Common Action Memo

CAM-PY001

November 15, 2022

Using The Paycheck Modeler

Introduction

This job aid describes how to use the Paycheck Modeler in OneUSG Connect.

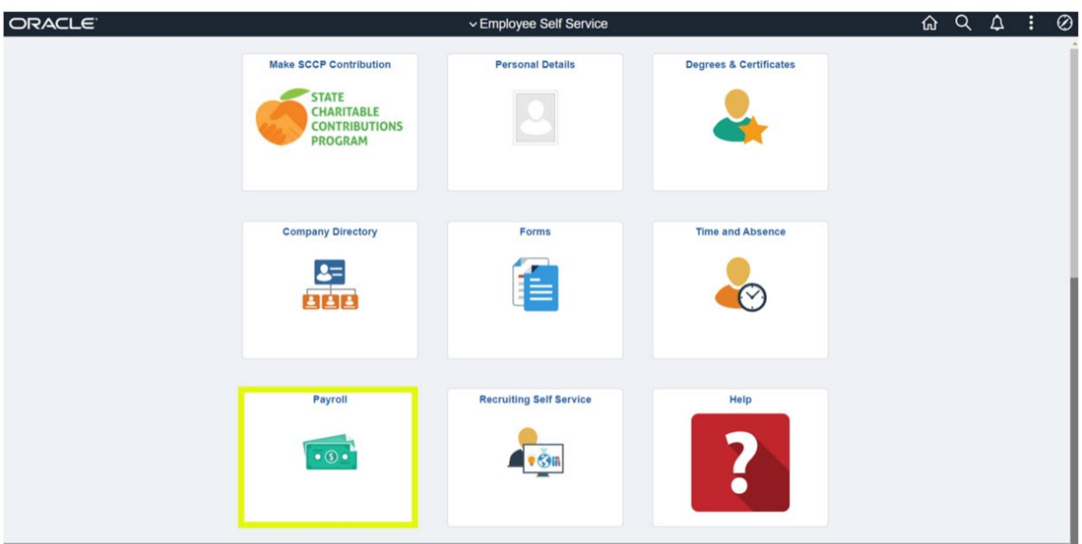
Instructions

1. Log into **OneUSG Connect**.
2. Navigate to the Paycheck Modeler in the Payroll dashboard.

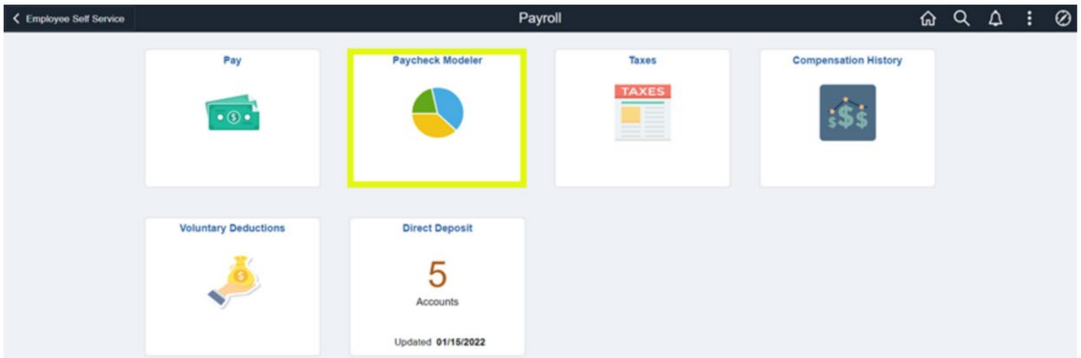
   Navigation:
   Employee Self Service > Payroll > Paycheck Modeler

   Note: Employee Self Service options may vary depending on your employee type.

