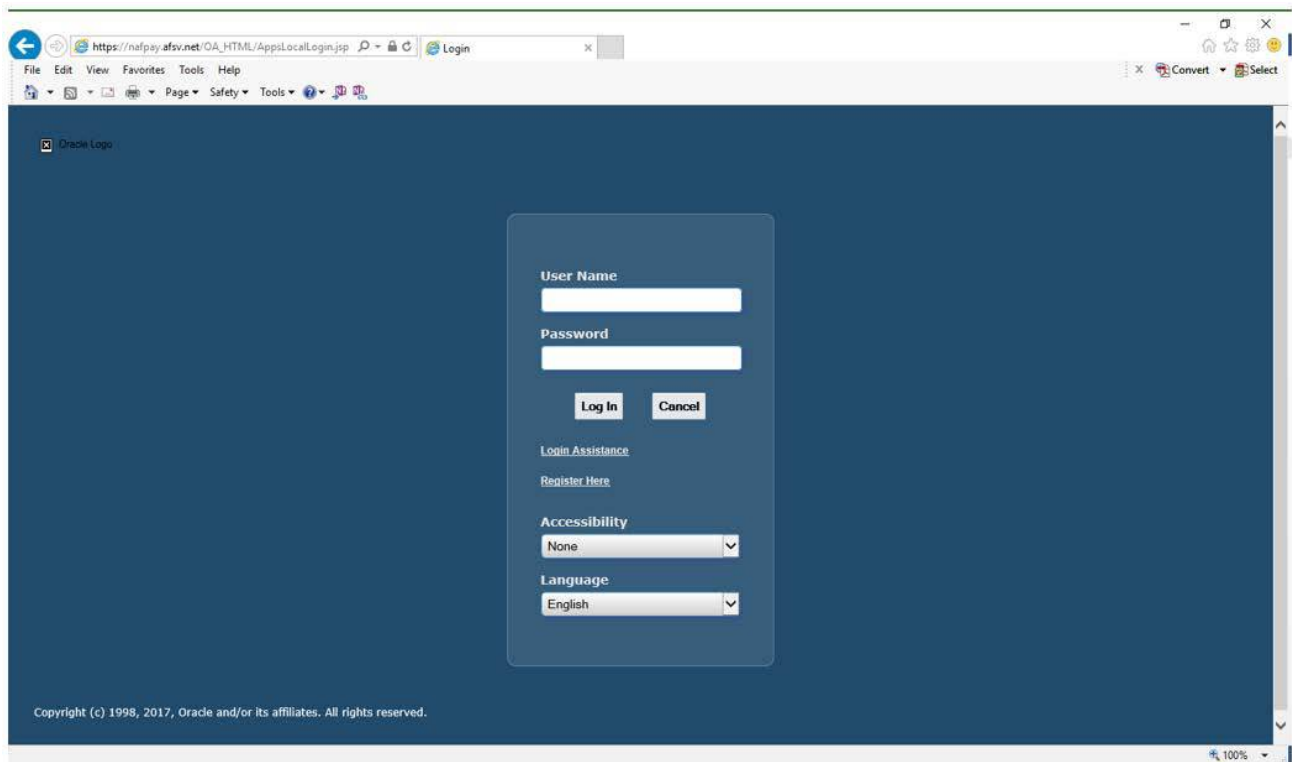
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Section 1 – General Responsibilities, Navigation and System Access

To Access the system, double click the Internet Explorer icon located on your desktop or click Start and click the Internet Explorer logo on the top left of the selection.

You will be able to access **My Money** through the web. The web address is <https://nafpay.afsv.net>. The site may redirect you to https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp Contact your **Installation Liaison** for access locations and/or data issues.

The **My Money** function is for NAF employees to view payroll data, e.g., Leave and Earnings Statements and Forms W-2, and make changes to address, W4 elections, and net pay distributions.



1. This page will display after you access the web address.

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Section 2 – Log on and Create new Password

Performed by: Employee

Purpose: Learn how to log on and create a new password to access your personal data in this self-service application.

Responsibility: Employee

Enter your username (firstname.middleinitial.lastname).

Enter **NaftAFSFM\$!@#nnnn** (with **nnnn** being the last four digits of your SSN) (**first-time use**).

1. Click **Login**.
2. When the next screen displays, enter your own personal password and confirm.

New Password Criteria must include at least the following:

15 characters long

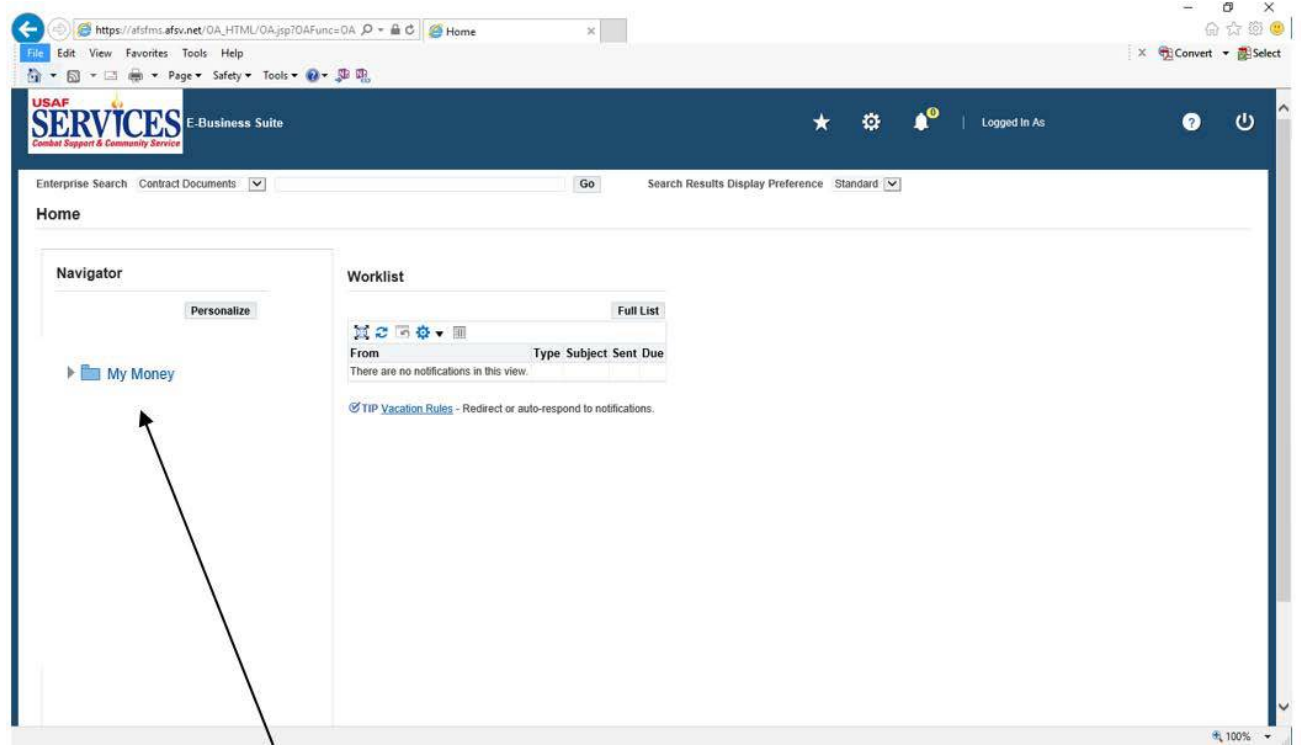
3 upper case characters

3 lower case characters

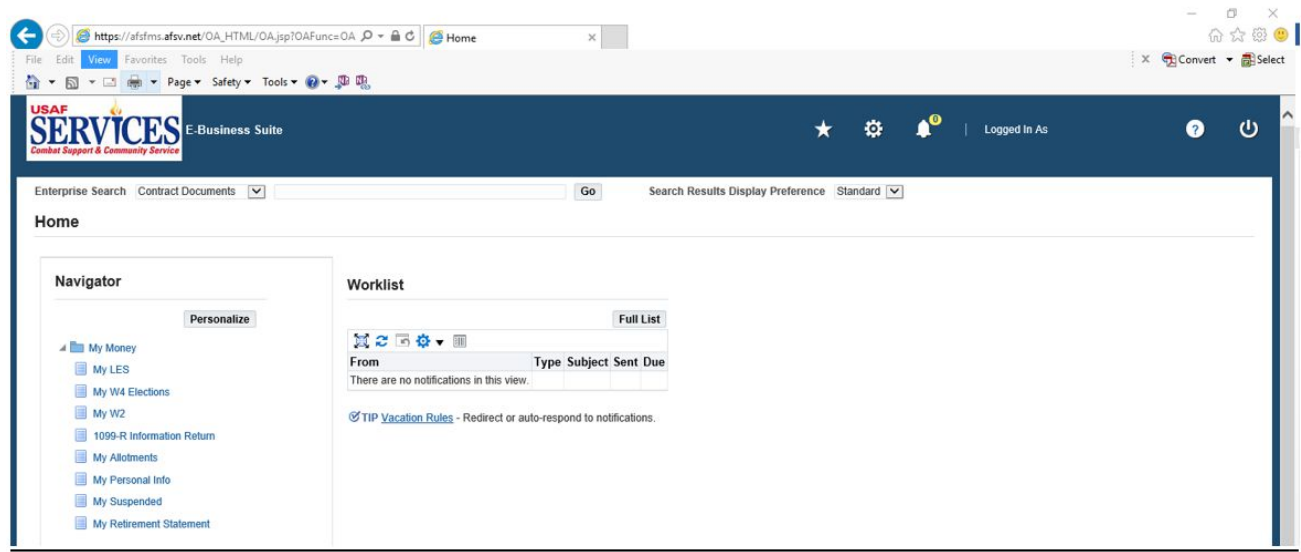
3 numbers

3 of the following special characters !@#\$%^&*+

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3. Click **My Money**.



