How Do I Use the Paycheck Modeler?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Paycheck Modeler tile.
3. Review the terms and conditions. Select the Yes, I have reviewed and agree to the terms and conditions checkbox.
4. Click the Let’s Get Started button.
   a. NOTE: The Paycheck Modeler is available after at least once pay cycle has been run for you.
5. To see your current paycheck in the modeler:
   a. On Earnings - Step 2 of 6, click Next
   b. On Deductions - Step 3 of 6, click Next
   c. On Taxes - Step 4 of 6, click Next
   d. On Calculate - Step 5 of 6, click Next
   e. On the Results page, your current paycheck is displayed.
6. To adjust Earnings for your modeled paycheck, click the Earnings link at the top of the page.
   a. To edit an amount, click its Edit icon (pencil).
   b. To clear an amount, click the Clear Amount icon (green arrow).
   c. Click Next to go to Deductions or go to Step 9.
7. To adjust Deductions for your modeled paycheck, click the Deductions link at the top of the page.
   a. To edit an amount, click its Edit icon (pencil).
   b. To clear an amount, click the Clear Amount icon (green arrow).
   c. Click Next to go to Taxes or go to Step 9.
8. To adjust Taxes for your modeled paycheck, click the Taxes link at the top of the page.
a. To edit your withholding information, click the **Edit** icon for either **Federal** or **State**.

b. Click **Next** to calculate your modeled example paycheck.

9. To calculate your modeled paycheck, click the **Calculate** link at the top of the page.

   a. Click the **Calculate My Modeled Check** button (if you didn’t make any changes, this button will be disabled).

   b. Click **Next**.

10. Review the results of your modeled paycheck.

    a. To make further adjustments, click the appropriate link at the top of the page.

    b. If you are finished using the Paycheck Modeler, click the **Exit** button.

    c. Click **OK** to continue.

11. **NOTE**: The Paycheck Modeler only provides a hypothetical check. There is no guarantee that you will receive the modeled results based on actual changes.