3. Click **Payroll** in **Employee Self Service**.

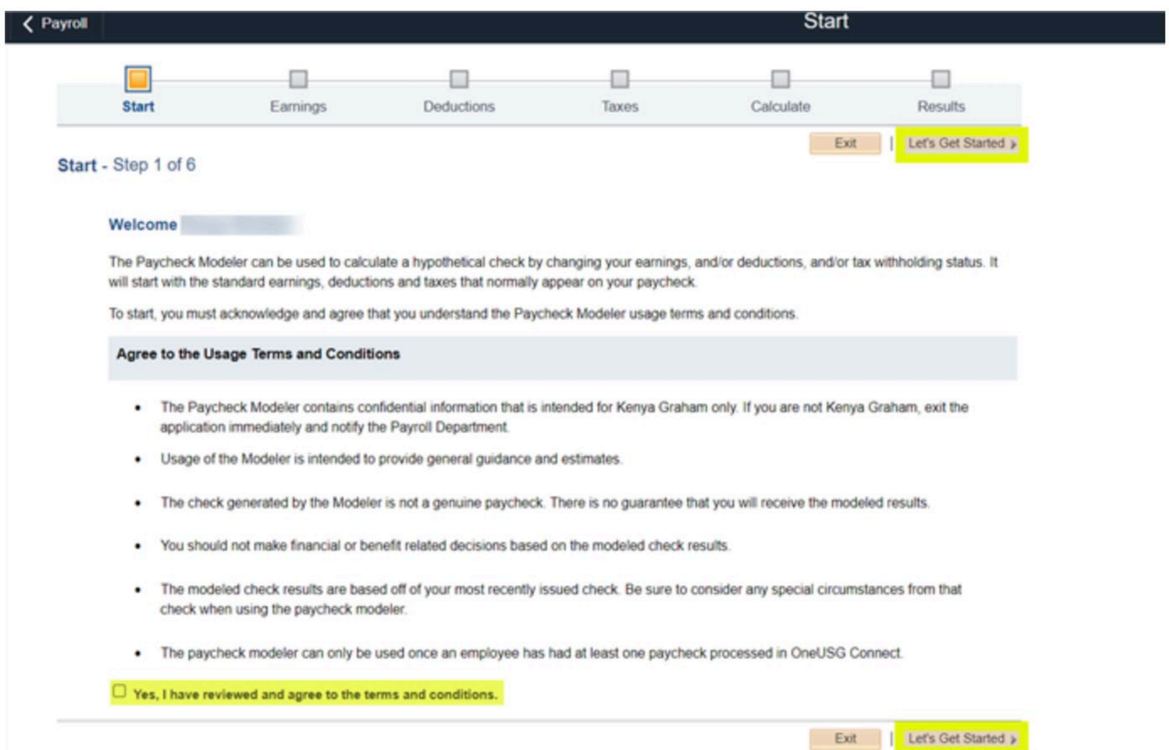


4. Click the **Paycheck Modeler** in the **Payroll** dashboard.

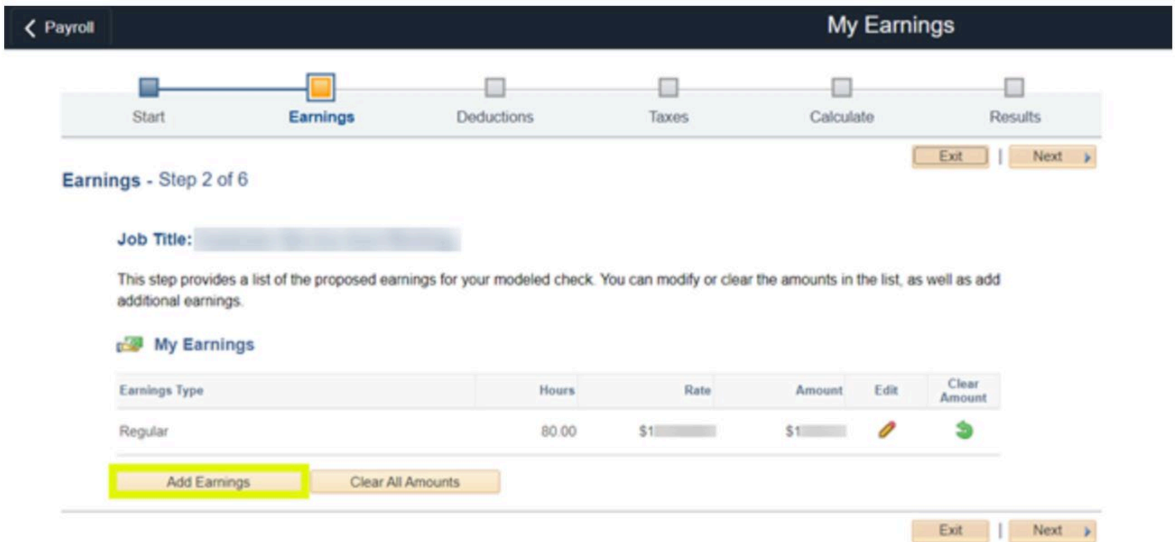


Notes: The **Paycheck Modeler** is available after at least one pay cycle has been run for you.

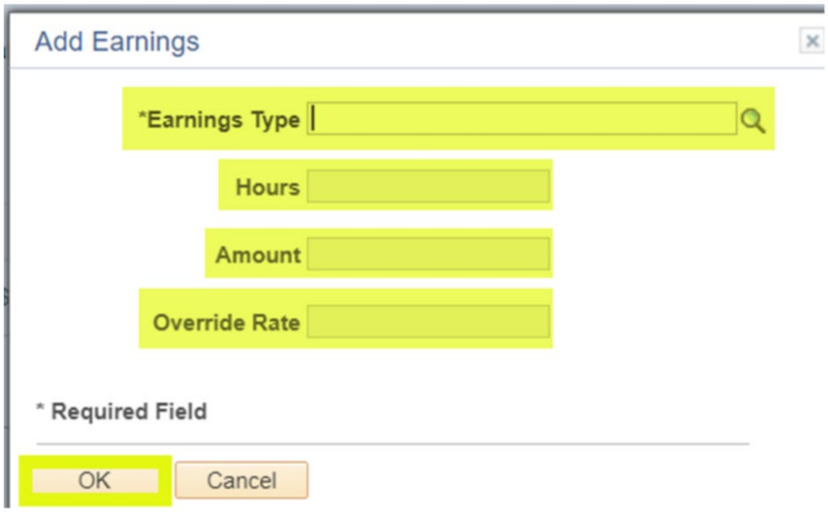
5. Review Terms and Conditions (step 1 of 6).
    a. Click **Yes, I have reviewed and agreed to the terms and conditions**.
    b. Click **Let's Get Started**.



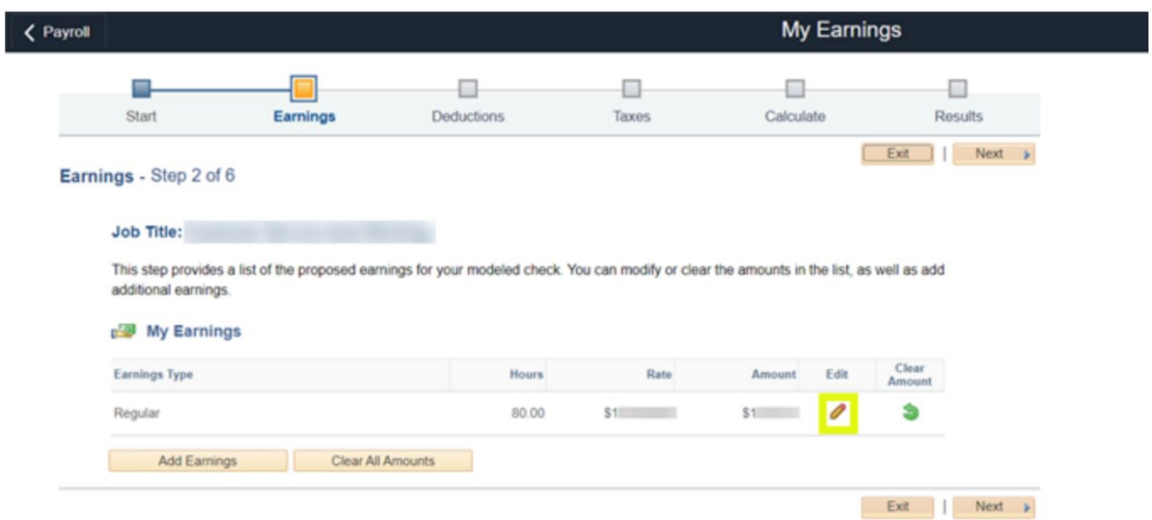
6. Adjust **Earnings** (step 2 of 6) for your modeled paycheck.
   a. To add an amount, click **Add Earnings**.



   b. Enter/Select the following:
      - **Earning Type**.
      - **Hours** - Total hours worked.
      - **Amount**.
      - **Override Rate.**
   c. Click **OK**.