4. This is your **My Money** home page

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Air Force Services Center (AFSVC)

Section 3 – My LES

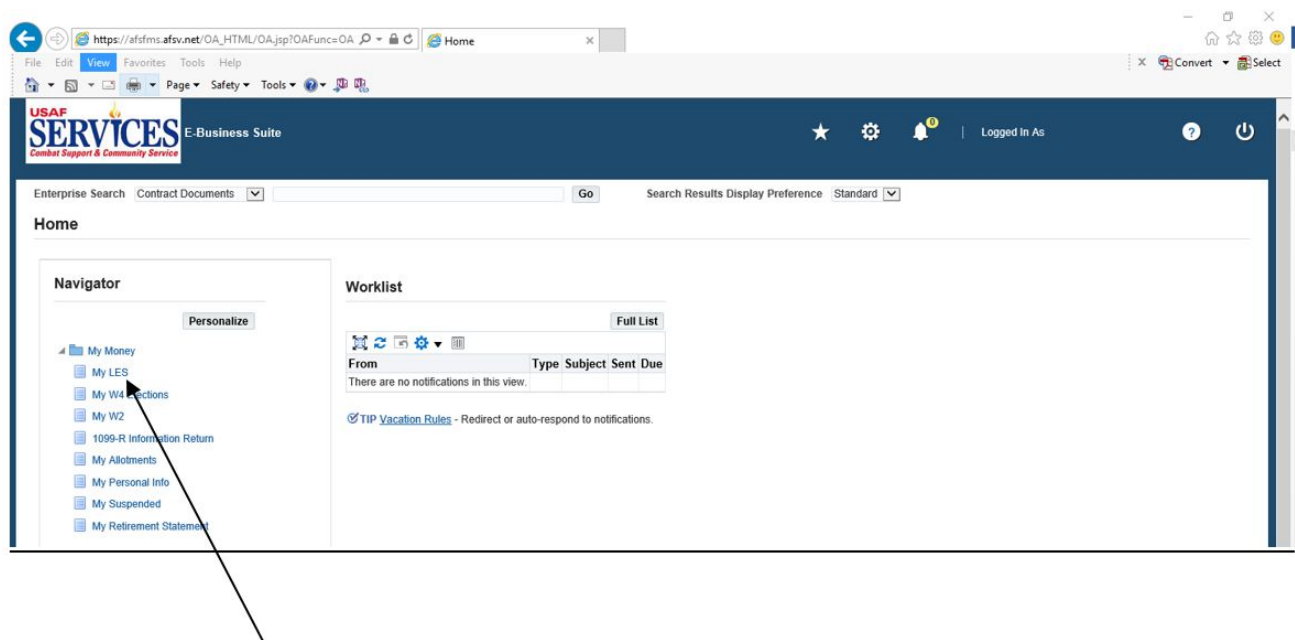
Performed by: Employee

Purpose: Learn how to review your Leave and Earnings Statement in this self-service application.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My LES



1. Click **My LES**.

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USAF SERVICES My Money

Employee Name: [Redacted] Employee Number: [Redacted]
Organization Email Address: [Redacted] Business Group: Air Force Services Agency

Your LES will be available for viewing on Thursday of payroll week.
Attention: severance pay recipients, per Air Force Memo (AFM) 34-370, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments. State taxes that follow the Federal W-4 form: Colorado, Delaware, Idaho, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, Oregon, South Carolina, and Utah will not have the capability to have a different tax status other than the Federal status in our system. Please submit a W-4 to HR if you would like to claim a different status than what you have in Federal.
Although updating in My Money the forwarding and mailing address will not be visible on the LES, only on the MP Personal Info page.
Open Enrollment will take place 29 October 2019 through 29 November 2019. This will be the time for you to review your health care benefits, make an election or any changes for 2020. Elections or changes you make during open enrollment will be effective 1 January 2020. For more information contact your local HR Office or visit the link below:
<https://www.military.com/opa2020>

Pay Information

Current Amount

YTD Amount

From Date: (10-Nov-2019) To Date: (10-Nov-2019) Search

Choose LES: 06-NOV-2019 Check 1 Go

Employee: [Redacted] Work Location: [Redacted]
Employee Address: [Redacted] Activity: [Redacted]
Grade: [Redacted]
Job Title: [Redacted]
SCD - Service Comp Date: [Redacted]
Employer EIN: [Redacted]

Pay Period and Salary

Assignment Number	Assignment Type	Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate
Primary	Primary	06-Nov-2019	06-Nov-2019	06-Nov-2019	06-Nov-2019	18.75

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	1,500.00	262.81	196.83	202.45	871.91
YTD	31,903.26	6,032.21	3,150.64	4,852.88	17,867.52

Hours and Earnings

Description	Start Date	End Date	Current Hours	Current Amount	YTD Hours	YTD Amount
Annual LV			7.00	131.25	197.25	3,632.14
Regular Hour			60.00	1,110.00	1,550.50	28,560.47
Sick LV			6.00	112.50	89.25	1,635.45
Retire Annual Leave			0.00	0.00		241.92
Retire Reg Hours			0.00	0.00		-129.76
Retire Sick Leave			0.00	0.00		155.54

Rate Details

Pre-Tax Deductions

Description	Current	YTD
Autism Dental Pre	13.78	316.48
Autism Medical Pre	249.05	5,715.73

Taxes

Description	Current	YTD
Federal Tax	62.18	1,171.70
Social Security	76.71	1,604.61
Medicare	17.94	375.13

After-Tax Deductions

Description	Current	YTD
Retire AF NAF Rates	0.00	0.00
AF NAF Retirement A7	15.00	210.34
Loan 1 401K	84.50	2,520.00
Loan 2 401K	108.95	2,505.05

Accruals

Description	Current	Balance
Annual Leave	6.00	35.56
Time Off Award	0.00	0.00
Camp Time Leave	0.00	0.00
Admin Leave	0.00	0.00
Sick Leave	4.00	4.00

Tax Withholding Information

Type	Marital Status	Exemptions	Secondary Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Married	1		0.00	0.00	0
Taxex	No State Withholding Tax	0		0.00	0.00	0

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
				871.91

Other Information

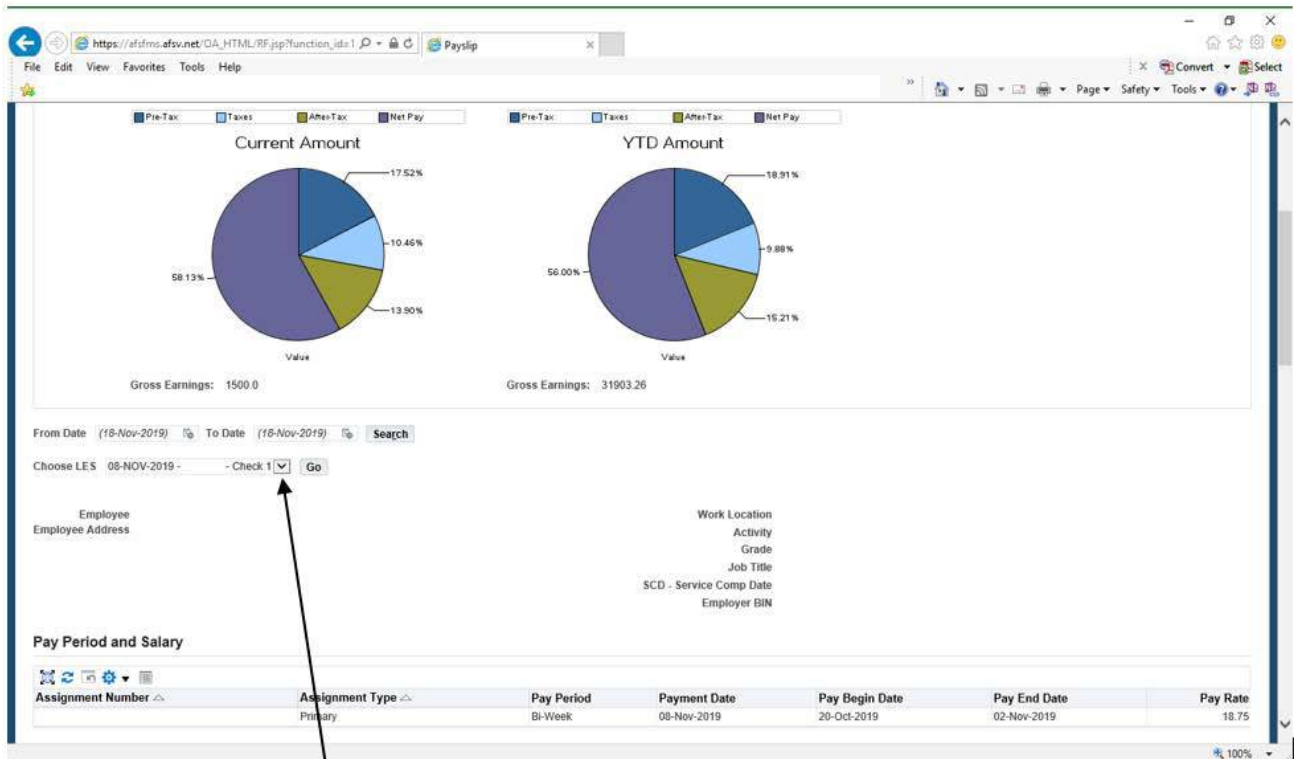
Description	Value
Medicare Taxable	25,671.65
SS Taxable	25,671.65

TP Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
No results found				

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2. Click the **Choose LES** drop down and select the Leave and Earnings Statement you want to review. If you have any concerns, contact your **Installation Liaison**. Click **Home** to get back to the Home Page.

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Section 4 – My W4 Elections

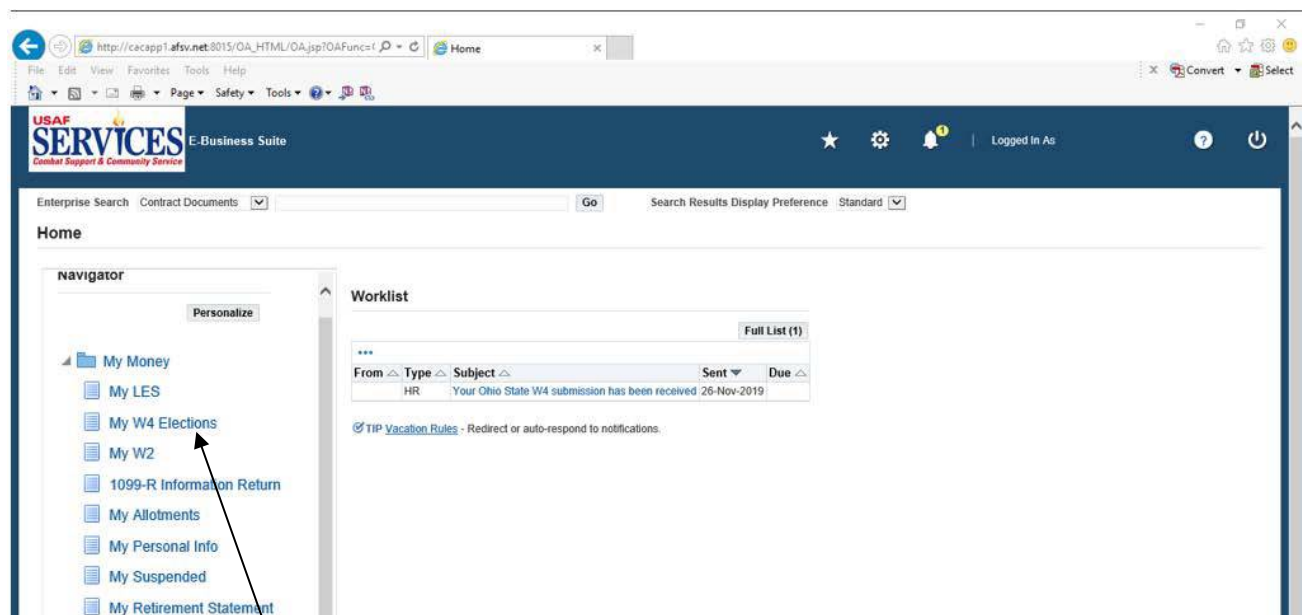
Performed by: Employee

Purpose: Learn how to review or revise your W4 Elections in this self-service application. The W-4 Form is used by NAF Payroll to withhold the correct federal and state income tax from your pay. Because your tax situation may change, you may want to update your withholdings each year. Your state tax withholding will be defaulted to “Single, zero” unless otherwise updated.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My W4 Elections



1. Click **My W4 Elections**.

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State Tax Form

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Tax Form Region

Tax Form Type
☐ Federal ☒ State

State W-4 Details (Ohio)

Filing Status ☒ Not Used
Allowances 1
Additional Amount Withheld 0

Additional Information
[Ohio Withholding Form\(PDF\)](#)
The above link comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Update

2. To **Update** your **State Tax** withholding information. Click the **State Tax** button and download the **State Tax** form and complete. **Submit** the completed form to your **Installation Liaison** for transmission to SSC Payroll Section. (Some states will allow you to update directly through My Money)

State Tax Form

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Tax Form Region

Tax Form Type
☒ Federal ☐ State

Federal W-4 Details

Filing Status ☐ Single ☒ Married ☐ Married, but Withhold at Higher Single Rate
Allowances 1
Additional Amount Withheld 0
FIT Exempt No

Update

3. To make a change to your W4 elections, click **Update**.
NOTE: If you are entering an **Additional Amount Withheld** you do not need to enter a decimal point for the dollar amount, unless you are entering dollars and cents.

