

U.S. Department of Veterans Affairs

## What is myPay?

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myPay has replaced Employee Express (EEX). It is an innovative, automated system that puts users in control to electronically manage certain discretionary pay data items and view, print and save Leave and Earning Statements (LESs) and W-2s.

## Why use myPay?

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The system is convenient and easy to use. Every VA employee will have the ability to control many aspects of their pay account by tailoring their account to what they individually need. Each user can create up to eight allotments, make changes to their deposits, change addresses, and manage U.S. Savings Bonds and Thrift Savings Plans online instead of waiting on the phone, waiting in line, or mailing forms.

- myPay delivers the information people want when they want it, virtually any time and anywhere, as long as users have access to the internet.
- myPay provides users confirmation of changes/elections within 3 days versus 14 days with EEX.
- myPay allows VA employees who are retired military or reservists to access their military and civilian accounts with one PIN.
- myPay allows VA employees to establish/change a limited access login for those who wish to grant another individual (such as a spouse) the ability to access his/her account.
- Confirmation of account changes are sent directly to a user's e-mail account.

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## **myPay puts YOU in control**

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myPay provides faster service and enhanced features compared to EEX electronic services.

## **How will myPay work for YOU?**

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- Users can view, print and save LESs
  - LESs are retained for 26 pay periods
- View, print and save W-2s
  - myPay will retain W-2s for 5 years versus 3 years in EEX
- Change Federal and State withholdings
- Update direct deposit information, bank account and bank routing numbers for your bi-weekly pay
- Add, change or stop allotments
  - Up to 7 allotments
- Change/update home address
- Manage Federal Employee Health Benefits
- Manage Health Savings Accounts
- Manage Thrift Savings Plan (TSP) enrollment
- Manage TSP Catch-Up
- Manage U.S. Savings Bonds
- Provide option to turn off paper W-2s
- The electronic version of the LES is the default. The option to request a paper LES will be installed in the future.

## **How can find out more about myPay?**

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To find answers online, go to myPay's Frequently Asked Questions (FAQs) section at <https://mypay.dfas.mil/FAQ.htm>.