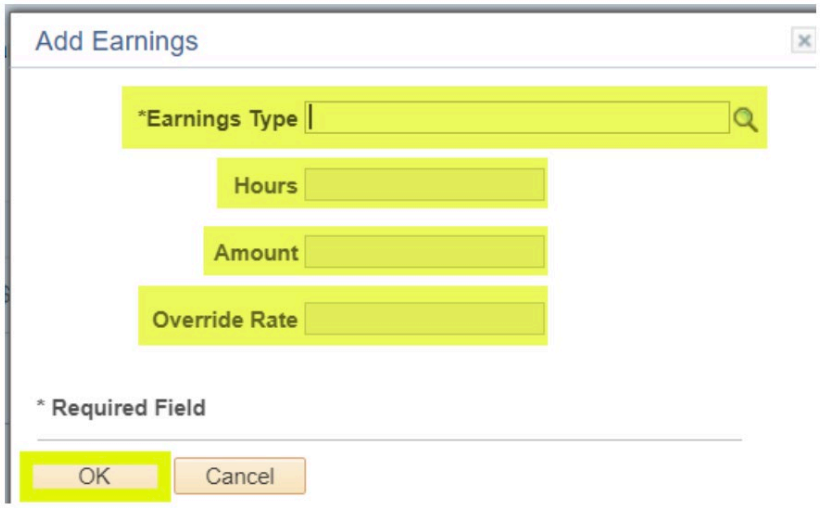


d. To edit an amount, click **Edit** (the pencil) for the **Earnings Type**.

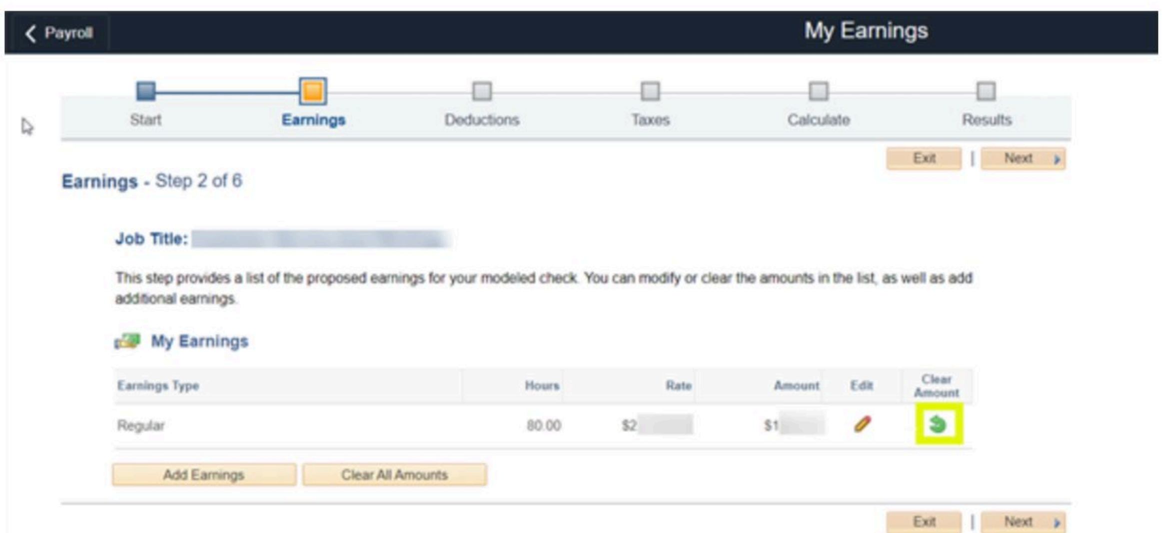


e. Edit required fields.

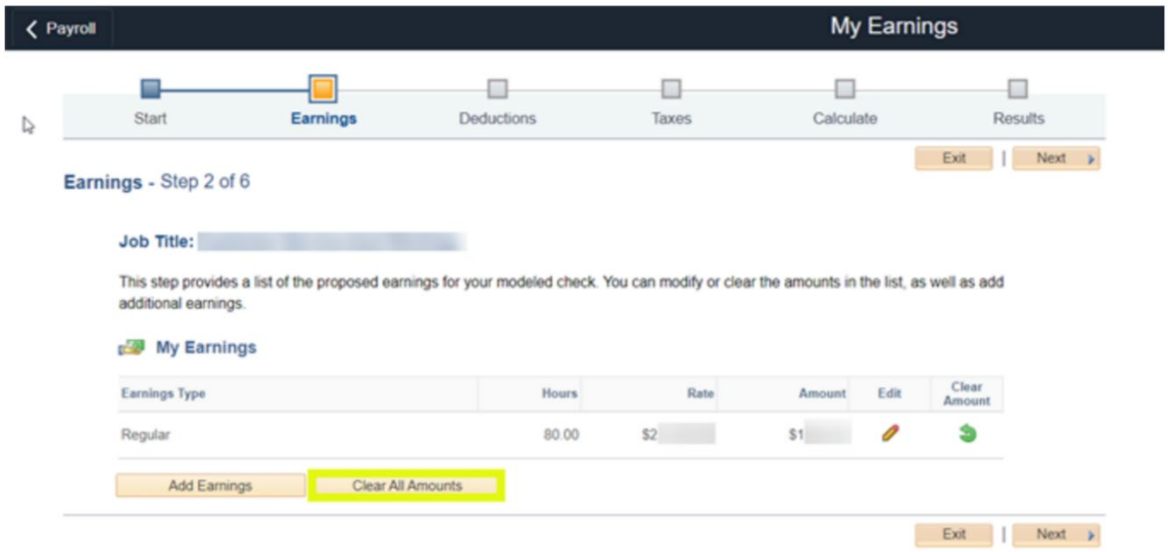
f. Click **OK**.