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The screenshot shows the 'Update Tax Form' window. At the top, there are fields for Employee Name, Organization Email Address, Employee Number, and Business Group (Air Force Services Agency). Below these are sections for 'Tax Form Region', 'Tax Form Type' (Federal and State), and 'Federal W-4 Details'. In the 'Federal W-4 Details' section, there is a link: 'The [IRS Federal W-4 Form\(PDF\)](#) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.' An arrow points to this link. Other fields include Filing Status (Single, Married, Married, but Withhold at Higher Single Rate), Allowances (1), and Additional Amount Withheld (0). Below this are sections for 'Last Name Different', 'Exempt from Withholding', and 'Agreement'. The 'Agreement' section has a checkbox for 'I Agree'.

- Click this **link**, for the IRS Federal W-4 Form (PDF), if you need help filling out this form or the i bubble for more information.

This screenshot is identical to the one above, showing the 'Update Tax Form' window. In this version, two arrows are present: one points to the 'I Agree' checkbox in the 'Agreement' section, and another points to the 'Continue' button in the top right corner of the window.

- After making your changes, click **I Agree** and then click on **Continue**.

My Money Users Guide Air Force Services Center (AFSVC)



Form **W-4** Employee's Withholding Certificate OMB No. 1545-0074 2020

Department of the Treasury Internal Revenue Service

• Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
• Give Form W-4 to your employer.
• Your withholding is subject to review by IRS.

Step 1: Enter Personal Information

(a) First name and middle initial Last name
Address
City or town, state, and ZIP code

(b) Social security number

• Does your name match the name on your social security card? If not, to ensure you get SSA at 800-772-1213 or go to www.ssa.gov.

(c) ☐ Single or Married filing separately
☒ Married filing jointly (or Qualifying widow(er))
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following:
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ☐

Cancel Printable Page Back Submit

- Review your updated W-4 Employee Withholding Certificate and click on **Submit**. You can click on the **Printable Page** button to print this page for your records.

Confirmation

Your changes have been applied.

Return to Overview

Home

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- This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page

My Money Users Guide Air Force Services Center (AFSVC)



Update Tax Form

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Cancel Continue

Tax Form Region

Tax Form Type

☒ Federal ☐ State

Federal W-4 Details

The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status ☐ Single ☒ Married ☐ Married, but Withhold at Higher Single Rate

Allowances

Additional Amount Withheld

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

☐ Last Name Different

Exempt from Withholding

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

☐ Exempt

Agreement

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

☐ I Agree

Done.

7. If you do not wish to make these changes, click **Cancel**.

Warning

This action will cancel the current transaction and operations. Data changes will be lost as a result of this action.

Would you like to proceed with this action?

No Yes

8. To cancel the changes you made to your W4, click on **Yes**. If you do not want to cancel these changes, click on **No**.

My Money Users Guide Air Force Services Center (AFSVC)



State Tax Form

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Tax Form Region

Tax Form Type
☒ Federal ☐ State

Federal W-4 Details

Filing Status
☐ Single
☒ Married
☐ Married, but Withhold at Higher Single Rate

Allowances 1 [?](#)

Additional Amount Withheld 0 [?](#)

FIT Exempt No [?](#)

[Update](#)

9. If you click on **Yes**, you will be taken back to the screen you started with and will find that nothing was changed.

Update Tax Form [Cancel](#) [Continue](#)

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Tax Form Region

Tax Form Type
☒ Federal ☐ State

Federal W-4 Details

The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status
☐ Single
☒ Married
☐ Married, but Withhold at Higher Single Rate

Allowances 1 [?](#)

Additional Amount Withheld 0 [?](#)

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.
☐ Last Name Different

Exempt from Withholding

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:
Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.
If you meet both conditions, check 'EXEMPT':
☐ Exempt

Agreement

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
☐ I Agree

Done. 100%

10. If you click on **No**, you will be taken to this screen, where you can continue to make changes.

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Section 5 – My W2

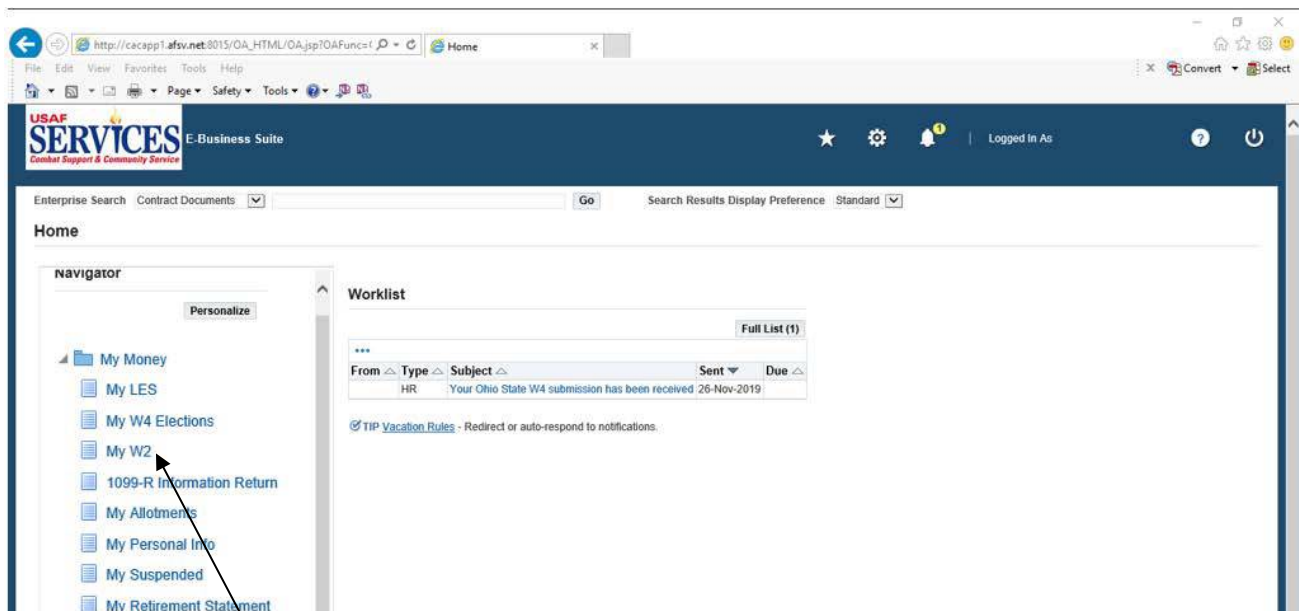
Performed by: Employee

Purpose: Learn how to review your W2 in this self-service application. **NOTE:** W2s are not mailed to active employees.

Source Documents: None

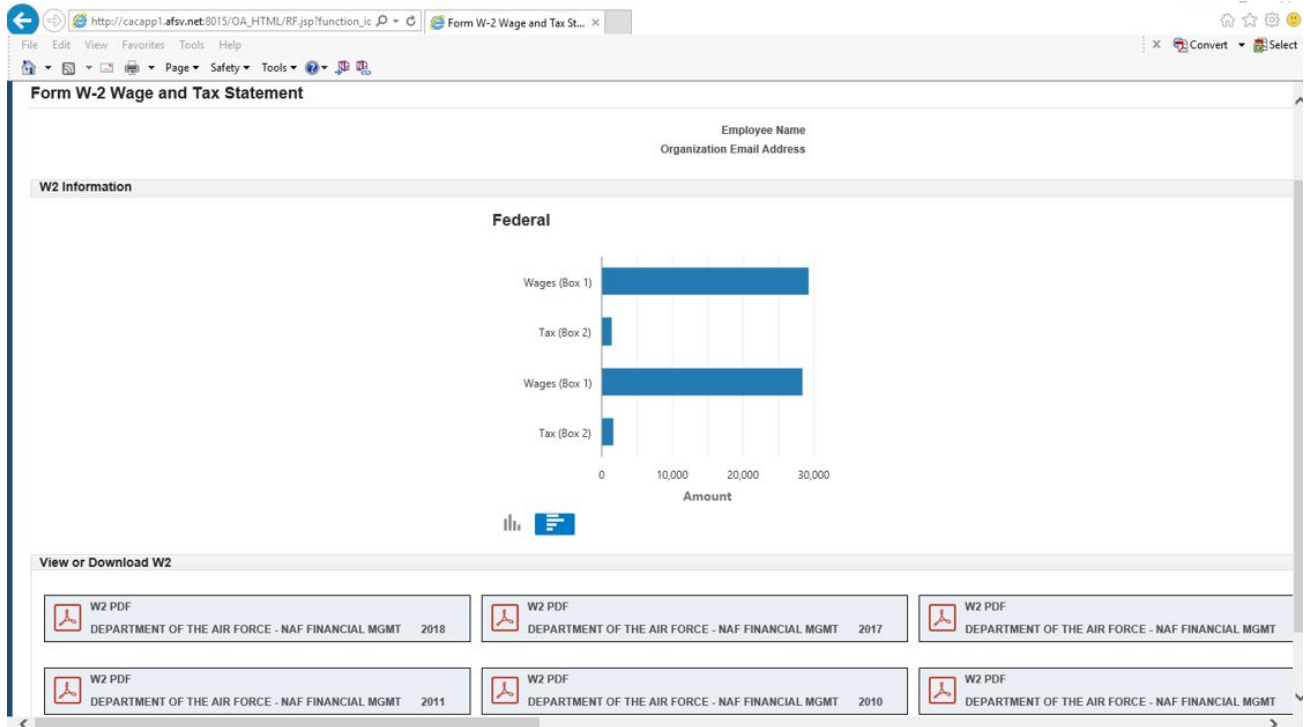
Responsibility: Employee

Navigation: > My Money > My W2



1. Click **My W2**. If you believe the information on the W-2 is incorrect, contact your **Installation Liaison**.

My Money Users Guide Air Force Services Center (AFSVC)



2. All W2's are listed and can be open by clicking on the one you want to open. If the current year W2 isn't listed, please contact your Installation Liaison.

