



Civilian Pay Office



DSN: 801.777.7775

hill.civpay@us.af.mil

7437 6th St. Bldg. 430
Hill AFB, UT 84056-5704

Walk in's:

Hours of Operation 0900-1630

Sign in at the computer; wait at the 75th CPTS section to be taken back.

Services Provided:

Tax withholdings concerning exempt status and exemptions 10 or more.

Union Dues cancelations
General Payroll Questions

MyPay

Web Page: <https://mypay.dfas.mil/mypay.aspx> (takes 30 days to be set up)

Services on MyPay

View/Print: LES (26 pay periods back)
W-2 (Past 3 years)

Change: Federal & State Taxes Financial Allotments (up to 7)

Direct Deposit LES Delivery
Address MyPay Profile

Employment Verification

MyBiz: MyBiz emails your employment information directly to the requester.

[HTTPS://COMPO.DCPDS.CPMS.OSD.MIL/](https://COMPO.DCPDS.CPMS.OSD.MIL/)

EBIS: Employee Benefits Information System

- Allow employees to Manage: Health benefits, TSP contributions, designating beneficiaries, etc.
- The Civilian Pay office does not manage employee benefits.

LES: Leave Earning Statement

- Your LES will be sent to you via email.
- Acts like a pay stub, with links that show changes from the previous pay check. As well as links to show the days that you took leave. In the remarks section it contains special notes.
- Items to check on your First LES
 - Leave Balance
 - Grade
 - Banking Information
 - Tax status/exemptions