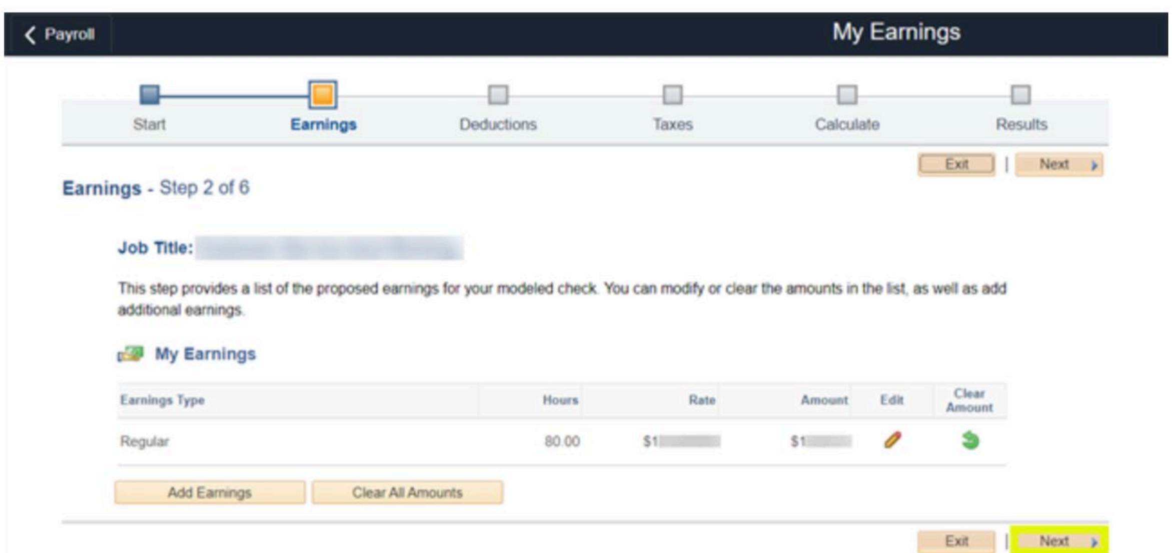
g. To clear an amount, click **Clear Amount** (green circular arrow) for the **Earnings Type**.



h. To clear all amounts, click **Clear All Amounts**.

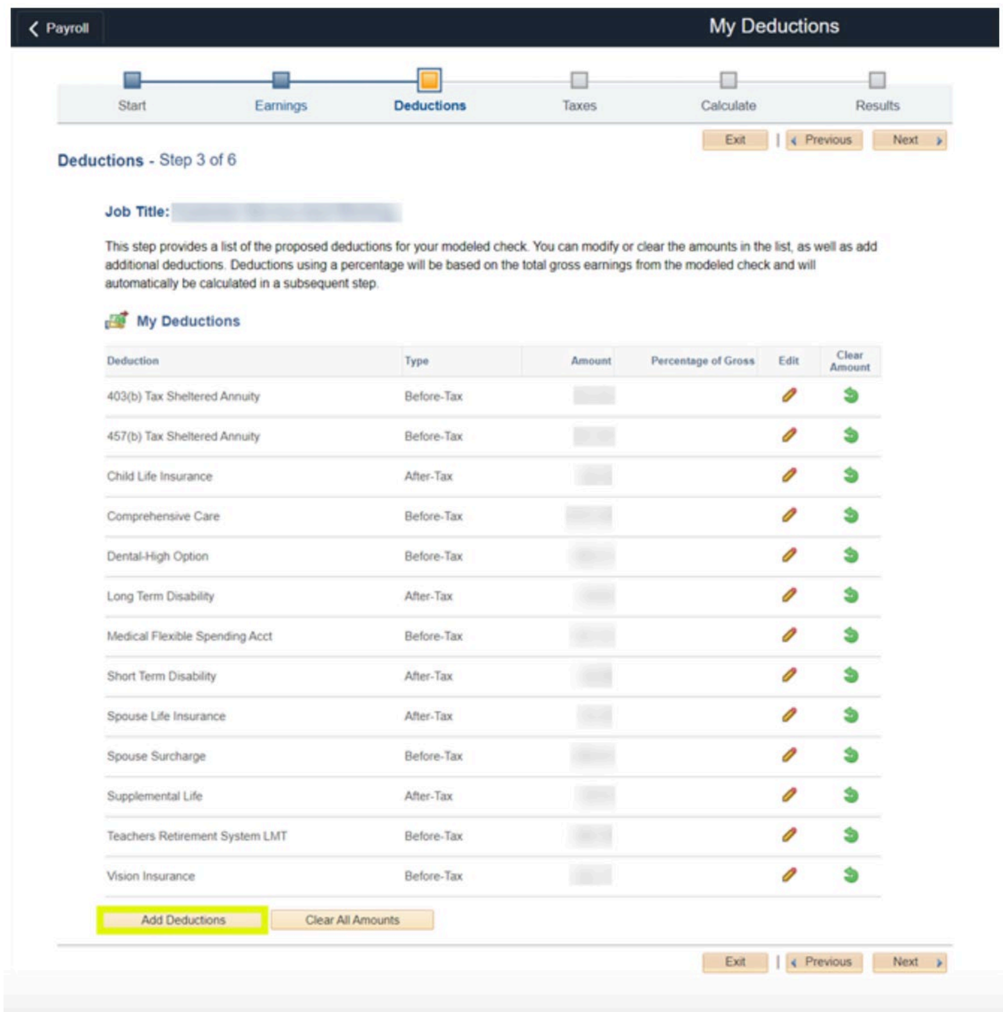


i. Click **Next** to enter deductions.



7. Adjust **Deductions** (step 3 of 6) for your modeled paycheck.

   a. To add a deduction, click **Add Deductions**.