Section 6 – My Allotments (Distribution of Net Pay)

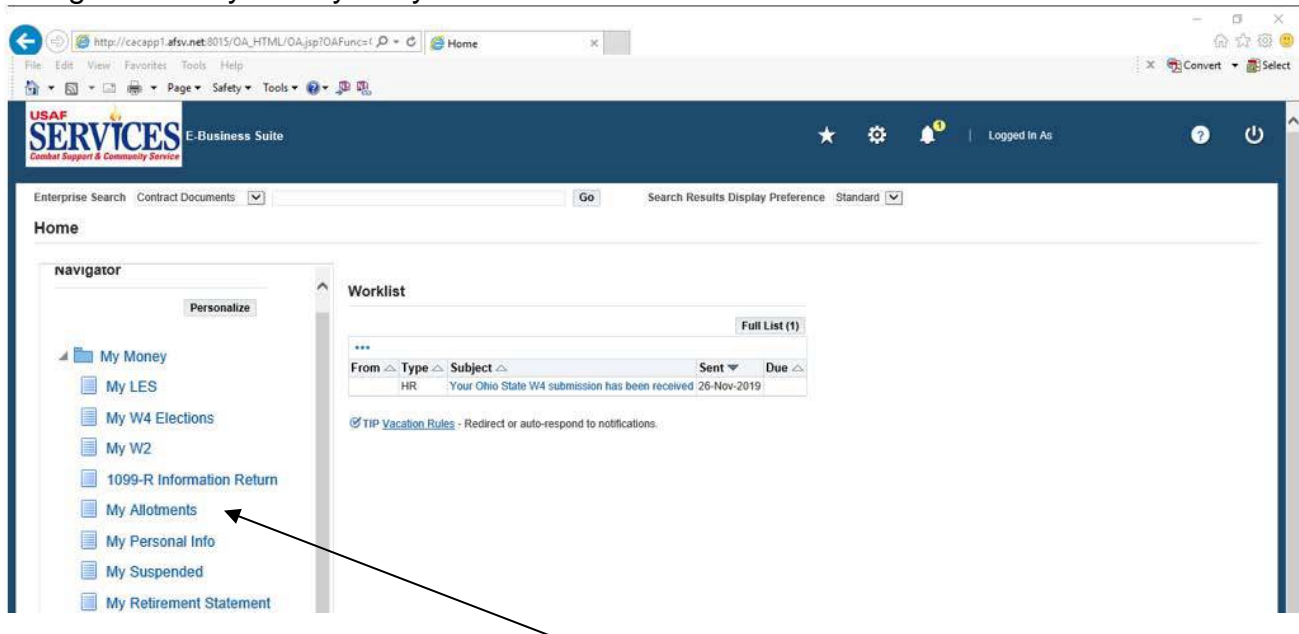
Performed by: Employee

Purpose: Learn how to add, review and change your Allotments and EFT information in this self-service application.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My Allotments



1. To **add** an allotment, click on **My Allotments**.

My Money Users Guide Air Force Services Center (AFSVC)



Manage Payroll Allotments

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
* Indicates required field

Employee Payments

Add Allotment | ***

Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Checking Account	1111111111	Remaining Pay	Remaining Pay	US Dollar		

WARNING: Changes made to banking of the payroll week may not update in time for the current pay date which could result in the bank deposit posting to the old account or a check being issued.

2. Click **Add Allotment**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.

Add Allotment

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

* Indicates required field

Payment Method NAF EFT ☐ International ACH Transaction (IAT)

Currency US Dollar

Amount Type Percentage

Amount 0.0

* Account Name

* Account Type

* Account Number

* Transit Code

* Bank Name

* Bank Branch

3. Change **Amount Type** drop down to **Monetary** and enter required info marked with *. When entering a **dollar amount** you do not have to enter a decimal point, unless you are entering both dollars and cents.

My Money Users Guide Air Force Services Center (AFSVC)



USAF SERVICES My Money

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

* Indicates required field

Payment Method NAF EFT

☐ International ACH Transaction (IAT)

Currency US Dollar

Amount Type Percentage

Amount 0.0

* Account Name

* Account Type

* Account Number

* Transit Code

* Bank Name

* Bank Branch

4. The **Account Name** is the name that appears on the bank account. The **Account Type** drop down will be checking or savings. The **Account Number** is your bank account number.

USAF SERVICES My Money

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

* Indicates required field

Payment Method NAF EFT

☐ International ACH Transaction (IAT)

Currency US Dollar

Amount Type Percentage

Amount 0.0

* Account Name

* Account Type

* Account Number

* Transit Code

* Bank Name

* Bank Branch

5. The **Transit Code** is your bank's routing transit number (RTN). The **Bank Name** is your bank name and the **Bank Branch** is the bank's location (city state).

My Money Users Guide Air Force Services Center (AFSVC)



Add Allotment

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

* Indicates required field

Payment Method NAF EFT ☐ International ACH Transaction (IAT)

Currency US Dollar
Amount Type Monetary
Amount 100.00
Account Name Employee Test
Account Type Savings Account

Account Number 123456
Transit Code 111111111
Bank Name
Bank Branch Bank Location

Cancel Add Another **Apply**

6. When finished entering all the * info, click **Apply**.

Manage Payroll Allotments

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.

* Indicates required field

Employee Payments

Sort By Priority	Add Allotment	***							
* Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456	Monetary	100.00	US Dollar		
2	Deposit	<input type="checkbox"/>	Checking Account	1111111111		Remaining Pay	US Dollar		

WARNING: Changes made to banking of the payroll week may not update in time for the current pay date which could result in the bank deposit posting to the old account or a check being issued.

Cancel **Continue**

7. Review the information you have added and then click **Continue**.

My Money Users Guide Air Force Services Center (AFSVC)

My Allotments: Review

Employee Name

Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments. The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIEPC-UCNE (427), 550 C St West Suite 57, JBSA-Randolph, TX 78150-4759
Review your changes and, if needed, attach supporting documents.
Indicates Changed Items

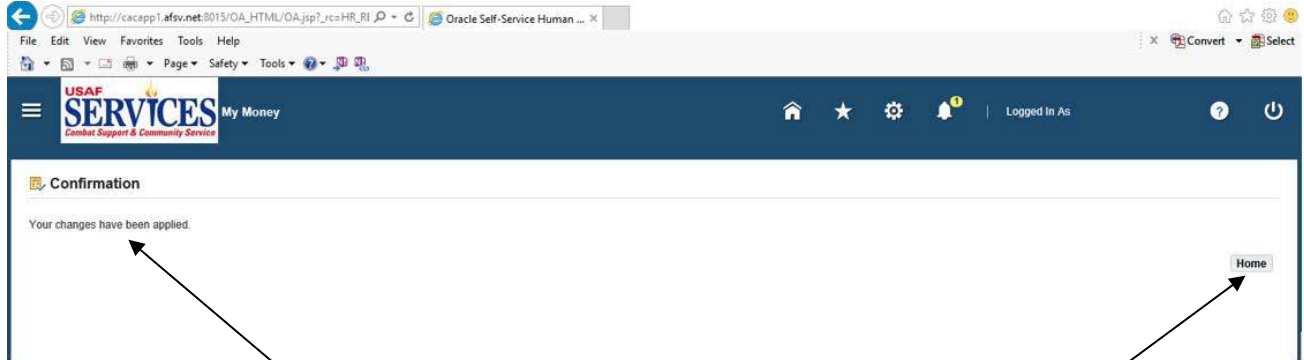
Current	Proposed
Priority	1
Payment Type	Deposit
Currency	US Dollar
Amount Type	Monetary
Amount	100
Account Name	Employee Test
Account Type	Savings Account
Account Number	123456
Transit Code	011111111
Bank Name	Bank Name
Bank Branch	Bank Location

Current	Proposed
Priority 1	2
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Remaining Pay	Remaining Pay
Account Name Employee Test	Employee Test
Account Type Checking Account	Checking Account
Account Number 1111111111	1111111111
Transit Code 011111111	011111111
Bank Name Bank Name	Bank Name
Bank Branch Bank Location	Bank Location

100%

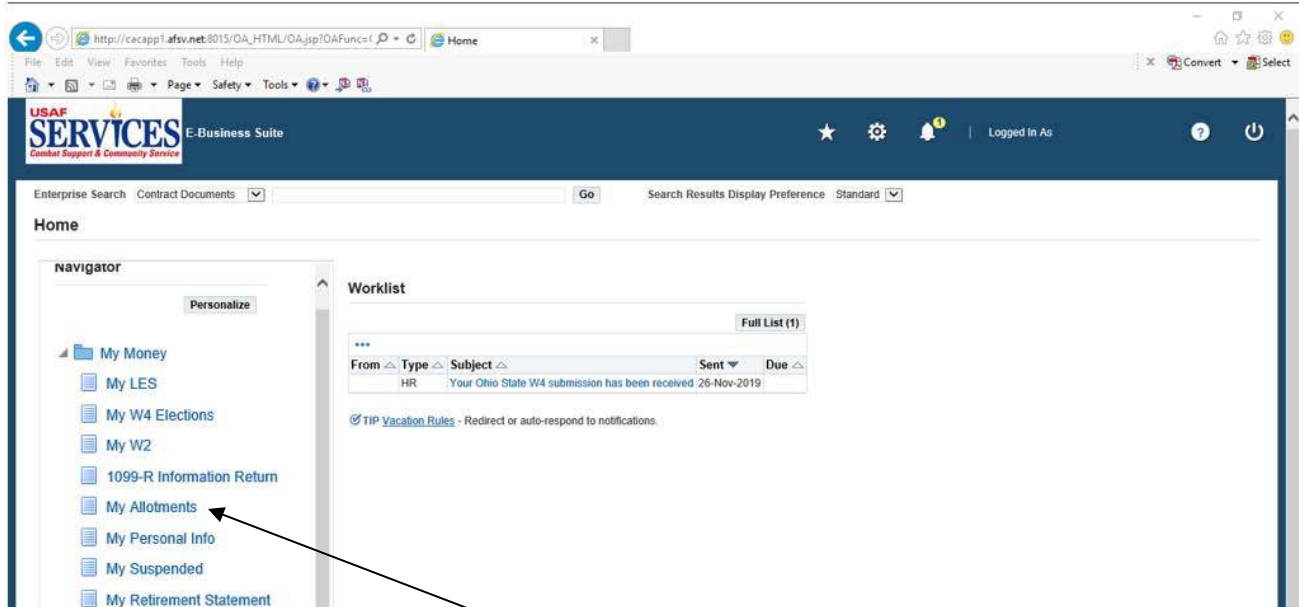
8. Review allotment information summary and then click **Submit**. Click on the **Printable Page** button to print out the page.

