

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

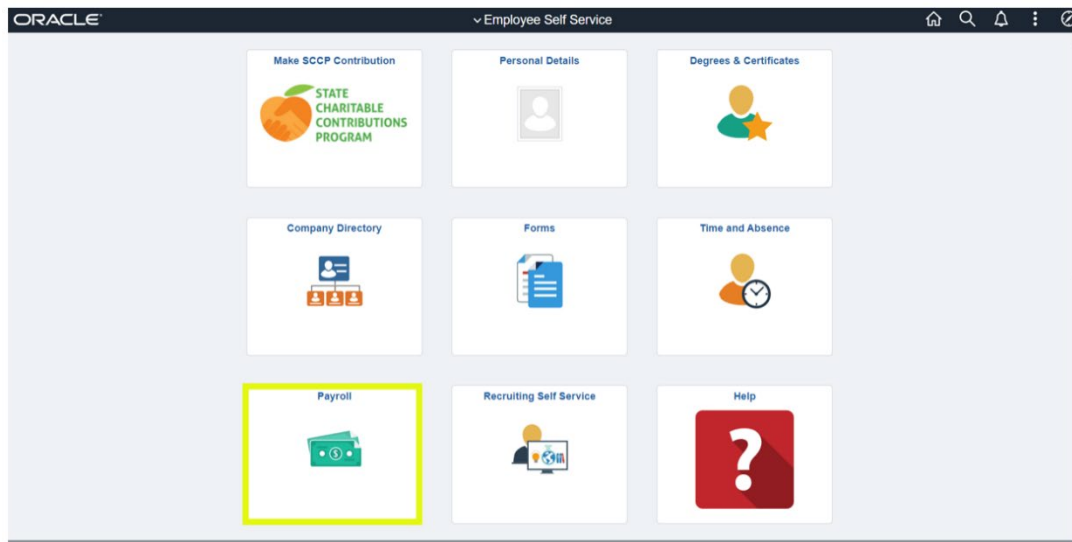
1. Log into **OneUSG Connect**.
2. Navigate to the Paycheck Modeler in the Payroll dashboard.

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**.

