Your monthly Leave and Earnings Statement (LES) is one of the most important financial documents you have for mastering your money and achieving your financial goals. Use the LES to budget your monthly expenses and plan for a purchase. Here’s how to decipher the code.

### HOW TO READ

#### IDENTIFICATION (1)
- Name
- Social Security Number
- Grade
- Pay Date/Pay Entry Base Date (PEBD)
- Years of Service (YOS)
- Expiration Term of Service (ETS)
- ADSN/DSSN
- Period Covered (Active)
- Check Date (Reserve/NG)

#### ENTITLEMENTS (2)
- Base Pay/Drill Pay
- Allowances (BAH, BAS, etc.)
- Special or Incentive Pay

Any retroactive entitlements and/or allowances will be added here. Check to make sure you are receiving the correct entitlements.

#### DEDUCTIONS (3)
- State and Federal Taxes
- SGLI
- FICA-Social Security
- Dependent Dental Plan
- FICA-Medicare
- AFRH
- Thrift Savings Plan Contributions
- Mid-Month Pay

Check to make sure you have the correct deductions being taken.
An allotment is a designated amount of money that is automatically distributed for you, from your pay. Be sure you know what they are, who is receiving them, and if/when will they be paid in full. Reserve and National Guard do not have allotments. Ex. Army Emergency Relief, Privatized Housing, Government Indebtedness, Child Support, etc.

The Summary section includes the total of all entitlements, deductions and allotments. The End of Month (EOM) Pay is the amount to be paid. Check to ensure that all the numbers are added correctly.

The Date of Initial Entry to Military Service (DIEMS) determines your retirement plan. See local Personnel Office for errors.


Check to make sure that your marital status and exemptions are correct as they factor into your withholding amounts. Visit https://apps.irs.gov/app/tax-withholding-estimator to learn more.


Check to make sure that your State, marital status, and exemptions are correct as they factor into your withholding amounts. Visit your State’s Department of Taxation and Finance to learn more.

The Pay Data section includes information associated with your housing allowances. It is labeled as Basic Allowance for Quarters (BAQ) or Basic Allowance for Housing (BAH). The type and dependent is based on your dependency status. The Variable Housing Allowance (VHA) Zip is used to vary your BAH rate based on your location. The Joint Travel Regulation (JTR) is a location code used to calculate Cost of Living Allowance (COLA) and 2D JTFR is the code for your dependent’s location. If you made a donation through an Allotment, it will appear in the Charity Year-to-Date (YTD) field. The PACIDN is the Unit Identification Code (UIC). The Training Program Code (TPC) is used by the Reserve and National Guard.
The Thrift Savings Plan (TSP) section is broken out by Traditional and Roth TSP contributions. Any changes to TSP contributions and updated address will be made on https://mypay.dfas.mil/.

If you are under the Blended Retirement System, you will see the Service Automatic and Matching Contributions in this section.

The TSP Year-to-Date (YTD) total amount of contributions will include tax deferred and tax exempt amounts.

Check your TSP Account under “My Account” at https://secure.tsp.gov/tsp/login.html to make sure that the numbers on your LES match. For more information on the TSP, visit http://tsp.gov/ to learn more.

The Remarks section is used to provide you with general notices from varying levels of command, as well as the explanation of starts, stops, and changes to pay items within the “Entitlements”, “Deductions”, and “Allotments” fields. Check this section first if you have any questions as the answer may be found here.

WHAT ELSE SHOULD I KNOW?

• **Stay current on your pay.** Understand when additional pay or allowances are supposed to begin and when they should end. For example, Hostile Fire or Imminent Danger Pay (HFP/IDP), Hardship Duty Pay (HDP), Hazardous Duty Incentive Pay (HDIP), Family Separation Allowance (FSA), Cost of Living Allowance (COLA), etc.

• **Mistakes happen.** Regardless of who made the error, a “no pay due” could be the result. Watch for overpayments, too.

• **Find an error?** Contact your command administration or finance personnel.

ADDITIONAL RESOURCES

Personal Financial Managers (PFMs) and Personal Financial Counselors (PFCs) are available to help you achieve and maintain financial readiness at every step of your military journey through flexible, no-cost personal support services.

• **For Active Duty Soldiers.** Make an appointment at your Army Community Service Center.

• **For Soldiers in the National Guard.** Find a National Guard Military and State Family Assistance Center near you.

• **For Soldiers in the Army Reserve:** Find a Soldier Support Center or Military and Family Support Center near you.