My Money Users Guide Air Force Services Center (AFSVC)

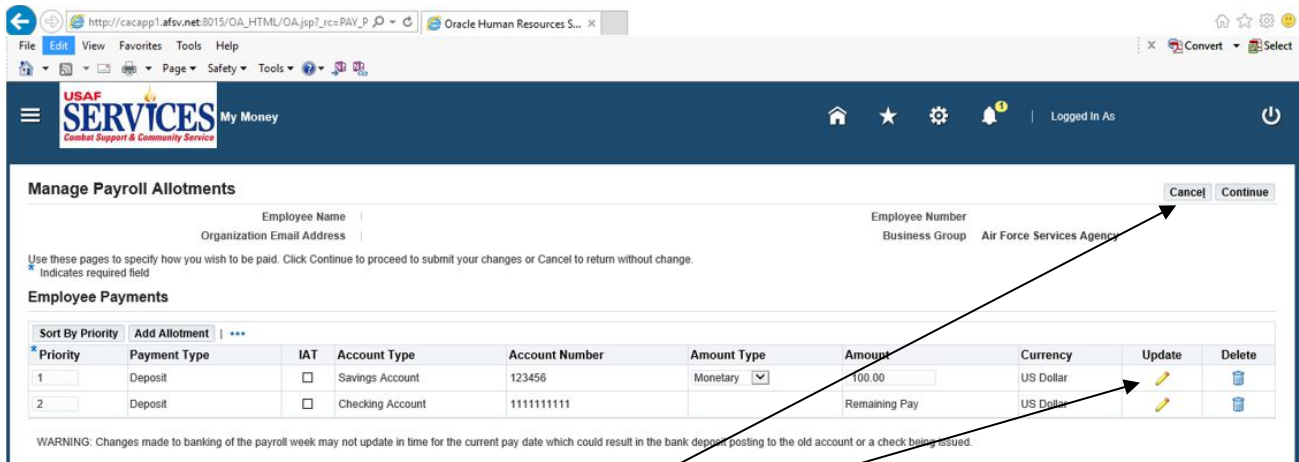


9. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

My Money Users Guide Air Force Services Center (AFSVC)



1. To **change** an allotment, click **My Allotments**.



2. To **change** your allotment, click **Update**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.

My Money Users Guide Air Force Services Center (AFSVC)



Add Allotment

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Payment Method NAF EFT

☐ International ACH Transaction (IAT)

Currency US Dollar

Amount Type Monetary

Amount 100.00

Account Name Employee Test

Account Type Savings Account

Account Number 123456

Transit Code 111111111

Bank Name Bank Name

Bank Branch Bank Location

Buttons: Cancel, Add Another, Apply

3. Change **Amount Type** drop down to **Monetary** and change required info marked with a *. When finished making your changes, click on apply.

Manage Payroll Allotments

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.

* Indicates required field

Employee Payments

Sort By Priority	Add Allotment	***							
* Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456	Monetary	100.00	US Dollar		
2	Deposit	<input type="checkbox"/>	Checking Account	111111111		Remaining Pay	US Dollar		

WARNING: Changes made to banking of the payroll week may not update in time for the current pay date which could result in the bank deposit posting to the old account or a check being issued.

Buttons: Cancel, Continue

4. Review the information you changed and then click **Continue**.

My Money Users Guide Air Force Services Center (AFSVC)

My Allotments: Review

Employee Name

Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments. The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIEPC-UCNE (427), 550 C St West Suite 57, JB SA-Randolph, TX 78150-4759
Review your changes and, if needed, attach supporting documents.

Indicates Changed Items

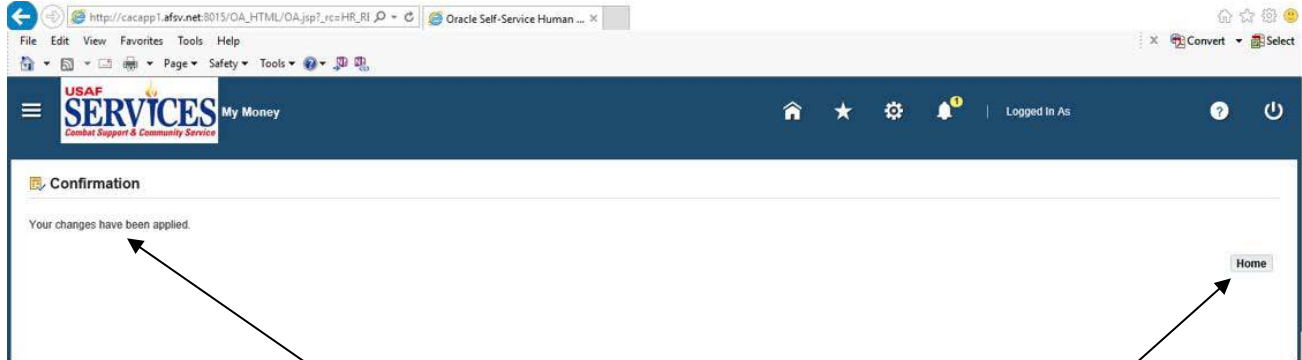
Current	Proposed
Priority	1
Payment Type	Deposit
Currency	US Dollar
Amount Type	Monetary
Amount	100
Account Name	Employee Test
Account Type	Savings Account
Account Number	123456
Transit Code	011111111
Bank Name	Bank Name
Bank Branch	Bank Location

Current	Proposed
Priority 1	2
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Remaining Pay	Remaining Pay
Account Name Employee Test	Employee Test
Account Type Checking Account	Checking Account
Account Number 1111111111	1111111111
Transit Code 011111111	011111111
Bank Name Bank Name	Bank Name
Bank Branch Bank Location	Bank Location

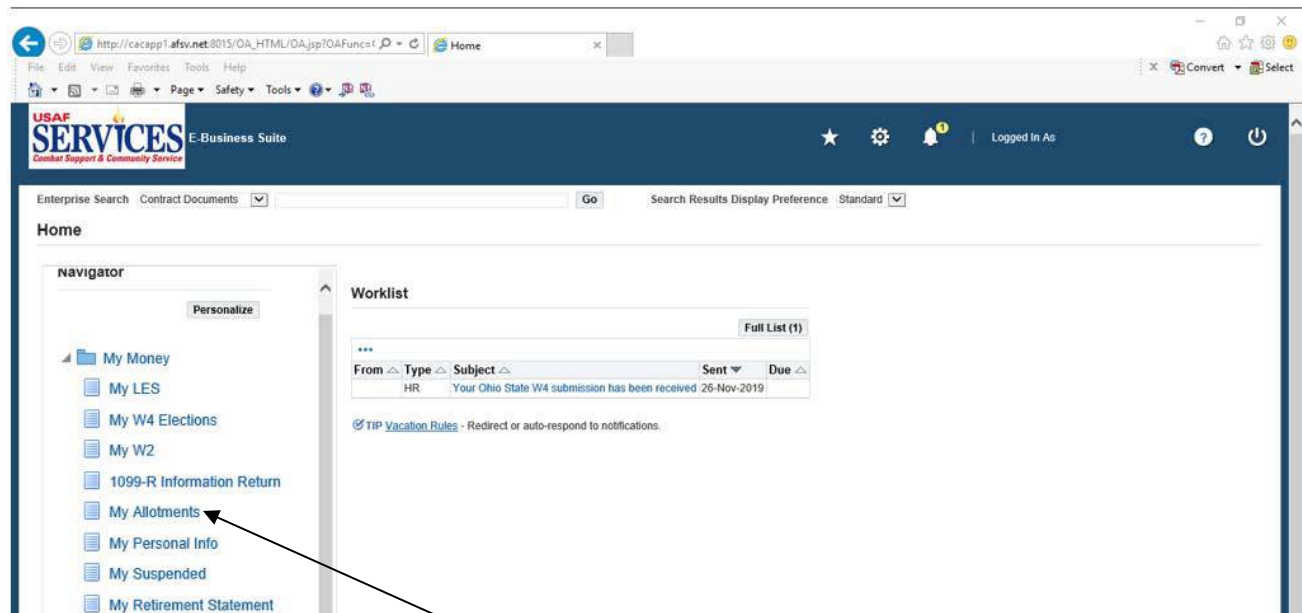
100%

5. Review allotment information summary and then click **Submit**.

My Money Users Guide Air Force Services Center (AFSVC)



6. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.



7. To **delete** an allotment, click **My Allotments**.

My Money Users Guide Air Force Services Center (AFSVC)

Manage Payroll Allotments

Employee Name: _____ Employee Number: _____
Organization Email Address: _____ Business Group: Air Force Services Agency

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
Indicates required field

Employee Payments

Sort By Priority	Add Allotment	***								
Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete	
1	Deposit	<input type="checkbox"/>	Savings Account	123456	Monetary	100.00	US Dollar			
2	Deposit	<input type="checkbox"/>	Checking Account	1111111111		Remaining Pay	US Dollar			

WARNING: Changes made to banking of the payroll week may not update in time for the current pay date which could result in the bank deposit posting to the old account or a check being issued.

7. To **delete** an allotment, click on the **garbage can**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.

Manage Payroll Allotments

Employee Name: _____ Employee Number: _____
Organization Email Address: _____ Business Group: Air Force Services Agency

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
Indicates required field

Employee Payments

Add Allotment	***									
Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete	
1	Deposit	<input type="checkbox"/>	Checking Account	1111111111		Remaining Pay	US Dollar			

WARNING: Changes made to banking of the payroll week may not update in time for the current pay date which could result in the bank deposit posting to the old account or a check being issued.

9. When this screen displays, click **Continue**.

My Money Users Guide Air Force Services Center (AFSVC)

My Allotments: Review Cancel Printable Page Back Submit

Employee Name

Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments. The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIPC-UCNE (427), 550 C St West Suite 57, JBSA-Randolph, TX 78150-4759. Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Current	Proposed
Priority 2	1
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Remaining Pay	Remaining Pay
Account Name Employee Test	Employee Test
Account Type Checking Account	Checking Account
Account Number 1111111111	1111111111
Transit Code 0111111111	0111111111
Bank Name Bank Name	Bank Name
Bank Branch Bank Location	Bank Location

Current	Proposed
Priority 1	
Payment Type Deposit	
Currency US Dollar	
Amount Type Monetary	
Amount 100	
Account Name Employee Test	
Account Type Savings Account	
Account Number 123456	
Transit Code 0111111111	
Bank Name Bank Name	
Bank Branch Bank Location	

10. Review allotment information summary and then click **Submit**.

Confirmation

Your changes have been applied.