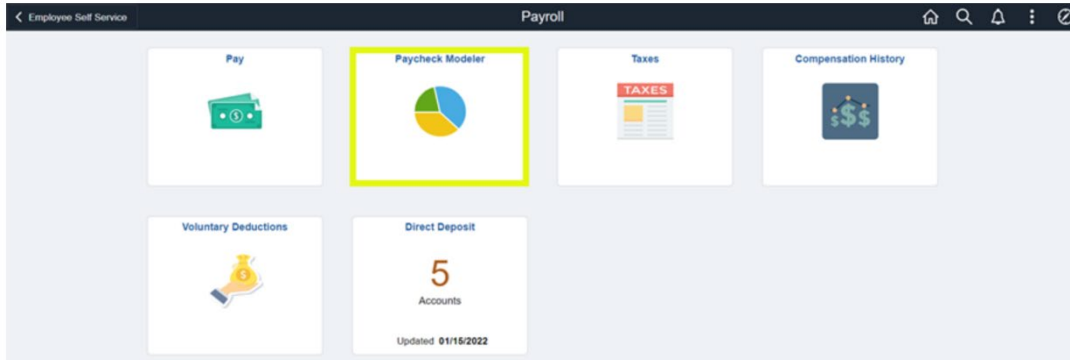


4. Click the **Paycheck Modeler** in the **Payroll** dashboard.

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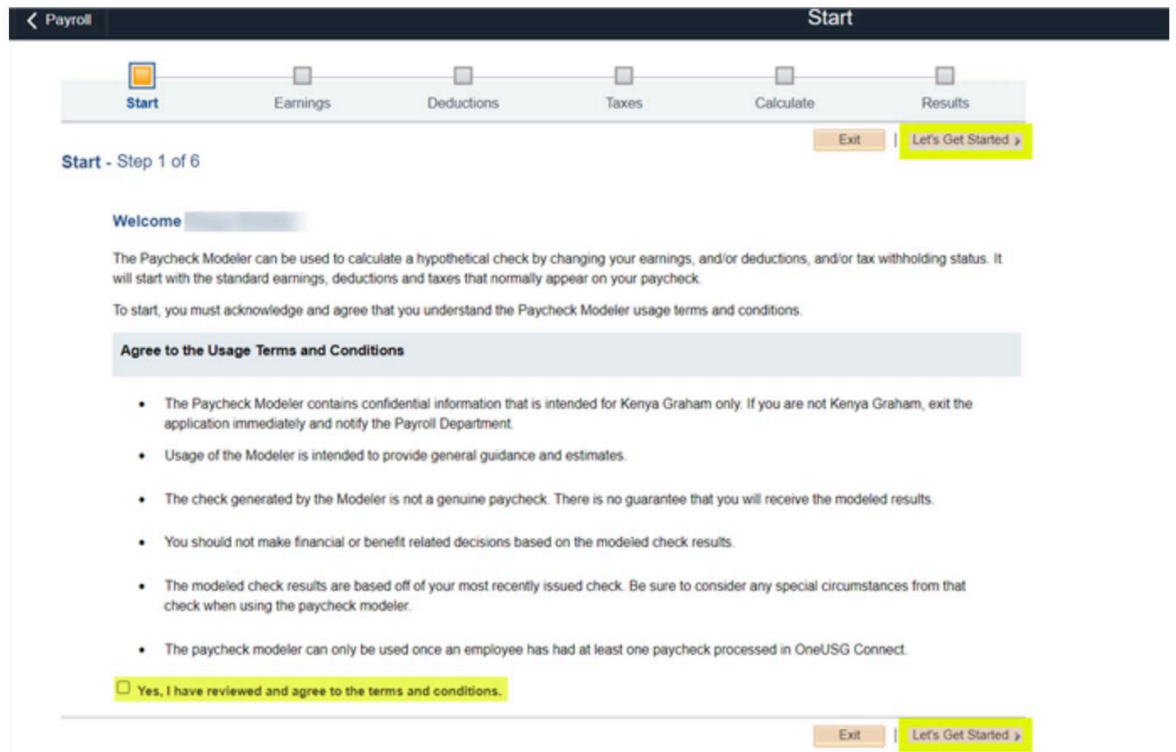
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Notes: The **Paycheck Modeler** is available after at least one pay cycle has been run for you.

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.**



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

The screenshot shows a web application interface for 'My Earnings'. At the top, there is a navigation bar with a back arrow and 'Payroll' on the left, and 'My Earnings' on the right. Below this is a progress bar with six steps: Start, Earnings (highlighted with an orange square), Deductions, Taxes, Calculate, and Results. Below the progress bar, there are 'Exit' and 'Next' buttons. The main content area is titled 'Earnings - Step 2 of 6'. It includes a 'Job Title' field, a descriptive paragraph, and a section titled 'My Earnings' with a table. The table has columns for Earnings Type, Hours, Rate, Amount, Edit, and Clear Amount. A row for 'Regular' earnings is shown with 80.00 hours, a rate of \$1, and an amount of \$1. Below the table are 'Add Earnings' and 'Clear All Amounts' buttons. At the bottom right, there are 'Exit' and 'Next' buttons.

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular	80.00	\$1	\$1		

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

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A screenshot of a web application dialog box titled "Add Earnings". The dialog has a close button (X) in the top right corner. It contains four input fields, each highlighted in yellow: "*Earnings Type" (with a search icon), "Hours", "Amount", and "Override Rate". Below these fields is a legend: "* Required Field". At the bottom of the dialog are two buttons: "OK" (highlighted in yellow) and "Cancel".

