Tips for Using the Paycheck Modeler

1. Login to PeopleSoft HCM
2. From the Employee Self Service Menu, click the Payroll tab:
3. Click the Paycheck Modeler located in the left-hand menu:

4. Review and agree to the Paycheck Modeler terms and conditions:
5. Click the ‘Let’s Get Started’ link:

### Start - Step 1 of 6

**Welcome**

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

**Agree to the Usage Terms and Conditions**

- The Paycheck Modeler contains confidential information that is intended for Kyle Krantz only. If you are not Kyle Krantz, exit the application immediately and notify the Payroll Department.
- Usage of the Modeler is intended to provide general guidance and estimates.
- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.
- You should not make financial or benefit related decisions based on the modeled check results.

- Yes, I have reviewed and agree to the terms and conditions.

### Earnings - Step 2 of 6

**Job Title**

This step provides a list of the proposed earnings for your modeled check. You can modify or clear the amounts in the list, as well as add additional earnings.

#### My Earnings

<table>
<thead>
<tr>
<th>Earnings Type</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>Edit</th>
<th>Clear Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>$96.153946</td>
<td>$8333.33</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Earnings  Clear All Amounts
7. The amount shown on the ‘Edit Earnings’ screen is the current semi-monthly rate.

8. Use the following example to calculate the reduced semi-monthly rate:

<table>
<thead>
<tr>
<th>Semi-Monthly Rate</th>
<th>Reduction %</th>
<th>Amt of Reduction</th>
<th>New Semi-Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,333.33</td>
<td>x 0.077</td>
<td>$641.67</td>
<td>$7,691.66</td>
</tr>
</tbody>
</table>

9. Enter the new semi-monthly rate into the ‘Amount’ field. Click OK.
10. The updated Amount will appear on the ‘My Earnings’ screen:

11. Click the ‘Next’ button to navigate to the ‘Deductions’ screen.
12. Click the ‘Edit’ link on the retirement line:

**Deductions - Step 3 of 6**

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Type</th>
<th>Amount</th>
<th>Percentage of Gross</th>
<th>Edit</th>
<th>Clear Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental</td>
<td>Before-Tax</td>
<td>$3.82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Plus</td>
<td>Before-Tax</td>
<td>$26.24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>Before-Tax</td>
<td>$126.56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORP TIAA-CREF</td>
<td>Before-Tax</td>
<td>$750.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Add Deductions | Clear All Amounts]

13. Edit Deductions Screen:
   a. Flat Amount or Percent: select ‘Percentage of Gross’ from the drop-down menu.
   b. Percent: enter ‘9’ in the ‘Percent’ field
   c. Click ‘OK’
14. The Deductions screen will now show the updated value for retirement:

![Deductions screen](image)

15. Click ‘Next’.
16. Click ‘Next’ on the ‘Taxes’ screen:
17. On the Calculate screen, click the ‘Calculate My Modeled Check’ link:

![Calculate screen](image1)

18. The following message will be received once the check has calculated. Click OK.

![Message](image2)

19. Click ‘Next’ to review modeled check

![Review modeled check](image3)
20. The modeled check will show the projected gross to net pay for the parameters entered:

<table>
<thead>
<tr>
<th>Segment</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>$1,991.71</td>
<td>26%</td>
</tr>
<tr>
<td>Before-Tax Deductions</td>
<td>$1,208.81</td>
<td>17%</td>
</tr>
<tr>
<td>After-Tax Deductions</td>
<td>$144.77</td>
<td>2%</td>
</tr>
<tr>
<td>Net Pay</td>
<td>$4,256.37</td>
<td>55%</td>
</tr>
</tbody>
</table>