[Home](#)

11. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

My Money Users Guide Air Force Services Center (AFSVC)

Section 7 – My Personal Info

Performed by: Employee

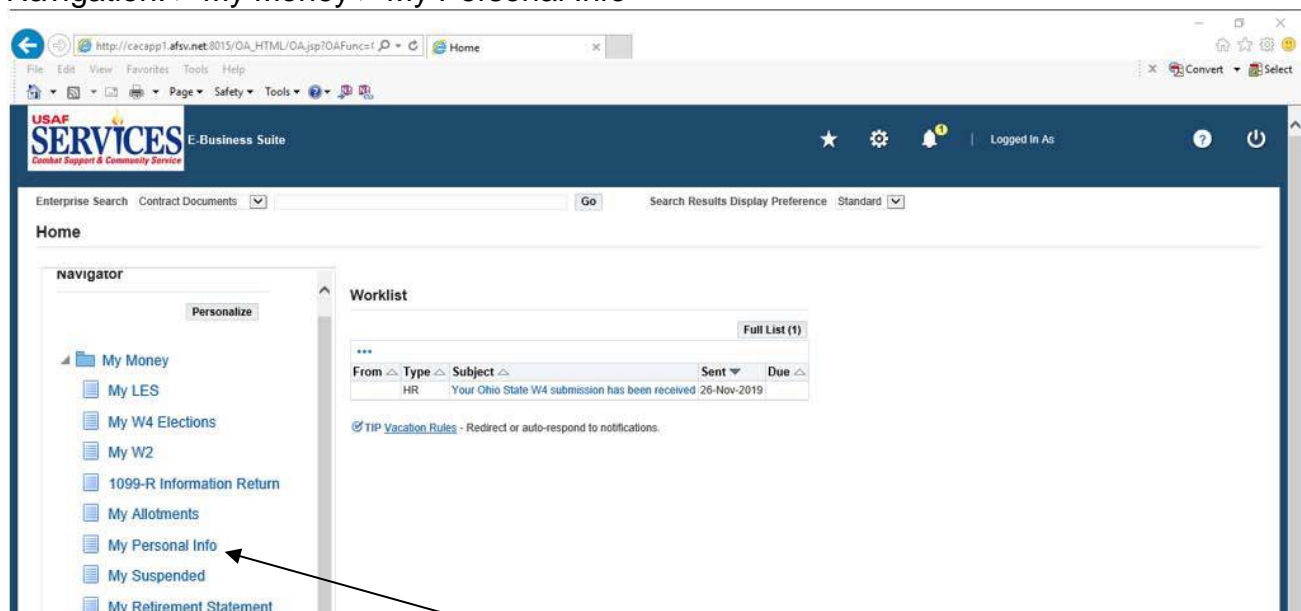
Purpose: Learn how to review or update your address in this self-service application.

NOTE: For overseas employees only, go to page 36 to add additional address.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My Personal Info



1. To **add** a new address, click **My Personal Info**.

My Money Users Guide Air Force Services Center (AFSVC)

My Personal Info Back

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Personal Details

Full Name Test, Employee
Date of Birth 11-Oct-1977

Forwarding/Mailing Address

Although updating in My Money the forwarding and mailing address will not be visible on the LES, only on the MY Personal Info page.

Address Line 1 123 Main St
Address Line 2
Address Line 3
City Beverly Hills
State CA
Zip Code 90210
County Los Angeles
Type Forwarding Address

Update

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2. To **add** a Forwarding or Mailing Address, click the **Update** button. **NOTE:** Employees can not update their Payroll address in My Money.

Other Address: Choose Option Cancel Next

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Select the type of change you want to make. You can either delete the current secondary address, amend it, or enter an entirely new address.

☐ Correct, amend or delete this address.
☒ Enter a new address if you have moved.

3. Click on **Enter a new address** and click on **Next**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be asked if you want to cancel this action, then returned to the previous screen.

My Money Users Guide Air Force Services Center (AFSVC)

Other Address: Enter New Address

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Enter the date your change takes effect. Select your country and enter your address.
* Indicates required field

* Effective Date 26-Nov-2019
* Type
* Country United States
US Address Style
* Address Line 1
Address Line 2
Address Line 3
* City
State
* Zip Code
County

Cancel Save For Later Back **Next**

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- Click on **Type** and select from the **drop down button**. Enter required info marked with *. When finished, click on **Next**.

My Personal Info: Review

Employee Name

Although updated in the MyMoney system, Forwarding and Mailing addresses will not be visible under the Forwarding/Mailing header on the My Personal Info page.
Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments.
The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIPC-UCNE (427), 550 C St West Suite 57, JB SA-Randolph, TX 78150-4759
Review your changes and, if needed, attach supporting documents.
* Indicates Changed Items.

Other Address

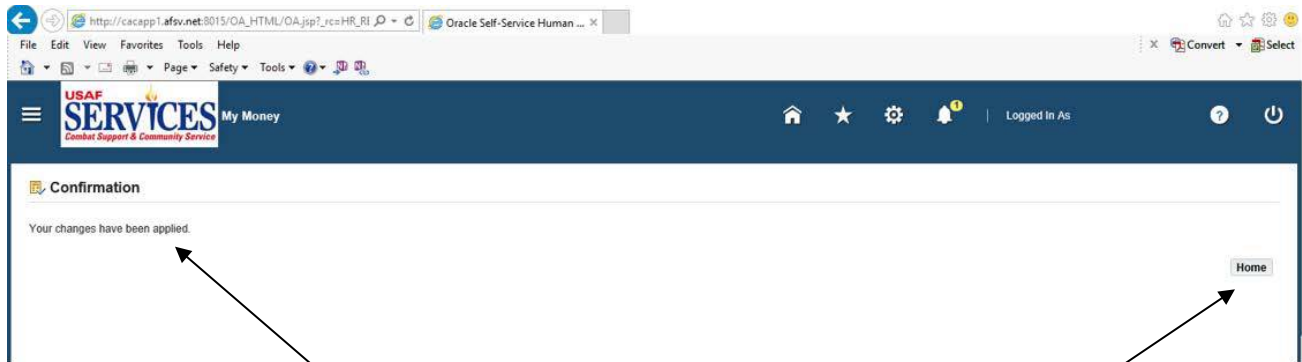
Current	Proposed
Country United States	United States
Address Line 1 123 Main St	123 Main St
City Beverly Hills	Beverly Hills
State CA	CA
Zip Code 90210	90210
County Los Angeles	Los Angeles
Type Forwarding Address	Forwarding Address

Cancel Printable Page Save For Later Back **Submit**

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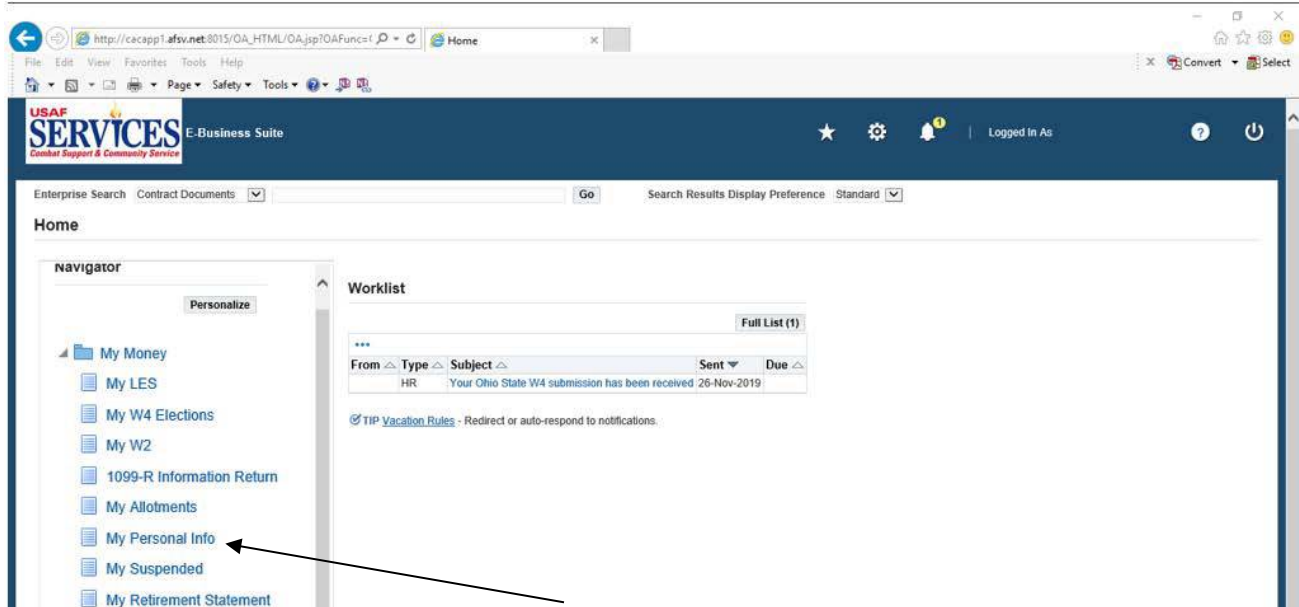
- Review address summary and click **Submit**.

My Money Users Guide Air Force Services Center (AFSVC)

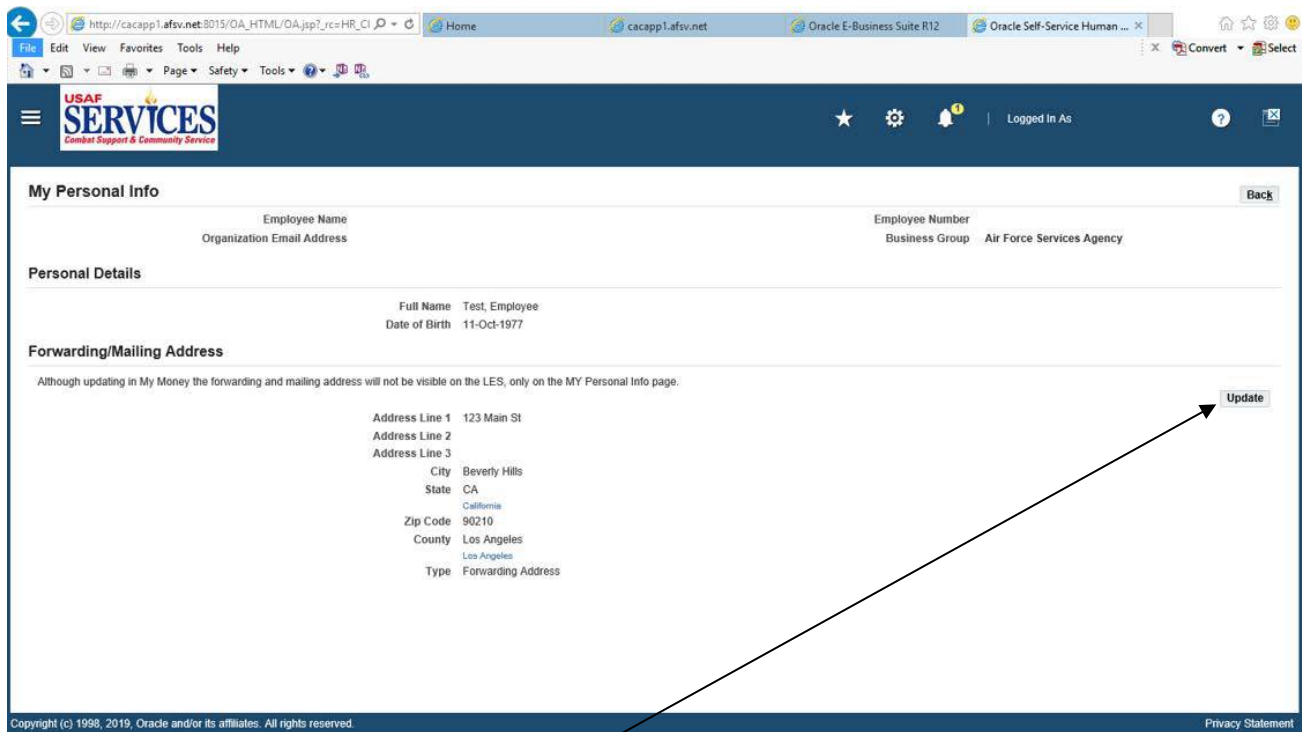


6. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

My Money Users Guide Air Force Services Center (AFSVC)