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

A screenshot of a web application page titled "My Earnings". The page has a dark header with a back arrow and "Payroll" on the left, and "My Earnings" on the right. Below the header is a progress bar with six steps: "Start", "Earnings" (active), "Deductions", "Taxes", "Calculate", and "Results". Below the progress bar is the text "Earnings - Step 2 of 6" and "Exit | Next >". The main content area has a "Job Title:" field. Below that is a paragraph: "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." Below the paragraph is a section titled "My Earnings" with a table. The table has columns: "Earnings Type", "Hours", "Rate", "Amount", "Edit", and "Clear Amount". The first row is "Regular", "80.00", "\$1", "\$1", and has a pencil icon in the "Edit" column and a trash icon in the "Clear Amount" column. Below the table are two buttons: "Add Earnings" and "Clear All Amounts". At the bottom right of the page are "Exit" and "Next >" buttons.

e. Edit required fields.

f. Click **OK**.

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A screenshot of a software dialog box titled "Add Earnings". It contains four input fields: "*Earnings Type", "Hours", "Amount", and "Override Rate". The "*Earnings Type" field is highlighted in yellow. Below the fields is a legend for "* Required Field". At the bottom are "OK" and "Cancel" buttons, with the "OK" button highlighted in yellow.

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

A screenshot of a software interface titled "My Earnings". It shows a progress bar with steps: Start, Earnings, Deductions, Taxes, Calculate, and Results. The "Earnings" step is active. Below the progress bar, there is a "Job Title" field and a descriptive paragraph. A table titled "My Earnings" is displayed with columns: Earnings Type, Hours, Rate, Amount, Edit, and Clear Amount. The "Clear Amount" column contains a green circular arrow icon. Below the table are "Add Earnings" and "Clear All Amounts" buttons. The "Clear All Amounts" button is highlighted in yellow.

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

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The screenshot shows the 'My Earnings' step in a payroll system. At the top, there is a navigation bar with a back arrow and the word 'Payroll', and the title 'My Earnings'. Below this is a progress bar with six steps: Start, Earnings, Deductions, Taxes, Calculate, and Results. The 'Earnings' step is currently selected and highlighted. To the right of the progress bar are 'Exit' and 'Next' buttons. Below the progress bar, the text reads 'Earnings - Step 2 of 6'. There is a 'Job Title' field with a blurred value. A descriptive paragraph states: '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.' Below this is a section titled 'My Earnings' with a table. The table has columns for 'Earnings Type', 'Hours', 'Rate', 'Amount', 'Edit', and 'Clear Amount'. There is one row for 'Regular' earnings with 80.00 hours and a rate of \$2. The amount field is currently set to \$1. Below the table are two buttons: 'Add Earnings' and 'Clear All Amounts'. At the bottom right, there are 'Exit' and 'Next' buttons.

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular	80.00	\$2	\$1		

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

This screenshot is identical to the one above, showing the 'My Earnings' step. The only difference is that the 'Next' button at the bottom right is now highlighted in yellow, indicating it is the next action to be taken.

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

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

The screenshot shows the 'My Deductions' interface. At the top, there is a navigation bar with 'Payroll' on the left and 'My Deductions' on the right. Below this is a progress bar with six steps: Start, Earnings, Deductions (highlighted), Taxes, Calculate, and Results. There are 'Exit', 'Previous', and 'Next' buttons below the progress bar.

The main heading is 'Deductions - Step 3 of 6'. Below this is a 'Job Title' field. A paragraph explains that this step provides a list of proposed deductions and allows for modification or clearing of amounts.

The 'My Deductions' section contains a table with the following columns: Deduction, Type, Amount, Percentage of Gross, Edit, and Clear Amount. The table lists various deduction types such as 403(b) Tax Sheltered Annuity, Child Life Insurance, Comprehensive Care, Dental-High Option, Long Term Disability, Medical Flexible Spending Acct, Short Term Disability, Spouse Life Insurance, Spouse Surcharge, Supplemental Life, Teachers Retirement System LMT, and Vision Insurance. Each row has an 'Amount' input field, an 'Edit' button (pencil icon), and a 'Clear Amount' button (trash can icon).

At the bottom of the table, there are two buttons: 'Add Deductions' (highlighted in yellow) and 'Clear All Amounts'. Below the table are 'Exit', 'Previous', and 'Next' buttons.

b. Enter/Select the following:

- **Deduction.**

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

c. Click **OK**.

