

Information Paper

Subject: RC Leave and Earning Statements (LES) Printing

LES Printing

As a general rule, unit S1s or PAC clerks provide us rosters on Excel spreadsheets containing the names and social security numbers of soldiers requiring an LES. We prefer to get an electronic version of the spreadsheet to help facilitate mass printing of the LESs.

The LES printing process is a slow, tedious process, particularly for RC soldiers. The RC pay system can produce up to 8 LESs per month. We cannot just print the end of month LES, like we do for AC soldiers, because the RC end of month LES does not summarize the monthly entitlements. This creates the requirement to print up to 8 LES a month per RC soldier.

The current update of DMO version 2.13, dated 24 July 2003, allows the mass printing of LESs by PEC and LES date. For example, this capability allows us to print all LESs from 1-30 June 2003.

Defense Finance and Accounting Service MyPay Feature

We encourage units to use the DFAS MyPay feature when their soldiers have access to the Internet. MyPay is an online system operated by DFAS and allows soldiers to view, print, and save LESs.

Army personnel can now obtain their MyPay personal identification numbers (PINs) by using a new feature called ePIN. ePIN is available to active, reserve, guard, civilians and military retirees. ePIN greatly simplifies the process of gaining access to MyPay. Personnel can visit the MyPay Web site, <https://myPay.dfas.mil>, and click on the "New PIN" button. The system will verify the identity of the soldier through his/her social security number. The soldier can elect delivery of the PIN by email or regular mail. Email delivery takes place within 48 hours.