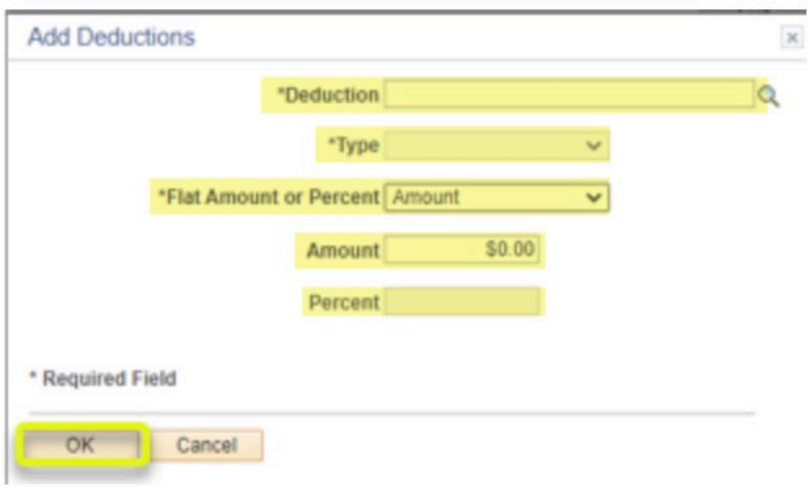


   b. Enter/Select the following:

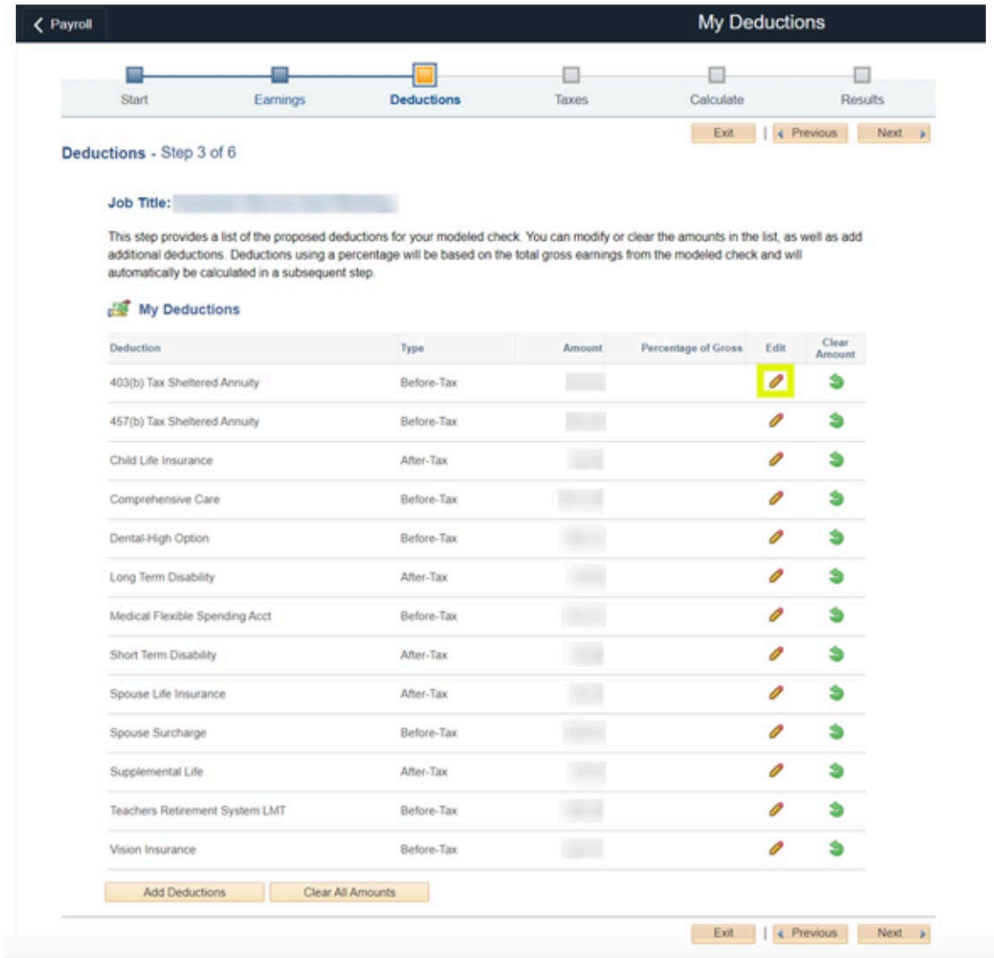
      - **Deduction.**

- **Type.**
- **Flat Amount or Percent.**
- **Percent**, if applicable.
- **Amount**, if applicable.

c. Click **OK**.



d. To edit a deduction, click **Edit** (the pencil) for the deduction.



e. Edit required fields.
f. Click **OK**.