A screenshot of a software dialog box titled "Add Deductions". The dialog box contains several fields: a search field labeled "*Deduction" with a magnifying glass icon; a dropdown menu labeled "*Type"; a dropdown menu labeled "*Flat Amount or Percent" with "Amount" selected; a text input field labeled "Amount" containing "\$0.00"; and another text input field labeled "Percent". Below these fields is a legend indicating "* Required Field". At the bottom of the dialog box are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a yellow border.

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

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Payroll My Deductions

Start Earnings **Deductions** Taxes Calculate Results

Exit | Previous Next

Deductions - Step 3 of 6

Job Title: _____

This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.

My Deductions

Deduction	Type	Amount	Percentage of Gross	Edit	Clear Amount
403(b) Tax Sheltered Annuity	Before-Tax	<input type="text"/>			
457(b) Tax Sheltered Annuity	Before-Tax	<input type="text"/>			
Child Life Insurance	After-Tax	<input type="text"/>			
Comprehensive Care	Before-Tax	<input type="text"/>			
Dental-High Option	Before-Tax	<input type="text"/>			
Long Term Disability	After-Tax	<input type="text"/>			
Medical Flexible Spending Acct	Before-Tax	<input type="text"/>			
Short Term Disability	After-Tax	<input type="text"/>			
Spouse Life Insurance	After-Tax	<input type="text"/>			
Spouse Surcharge	Before-Tax	<input type="text"/>			
Supplemental Life	After-Tax	<input type="text"/>			
Teachers Retirement System LMT	Before-Tax	<input type="text"/>			
Vision Insurance	Before-Tax	<input type="text"/>			

Add Deductions Clear All Amounts

Exit | Previous Next

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

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A screenshot of a web application dialog box titled "Edit Deductions". It contains several fields: "*Deduction" with a dropdown menu showing "403(b) Tax Sheltered Annuity"; "*Type" with a dropdown menu showing "Before-Tax"; "*Flat Amount or Percent" with a dropdown menu showing "Amount"; "Amount" with a text input field; and "Percent" with a text input field. At the bottom, there is a "* Required Field" label and two buttons: "OK" and "Cancel".

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

A screenshot of a web application page titled "My Deductions". The page has a dark blue header with a back arrow and "Payroll" on the left, and "My Deductions" on the right. Below the header is a progress bar with six steps: "Start", "Earnings", "Deductions" (highlighted with an orange square), "Taxes", "Calculate", and "Results". Below the progress bar are buttons for "Exit", "Previous", and "Next". The main content area is titled "Deductions - Step 3 of 6" and includes a "Job Title:" field. Below this is a paragraph of text: "This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step." Below the text is a table titled "My Deductions" with the following columns: "Deduction", "Type", "Amount", "Percentage of Gross", "Edit", and "Clear Amount". The table contains one row: "403(b) Tax Sheltered Annuity", "Before-Tax", a text input field, and a green circular arrow icon in the "Clear Amount" column.

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

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The screenshot shows a web application interface for 'My Deductions'. At the top, there is a navigation bar with a back arrow and the text 'Payroll'. Below this is a progress bar with six steps: 'Start', 'Earnings', 'Deductions' (which is highlighted with an orange square), 'Taxes', 'Calculate', and 'Results'. Below the progress bar, there are buttons for 'Exit', 'Previous', and 'Next'. The main content area is titled 'Deductions - Step 3 of 6'. It includes a 'Job Title:' field with a blurred value. Below this is a paragraph of text explaining the step: 'This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.' Below the text is a section titled 'My Deductions' with a table. The table has six columns: 'Deduction', 'Type', 'Amount', 'Percentage of Gross', 'Edit', and 'Clear Amount'. The table contains five rows of data: '403(b) Tax Sheltered Annuity' (Before-Tax), '457(b) Tax Sheltered Annuity' (Before-Tax), 'Supplemental Life' (After-Tax), 'Teachers Retirement System LMT' (Before-Tax), and 'Vision Insurance' (Before-Tax). Each row has a pencil icon in the 'Edit' column and a green trash can icon in the 'Clear Amount' column. At the bottom of the table are two buttons: 'Add Deductions' and 'Clear All Amounts' (which is highlighted in yellow). Below the table are buttons for 'Exit', 'Previous', and 'Next'.