1. To **change** your address, click **My Personal Info**.



2. Click the **Update** button to **change** Address.

My Money Users Guide Air Force Services Center (AFSVC)



Other Address: Choose Option

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Select the type of change you want to make. You can either delete the current secondary address, amend it, or enter an entirely new address.

☒ Correct, amend or delete this address.

☐ Enter a new address if you have moved.

Cancel Next

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7. Click on **Correct or amend this address** and click **Next**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be asked if you want to cancel this action, then returned to the previous screen.

My Money Users Guide Air Force Services Center (AFSVC)

Other Address: Enter New Address

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Effective Date 26-Nov-2019

Type United States

Country United States

Address Line 1
Address Line 2
Address Line 3

City
State
Zip Code
County

Cancel Save For Later Back Next

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8. Click on **Type** and select **Mailing or Forwarding Address** from the **drop down button**. Make changes to your address marked with *. When finished, click on Next.

My Personal Info: Review

Employee Name

Although updated in the MyMoney system, Forwarding and Mailing addresses will not be visible under the Forwarding/Mailing header on the My Personal Info page.
Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments.
The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIPC-UCNE (427), 550 C St West Suite 57, JBSA-Randolph, TX 78150-4759
Review your changes and, if needed, attach supporting documents.

Other Address

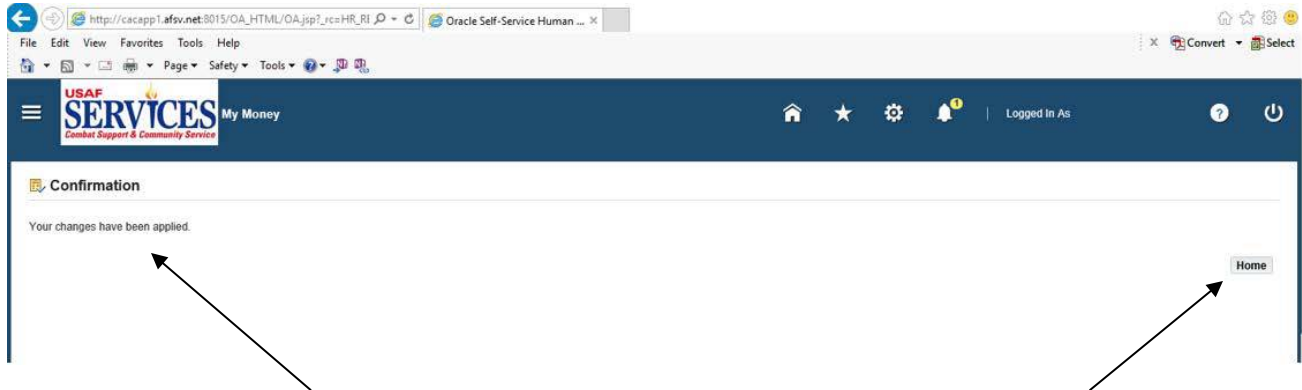
Current	Proposed
Country United States	United States
Address Line 1 123 Main St	123 Main St
City Beverly Hills	Beverly Hills
State CA	CA
Zip Code 90210	90210
County Los Angeles	Los Angeles
Type Forwarding Address	Forwarding Address

Cancel Printable Page Save For Later Back Submit

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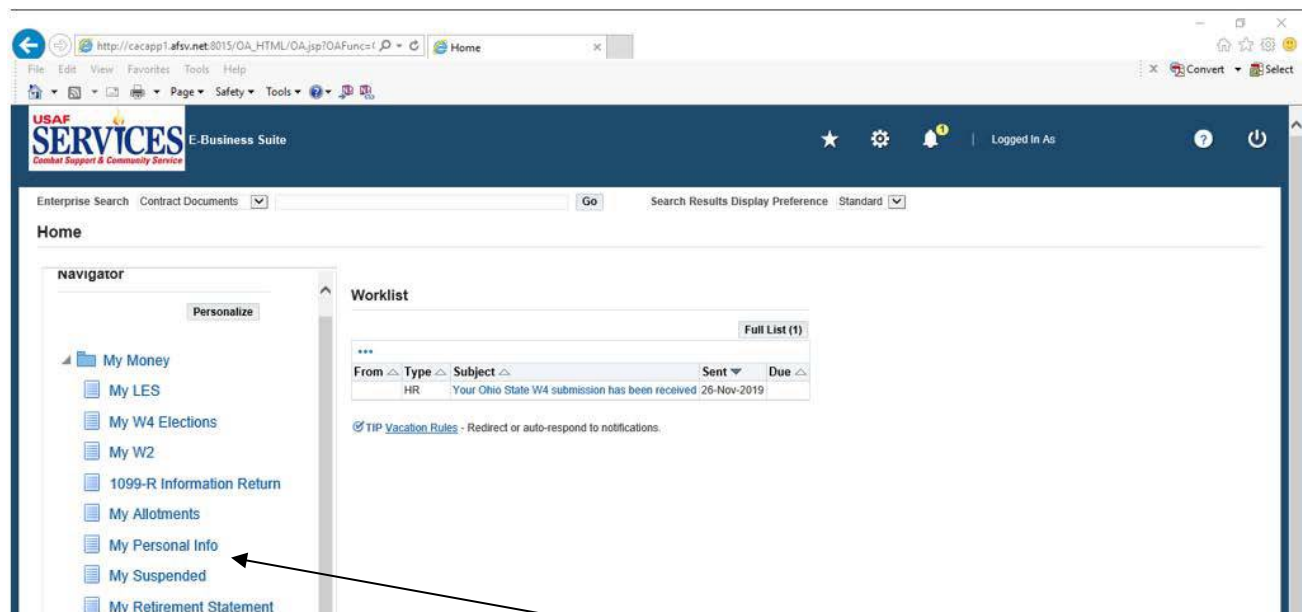
9. Review address summary and click **Submit**.

My Money Users Guide Air Force Services Center (AFSVC)



10. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

If you are **overseas** and your payroll address is different than you're mailing address, please add as follows:



1. To add an **overseas mailing address** click **My Personal Info**.

My Money Users Guide Air Force Services Center (AFSVC)



My Personal Info

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Personal Details

Full Name Test, Employee
Date of Birth 11-Oct-1977

Forwarding/Mailing Address

Although updating in My Money the forwarding and mailing address will not be visible on the LES, only on the MY Personal Info page.

Add

2. Click on **Add** button.

Other Address: Enter New Address

Employee Name
Organization Email Address

Employee Number
Business Group Air Force Services Agency

Enter the date your change takes effect. Select your country and enter your address.
Indicates required field

Effective Date 26-Nov-2019

Type Mailing Address

Country United States

Address Line 1
Address Line 2
Address Line 3

City
State
Zip Code
County

Cancel Save For Later Back Next

3. Click on **Type** and select **Mailing Address** from the **drop down button** and enter required info marked with a *. Click **Next**.

My Money Users Guide Air Force Services Center (AFSVC)



My Personal Info: Review Cancel Printable Page Save For Later Back Submit

Employee Name Test, Employee

Although updated in the MyMoney system, Forwarding and Mailing addresses will not be visible under the Forwarding/Mailing header on the My Personal Info page.
Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments.
The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIPC-UCNE (427), 550 C St West Suite 57, JBSA-Randolph, TX 78150-4759
Review your changes and, if needed, attach supporting documents.
[Indicates Changed Items](#)

Other Address

Proposed
Effective Date 26-Nov-2019
Country United Kingdom
Address Line 1 123 Bury Rd
Town Brandon
County Suffolk
Post Code IP27 OBU
Type Forwarding Address

4. Review your **overseas mailing address** and click **Submit**.

Confirmation

Your changes have been applied.

[Home](#)

5. This screen confirms that your **overseas mailing address** has been updated.
Click **Home** to get back to the Home Page.

My Money Users Guide Air Force Services Center (AFSVC)

Section 8 – My Suspended

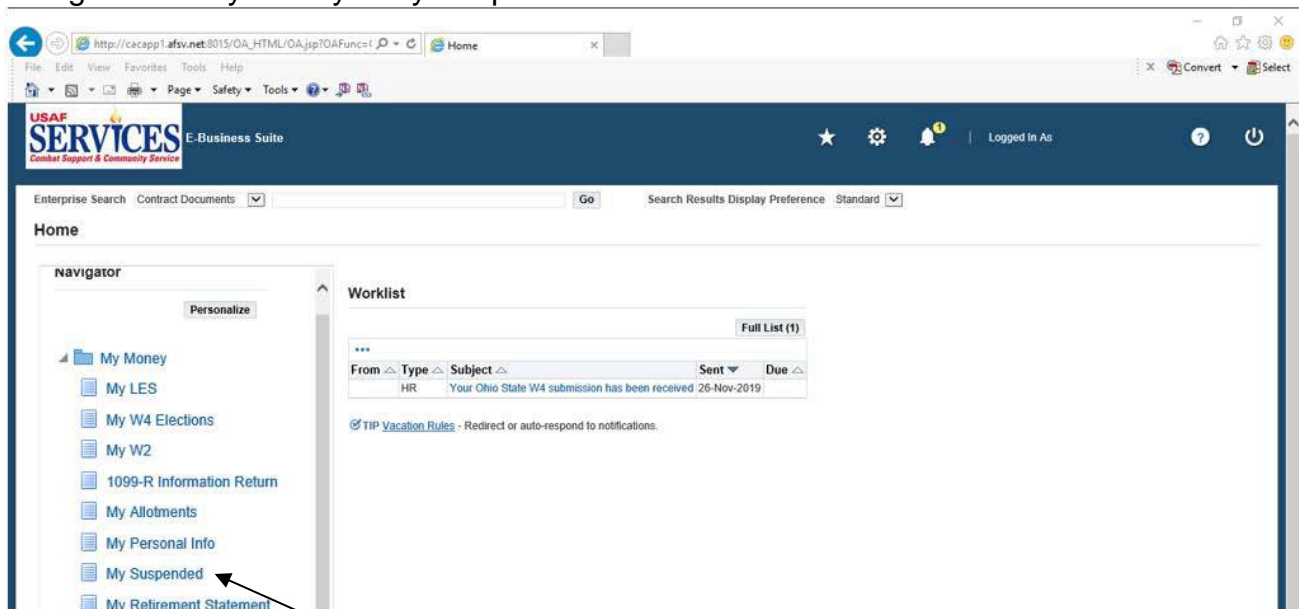
Performed by: Employee

Purpose: Learn how to retrieve transactions you created that were not completed/updated using the **My Suspended** function.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My Suspended