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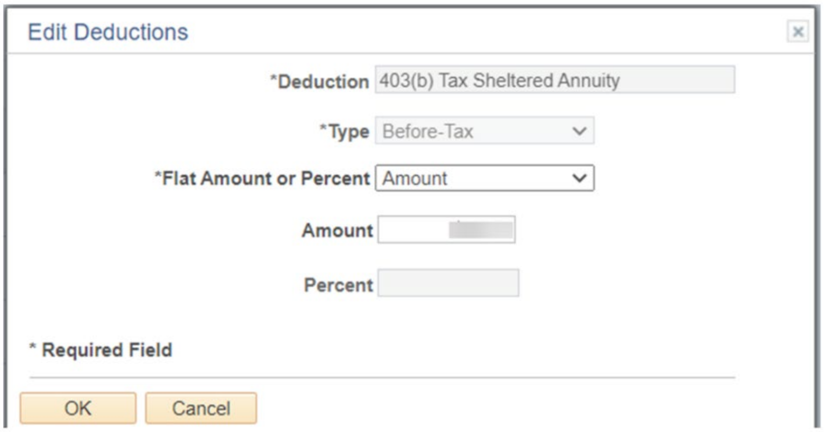
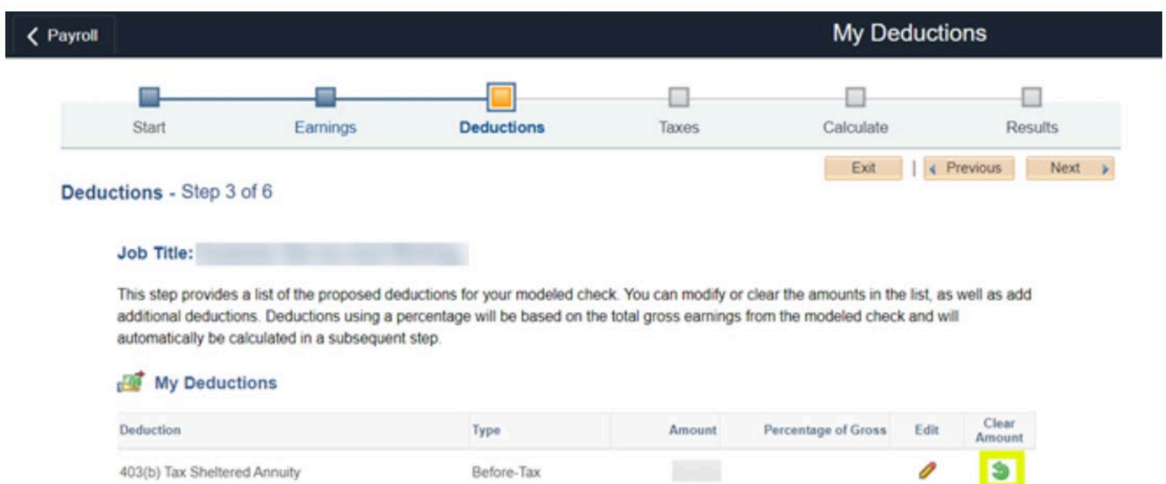
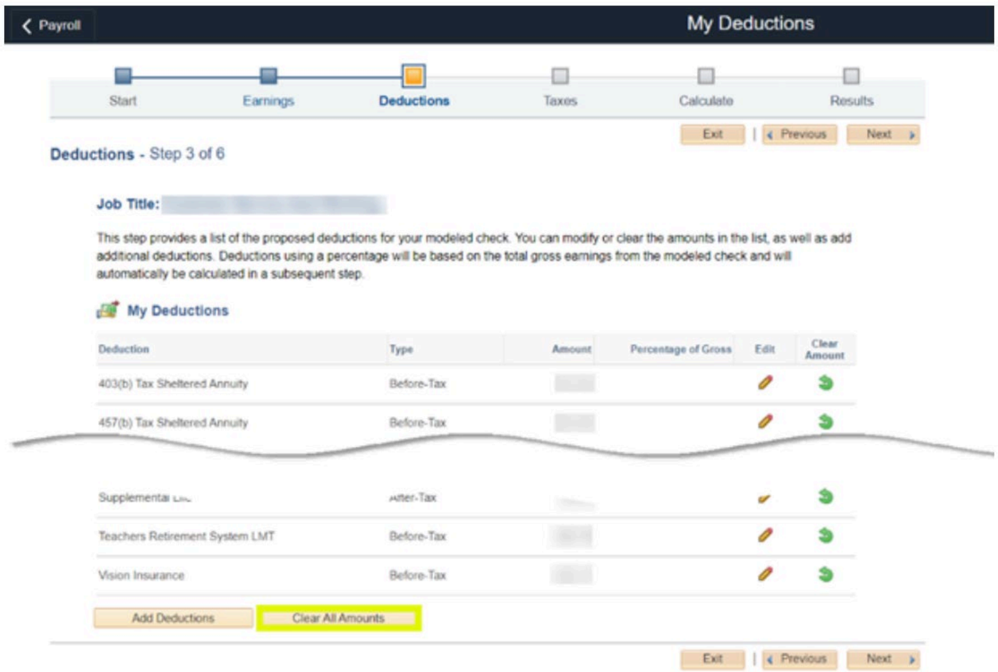


g. To clear an amount, click **Clear Amount** (green circular arrow) for the deduction.



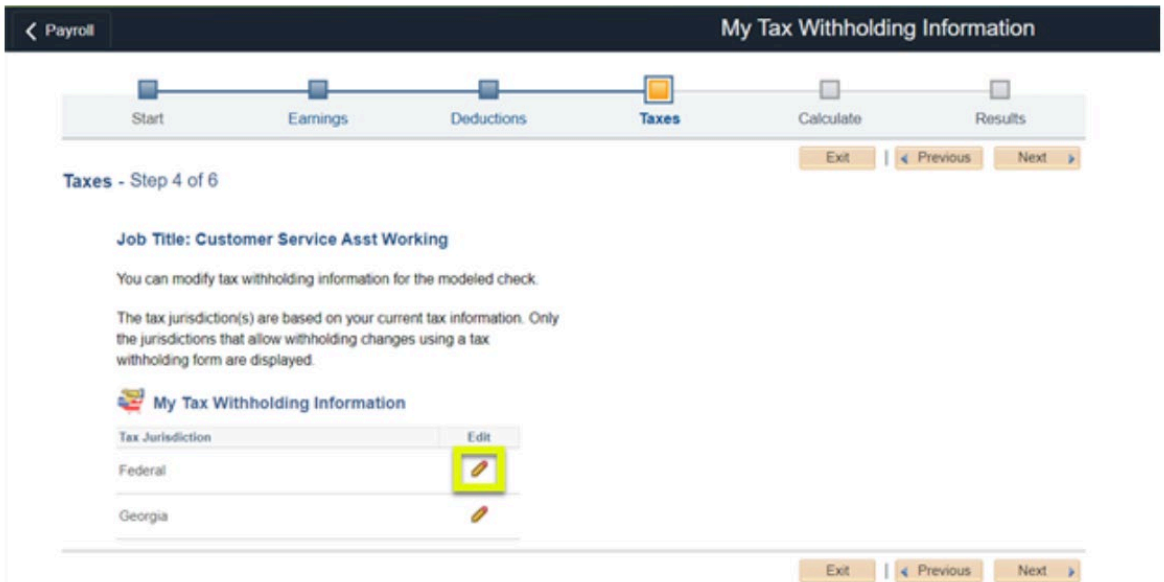
h. <u>To clear all amounts, click **Clear All Amounts.**</u>



i. Click **Next** to enter taxes.

