

## 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.