Deduction	Type	Amount	Percentage of Gross	Edit	Clear Amount
403(b) Tax Sheltered Annuity	Before-Tax				
457(b) Tax Sheltered Annuity	Before-Tax				
Supplemental Life	After-Tax				
Teachers Retirement System LMT	Before-Tax				
Vision Insurance	Before-Tax				

- 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.



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The screenshot shows a web application interface for 'My Tax Withholding Information'. At the top, there is a dark blue header with a back arrow and the text 'Payroll' on the left, and 'My Tax Withholding Information' on the right. Below the header is a progress bar with six steps: Start, Earnings, Deductions, Taxes (highlighted with an orange square), Calculate, and Results. To the right of the progress bar are buttons for 'Exit', '< Previous', and 'Next >'. The main content area is titled 'Taxes - Step 4 of 6'. It displays the job title 'Customer Service Asst Working' and a message: 'You can modify tax withholding information for the modeled check. The tax jurisdiction(s) are based on your current tax information. Only the jurisdictions that allow withholding changes using a tax withholding form are displayed.' Below this is a section titled 'My Tax Withholding Information' with a table:

Tax Jurisdiction	Edit
Federal	
Georgia	

At the bottom of the table, there are buttons for 'Exit', '< Previous', and 'Next >'.

- b. Edit the required fields.
- c. Click **Submit**.

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Federal Tax Withholding

The following information is based on your Federal Tax Withholding Form.

Special Tax Status None

*Tax Status

Multiple Jobs or Spouse Works

Claim Dependents

Children Under Age 17	<input type="text" value="\$0.00"/>
Multiply the number of qualifying children under age 17 by \$2,000	
Other Dependents	<input type="text" value="\$0.00"/>
Multiply the number of other dependents by \$500	
Total Amount	<input type="text" value="\$0.00"/>

Other Income

Deductions

Extra Withholding

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

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The screenshot shows the 'My Tax Withholding Information' step 4 of 6. At the top, a dark blue header contains a back arrow and the word 'Payroll' on the left, and 'My Tax Withholding Information' on the right. Below the header is a progress bar with six steps: Start, Earnings, Deductions, Taxes (highlighted with an orange square), Calculate, and Results. Below the progress bar are 'Exit', 'Previous', and 'Next' buttons. The main content area is titled 'Taxes - Step 4 of 6' and includes the job title 'Customer Service Asst Working'. It contains instructions: 'You can modify tax withholding information for the modeled check. The tax jurisdiction(s) are based on your current tax information. Only the jurisdictions that allow withholding changes using a tax withholding form are displayed.' Below this is a section titled 'My Tax Withholding Information' with a table:

Tax Jurisdiction	Edit
Federal	
Georgia	

At the bottom right, there are 'Exit', 'Previous', and 'Next' buttons, with the 'Next' button highlighted in yellow.

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

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

The screenshot shows the 'Calculate' step 5 of 6. At the top, a dark blue header contains a back arrow and the word 'Payroll' on the left, and 'Calculate' on the right. Below the header is a progress bar with six steps: Start, Earnings, Deductions, Taxes, Calculate (highlighted with an orange square), and Results. Below the progress bar are 'Exit', 'Previous', and 'Next' buttons. The main content area is titled 'Calculate - Step 5 of 6' and includes the job title 'Customer Service Asst Working'. It contains instructions: 'You are ready to calculate your modeled check. Press the button to calculate. If no changes were made, proceed to the next step to review the results.' Below this is a yellow button labeled 'Calculate My Modeled Check'. At the bottom right, there are 'Exit', 'Previous', and 'Next' buttons.

