

How Do I Use the Paycheck Modeler?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click on the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Paycheck Modeler** tile.

Prepare to Use the Paycheck Modeler

4. The **Paycheck Modeler** is used to determine the effect of increases and decreases to net pay resulting from raises, additional pay, withholding changes, voluntary deductions, benefits coverage changes, garnishments, etc.
5. Employees may find it beneficial to establish a “baseline” which accepts all of the information automatically populated by the system
6. Employees may also find it beneficial to retrieve and print their last pay stub, for ready reference during the modeling process.
 - a. Navigation: **Employee Self Service** > **Pay** tile
 - b. On the **Pay** page, click the **Check Date** of the last pay check to transfer to the **View Paycheck** page
 - i. On the **Pay Check** page, right-click and select **Print Page** from the browser **Quick Menu**.
 - ii. Click the **Print** button.

Create the Baseline Model: Start – Step 1 of 6

7. Review the introductory information and terms of use displayed on the **Start – Step 1 of 6** page.
8. Click the checkbox associated with the **Yes, I have reviewed and agree to the terms and conditions** field.
9. Click the **“Let’s Get Started”** button.



Create the Baseline Model: Earnings – Step 2 of 6

10. The **Earnings – Step 2 of 6** page displays earnings information automatically populated by the system.
11. Validate the Rate Field: On the **Add Earnings** page, validate the **Rate** field for the **Regular Earnings** Type. NOTE: For hourly employees, the **Rate** field reflects the employee's actual hourly rate. For salary employees, the Rate field reflects a calculated hourly rate value based on the employee's last gross pay amount divided by standard hours for the position. (For example, the Rate field value x 160 hours should equal the Gross Pay amount on the employee's last check.)
12. Validate the [hourly] **Rate** field for the other **Earnings Type**.
13. Review the Amount Field: On the **Add Earnings** page, validate the **Amount** field for the **Regular Earnings Type**. NOTE: For hourly employees, the Amount field reflects the new hourly rate. For salary employees, the Amount field reflects the new gross pay amount on the employee's paycheck.
14. Review the [hourly] **Amount** field for the other **Earnings Types**.
15. Validate and Update the Earnings Type Listing: On the **Add Earnings** page, validate the listing of Earnings Types. NOTE: The page should display all **Earning Types** included in the employee's last paycheck (Regular, Overtime, etc.)
16. If an **Earnings Type** from the last paycheck is not displayed in the **Earnings** page listing, click the **Add Earning Type** button.
17. On the **Add Earnings** page, click the **LookUp** icon associated with the **Earning Type** field and select the desired item from the listing. NOTE: The listing will only display Earning Types valid for your position which are not already listed on the Earnings page.
18. Populate each field available for data entry. NOTE: The fields available for data entry vary with the **Earnings Type**.



19. Click the **OK** button to save your work. Otherwise, click the **Cancel** button to close the page.
20. Click the **Next** button to proceed.

Create the Baseline Model: Deductions – Step 3 of 6

21. The **Deductions – Step 3 of 6** page displays before and after-tax benefits information automatically populated by the system.
22. Review the employee's listing of current benefits deductions.
23. If a **Deduction** from the last paycheck is not displayed in the **Deductions** page listing, click the **Add Deductions** button.
24. On the **Add Deductions** page, click the **LookUp** icon associated with the **Deduction** field and select the desired item from the listing. NOTE: The listing will only display **Deductions** valid for your position which are not already listed on the **Deductions** page.
25. Populate each field available for data entry. NOTE: The fields available for data entry vary with the **Deduction**.
26. Click the **OK** button to save your work. Otherwise, click the **Cancel** button to close the page.
27. Click the **Next** button to proceed.

Create the Baseline Model: Taxes – Step 4 of 6

28. The **Tax – Step 4 of 6** page displays withholding information automatically populated by the system.
29. Review the Withholding Elections: Click the **Edit** icon associated with the **Federal** tax jurisdiction to review the withholding elections for federal income taxes.
30. After completing the review, click the **Cancel** button.
31. Click the **Edit** icon associated with the **State** tax jurisdiction to review the withholding elections for state income taxes.
32. After completing the review, click the **Cancel** button.
33. Click the **Next** button to receive.



Create the Baseline Model: Calculate – Step 5 of 6

34. The **Calculate – Step 5 of 6** page is used to trigger the Modeled Check Calculation.
35. If changes have been made to the information on the Earnings, Deductions and/or Taxes pages, click the **Calculate My Modeled Check** button.
36. If the **Calculate My Modeled Check** button is not available, click the **Next** button.

Create the Baseline Model: Results – Step 6 of 6

37. The **Results – Step 6 of 6** page presents details of the Modeled Check Calculation.
38. Review the **Modeled Check Results** section information.
39. Click the **Details** links in the **Modeled Check Results** section, to display more information related to each element of the **Net Pay** calculation.
40. After reviewing the information contained in each **Detail** page, click the **Close (X)** icon.
41. Review the **Modeled Check Ration** section information.
42. Print the Modeled Check Information: Click the **Print My Modeled Check** button.
43. When the pay stub is displayed, click the **File > Print** option on your Browser Menu and make any desired formatting changes. NOTE: Popup Blocker must be disabled/turned off in order to print the pay stub.
44. After successfully printing the page, click the **Close (X)** icon on the paycheck display.

Change the Baseline Modeled Check Inputs

45. On the **Results – Step 6 of 6** page, click the **Previous** button to return to **Earnings**, **Tax** and/or **Deduction** pages and make desired changes to the model inputs.



46. Use the **Add** buttons on each page, to add new earning and deduction codes.
47. Use the **Edit** icons on each page, to update existing earnings, deduction and tax elections. NOTE: Use caution when selecting the **Clear** icons or the **Clear All** buttons on the pages. For most users, the **Edit** icon is the preferred option for changing the Baseline Model Check inputs.
48. After making the desired additions and updates to earnings, tax and deduction information, use the **Next** button to re-navigate to the **Calculate – Step 5 of 6** page.

Recalculate the Modeled Check

49. On the **Calculate – Step 5 of 6** page, click the **Calculate My Modeled Check**.
50. Click the **Next** button.

Review the Updated Modeled Check

51. Repeat **Step 41** through **Step 48** to review and print the updated model paycheck.

Complete the Task/Sign Out of Application

52. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



53. Click the **Sign Out** option in the listing.