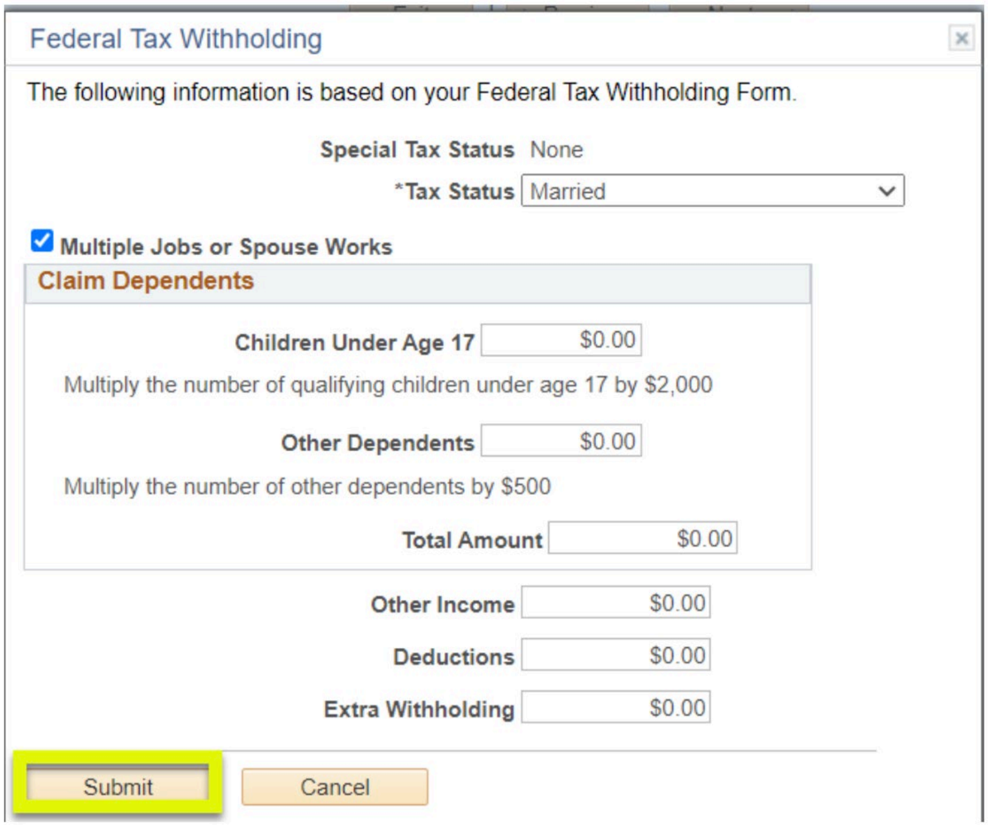
8. Adjust **Taxes** (step 4 of 6) for your modeled paycheck.

   a. To edit **My Tax Withholding Information**, click **Edit** (the pencil) for the withholding.

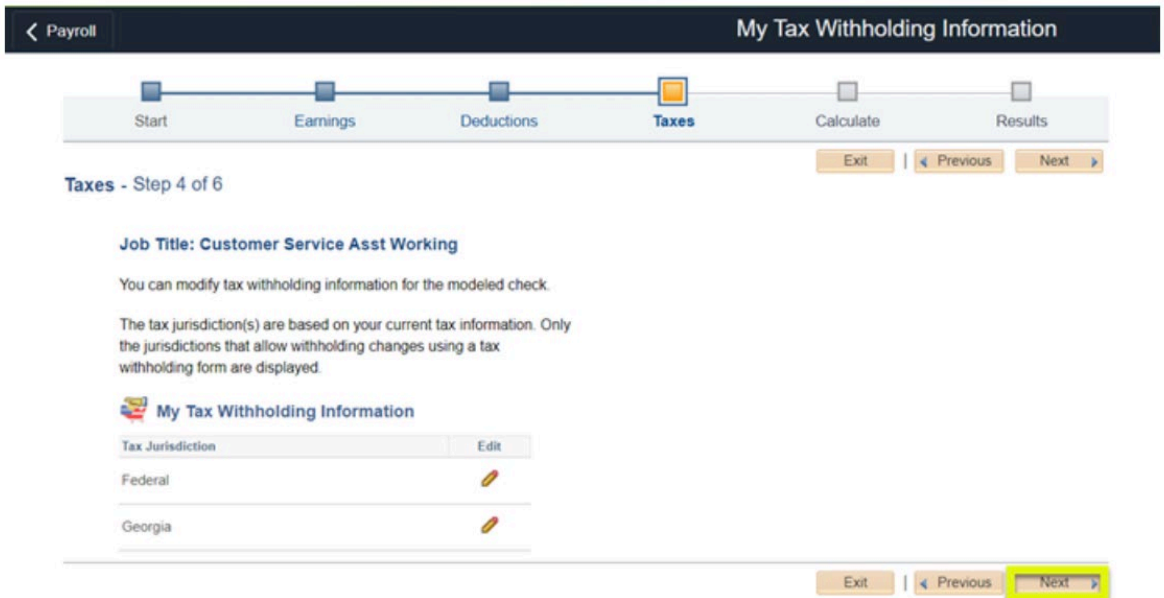


b. Edit the required fields.

c. Click **Submit**.

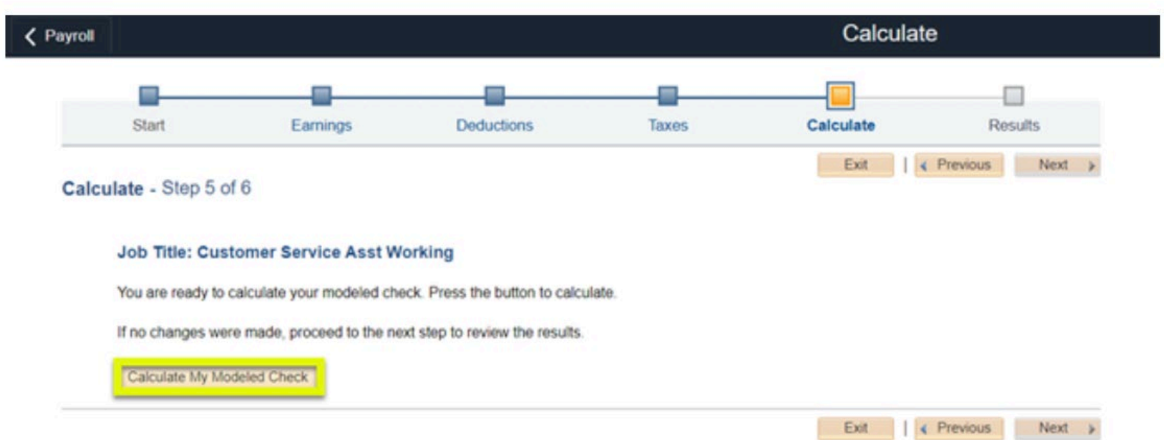


d. Click **Next** to calculate your paycheck.