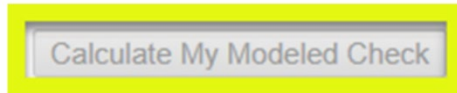
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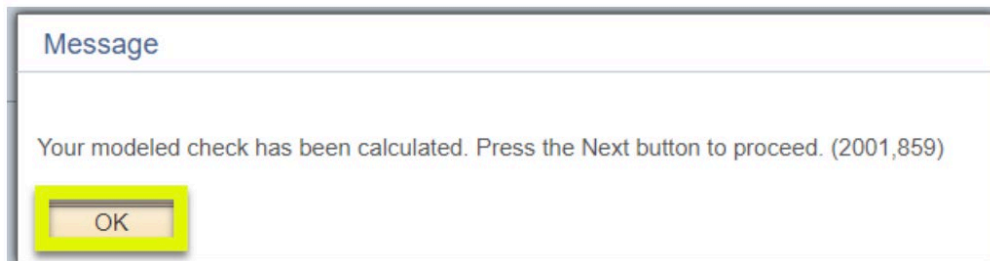
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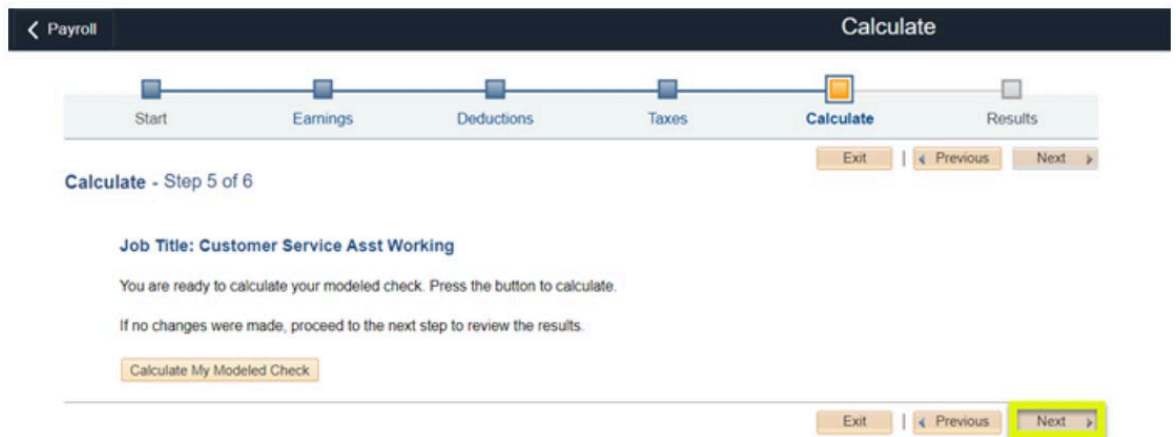
Note: If you did not make any changes, this button will be disabled.



b. Click **OK**.



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



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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.

The screenshot shows the 'Results' page of the Paycheck Modeler. At the top, a navigation bar includes a back arrow for 'Payroll' and the title 'Results'. Below this is a progress bar with six steps: Start, Earnings, Deductions, Taxes, Calculate, and Results (the current step, highlighted in yellow). To the right of the progress bar are 'Exit' and 'Previous' buttons.

The main content area is titled 'Results - Step 6 of 6'. It includes a 'Job Title' input field. Below this are two main sections:

- Modeled Check Results:** A table with four rows: 'Total Gross Earnings', 'Total Employee Taxes', 'Total Deductions', and 'Net Pay'. Each row has a dollar sign, a text input field, and a 'Details' link with a magnifying glass icon. Below the table are two buttons: 'Print My Modeled Check' and 'Print My Changes'.
- Modeled Check Ratio:** A 3D pie chart showing the distribution of the paycheck. The segments are: 51% Net Pay (teal), 40% Before Tax (orange), 8% Taxes (blue), and 1% After Tax (brown). Below the chart is a table with three columns: 'Segment', 'Amount', and 'Percentage'.

The 'Links to Related Actions' section contains the text: 'Select Related Actions to navigate to other paycheck related Payroll and Benefits sites.' Below this is a dropdown menu labeled 'Related Actions'.

Segment	Amount	Percentage
Taxes	\$	8%
Before-Tax Deductions	\$	40%
After-Tax Deductions	\$	1%
Net Pay	\$	51%

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

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- c. Click **OK** to continue.