1. Select **My Suspended** for items that need updating.

My Money Users Guide Air Force Services Center (AFSVC)



Oracle Self-Service Human Resources

USAF SERVICES My Money

All Actions Awaiting Your Attention

Employee Name: Test, Employee
Organization Email Address: [redacted]
Employee Number: 0544
Business Group: Air Force Services Agency

Subject	Sent	Name	Department	Job	Effective Date	Status	Update	Delete
Personal Information is saved for later	26-Nov-2019	Test, Employee	SVA - NAF Transformation	0544 Civilian Pay (0544)	26-Nov-2019	Saved For Later		

2. Click **Update**.

USAF SERVICES My Money

Other Address: Enter New Address

Employee Name: [redacted]
Organization Email Address: [redacted]
Employee Number: 0544
Business Group: Air Force Services Agency

Enter the date your change takes effect. Select your country and enter your address.
* Indicates required field

* Effective Date: 26-Nov-2019
* Type: Forwarding Address
Country: United Kingdom
UK Address Style
Address Line 1: 123 Bury Rd
Address Line 2: [redacted]
Address Line 3: [redacted]
Town: Brandon
County: Suffolk
Post Code: IP27 OBU

Cancel Save For Later Next

3. Finish entering your information and click **Next**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.

My Money Users Guide Air Force Services Center (AFSVC)



My Personal Info: Review

Employee Name Test, Employee

Although updated in the MyMoney system, Forwarding and Mailing addresses will not be visible under the Forwarding/Mailing header on the My Personal Info page.
Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-318, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments.
The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIEPC-UCNE (427), 550 C St West Suite 57, JBSA-Randolph, TX 78150-4759
Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Other Address

Proposed
Effective Date 26-Nov-2019
Country United Kingdom
Address Line 1 123 Bury Rd
Town Brandon
County Suffolk
Post Code IP27 OBU
Type Forwarding Address

Cancel Printable Page Save For Later Back **Submit**

4. Review your changes and then click **Submit**.

Confirmation

Your changes have been applied.

Home

5. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

My Money Users Guide Air Force Services Center (AFSVC)

Section 9 – My Retirement Statement

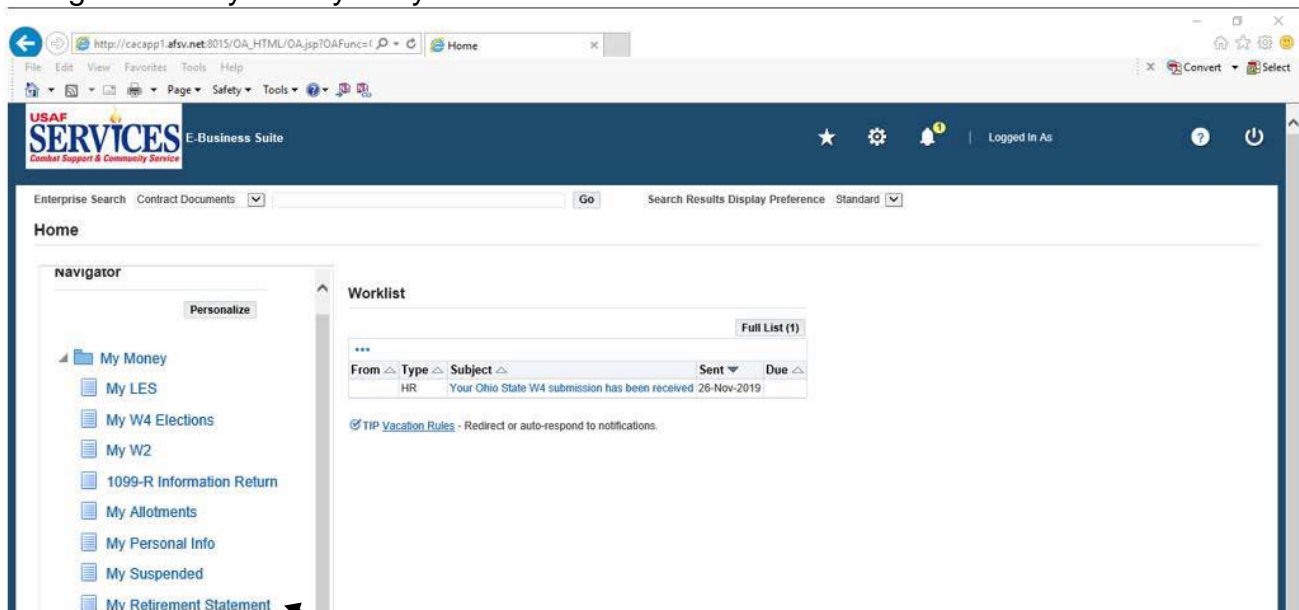
Performed by: Employee

Purpose: Learn how to review your Retirement Statement in this self-service application.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My Retirement Statement



1. Click **My Retirement Statement**.

My Money Users Guide Air Force Services Center (AFSVC)



Retirement Summary Page

Contribution Details of Last 5 Years

Statement Year	Through Pay Period	Contribution (YTD)	Interest (YTD)	Total (YTD)	Contribution (Accumulated)	Interest (Accumulated)	Total (Accumulated)	View in PDF
2019	07-SEP-2019 (S)	247.28	121.36	368.64	2802.1	712.07	3514.17	View in PDF
2018	15-DEC-2018 (Z)	327.68	139.34	467.02	2543.06	584.67	3127.73	View in PDF
2017	30-DEC-2017 (A)	346.73	121.4	468.13	2215.38	445.33	2660.71	View in PDF
2016	31-DEC-2016 (A)	338.28	102.54	440.82	1868.65	323.93	2192.58	View in PDF
2015	19-DEC-2015 (Z)	297.58	78.24	375.82	1530.37	221.4	1751.77	View in PDF

2. Click on View in PDF to view your retirement statement YTD Contribution and Interest, Accumulated Contribution and Interest. The Retirement Statement will be posted when the Retirement Section has the pay period has been reconciled. Click **Home** to get back to the Home Page.

NOTE: You must have Internet Explorer 10 to view the statement in PDF.

My Money Users Guide
Air Force Services Center (AFSVC)

Section 10 – 1095C Form

Performed by: Employee

Purpose: Learn how to review your 1095C Form in this self-service application. **NOTE:** To obtain a copy of your 1095C Form prior to 2019 you will need to contact your **Installation Liaison**.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > 1095C Form



1. Click **1095C Form**.

My Money Users Guide Air Force Services Center (AFSVC)



Instructions for Self Service 1095C Form Save Next

ACA Self Service Instructions

In order to view the 1095C in Self Service, the recipient must consent to receive the statement electronically.
A checkbox is provided to record the consent.
Consent can be withdrawn by click on the Revoke Consent button and confirming withdrawal of consent.

Consent Instructions

The recipient must have recorded Consent in order to view the statement.
Without consent to access the statement electronically, a paper copy will be provided.
Once consent is recorded, it applies to every year the statement is furnished unless consent is withdrawn or new hardware or software is put into service.

Print 1095C Form Instructions

If a paper copy is still needed despite consent to view the form electronically, contact the System Administrator to request a paper copy.

Consent Details

Click check box and save for accepting consent
☐ Consent to receive an electronic copy

2. Click **the box** under Consent Details.

3. Click **Save**.

Consent Details

Click check box and save for accepting consent
☒ Consent to receive an electronic copy

USAF SERVICES My Money Home Star Settings Bell | Logged In As CYNTHIA.E.DAVIS Power

Information
Your Consent to receive the statement electronically is recorded successfully

Instructions for Self Service 1095C Form Save Next

ACA Self Service Instructions

In order to view the 1095C in Self Service, the recipient must consent to receive the statement electronically.
A checkbox is provided to record the consent.
Consent can be withdrawn by click on the Revoke Consent button and confirming withdrawal of consent.

Consent Instructions

The recipient must have recorded Consent in order to view the statement.
Without consent to access the statement electronically, a paper copy will be provided.
Once consent is recorded, it applies to every year the statement is furnished unless consent is withdrawn or new hardware or software is put into service.

Print 1095C Form Instructions

If a paper copy is still needed despite consent to view the form electronically, contact the System Administrator to request a paper copy.

4. You will see a **Successful** confirmation of consent on the **Information Bar**.

5. Click **Next**.

My Money Users Guide Air Force Services Center (AFSVC)

Instructions for Self Service 1095C Form >

Search Archive Data

Year: 2019
Gre: DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT

Go Clear

[Return to Consent Page](#)

6. Click on **drop down arrow** next to year and select the applicable year.
7. GRE will automatically populate.
8. Click **Go**.

NOTE: If you believe the information on your 1095C is incorrect, contact your **Installation Liaison**.

Retirement Summary Page

Contribution Details of Last 5 Years

Statement Year	Through Pay Period	Contribution (YTD)	Interest (YTD)	Total (YTD)	Contribution (Accumulated)	Interest (Accumulated)	Total (Accumulated)	View in PDF
2019	07-SEP-2019 (S)	247.28	121.36	368.64	2802.1	712.07	3514.17	View in PDF
2018	15-DEC-2018 (Z)	327.68	139.34	467.02	2543.06	584.67	3127.73	View in PDF
2017	30-DEC-2017 (A)	346.73	121.4	468.13	2215.38	445.33	2660.71	View in PDF
2016	31-DEC-2016 (A)	338.28	102.54	440.82	1868.65	323.93	2192.58	View in PDF
2015	19-DEC-2015 (Z)	297.58	78.24	375.82	1530.37	221.4	1751.77	View in PDF

9. Click on **View in PDF** to view your retirement statement YTD Contribution and Interest, Accumulated Contribution and Interest. The Retirement Statement will be posted when the Retirement Section has the pay period has been reconciled.
10. Click **Home** to get back to the Home Page.

NOTE: You must have Internet Explorer 10 to view the statement in PDF.