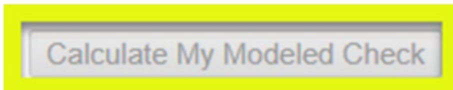


9. **Calculate** (step 5 of 6) your modeled paycheck.

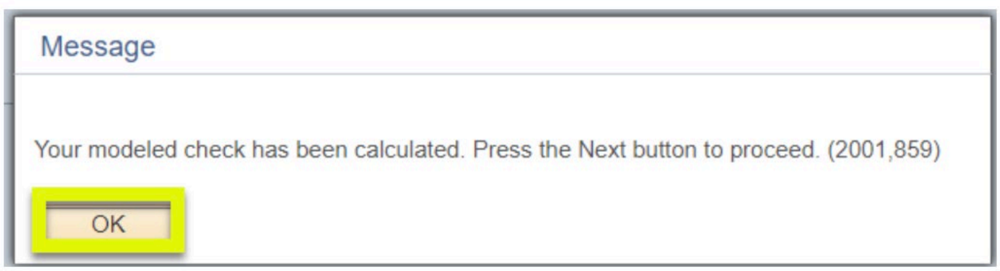
   a. Click **Calculate My Modeled Check.**



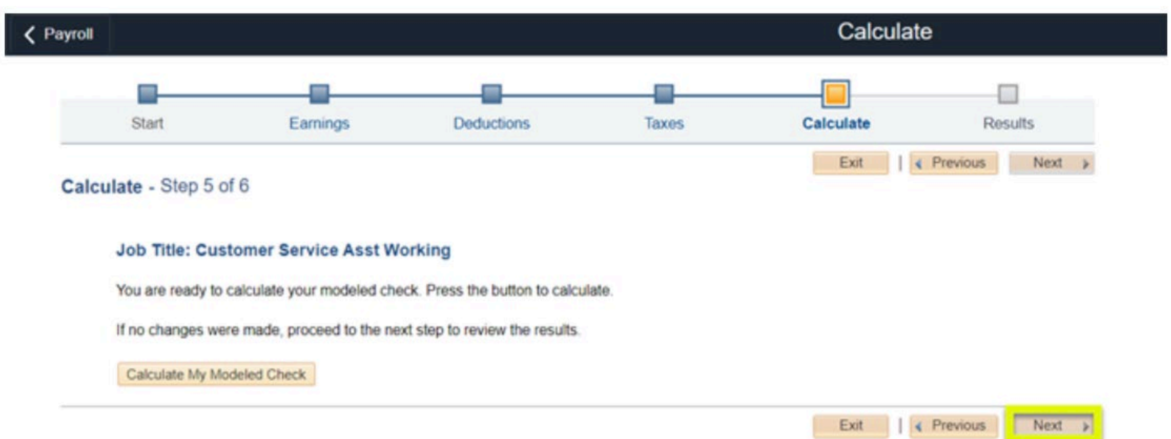
Note: If you did not make any changes, this button will be disabled.



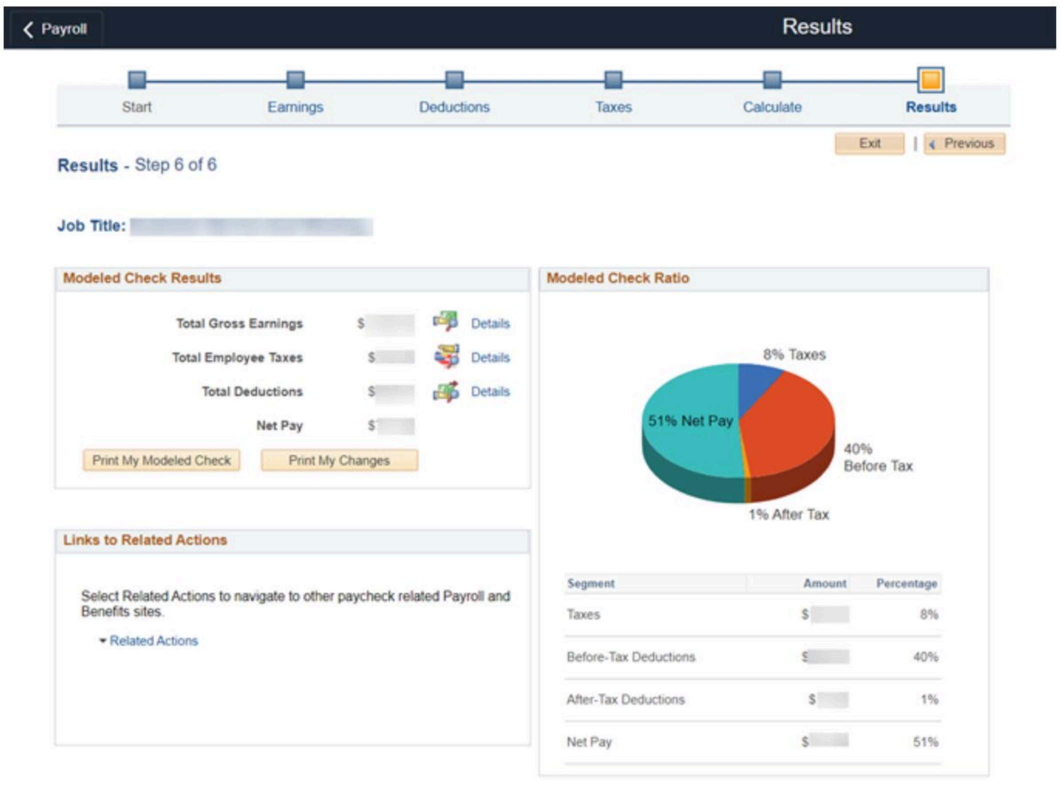
b. Click **OK**.



c. Click **Next** to view results of your modeled paycheck.



10. Review the **Results** (step 6 of 6) of your modeled paycheck.
    Note: The Paycheck Modeler only provides a hypothetical check. There is no guarantee that you will receive the modeled results based on actual changes.



   a. To make additional adjustments, click the appropriate step's link at the top of the page.
   b. If you are finished using the Paycheck Modeler, click **Exit**.

c. Click **OK** to continue.