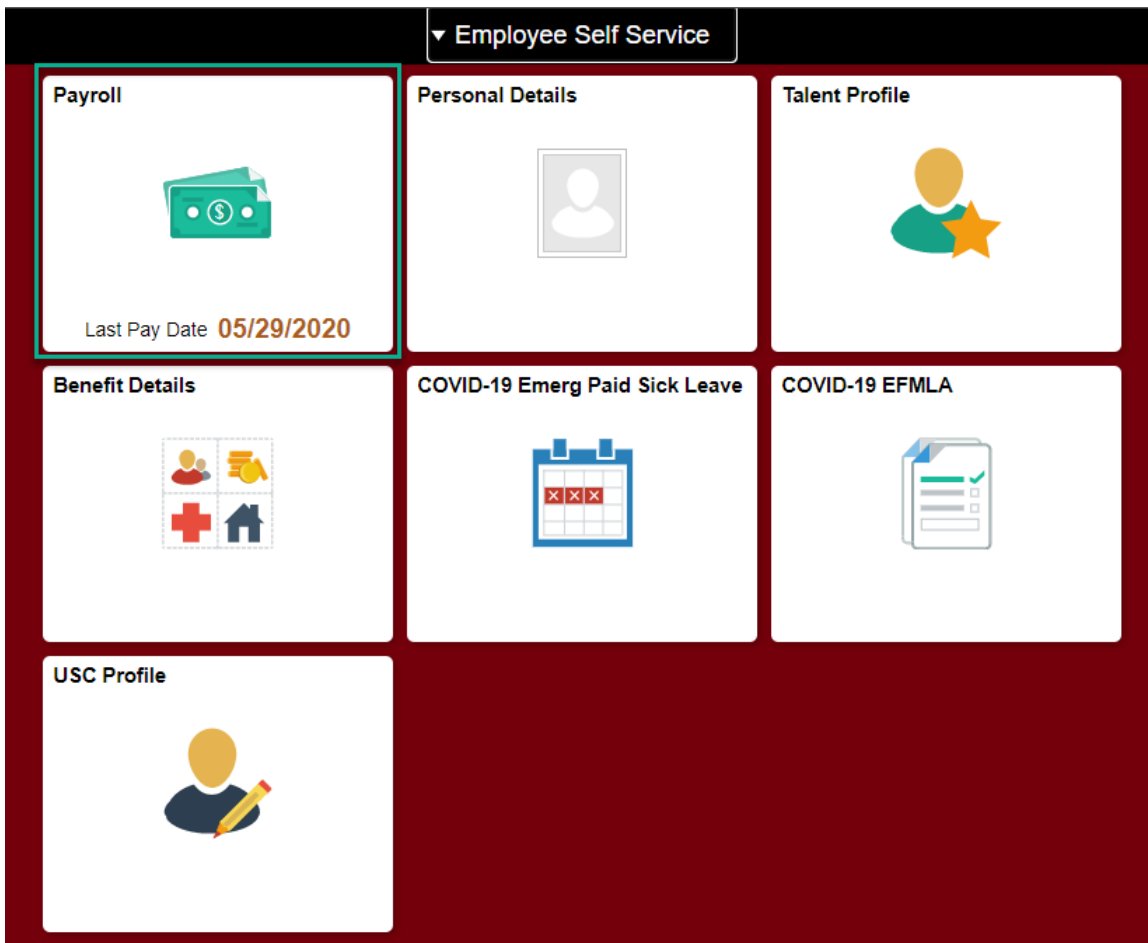


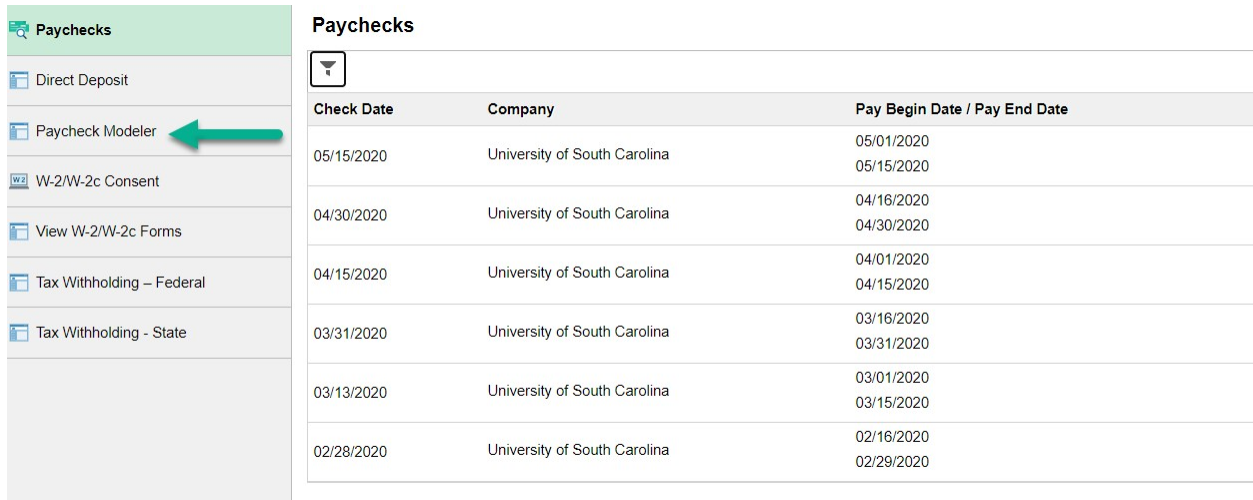
# Tips for Using the Paycheck Modeler

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1. Login to [PeopleSoft HCM](#)
2. From the Employee Self Service Menu, click the Payroll tab:



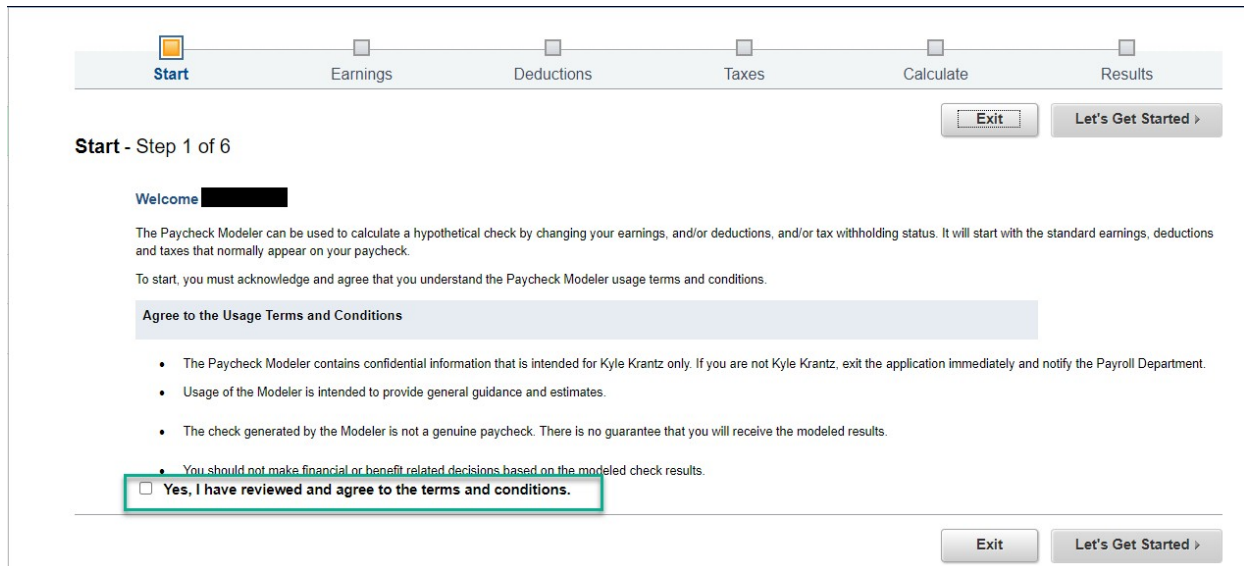
3. Click the Paycheck Modeler located in the left-hand menu:



The screenshot shows a left-hand menu with the following items: Paychecks (highlighted in green), Direct Deposit, Paycheck Modeler (indicated by a red arrow), W-2/W-2c Consent, View W-2/W-2c Forms, Tax Withholding – Federal, and Tax Withholding - State. To the right, a table titled 'Paychecks' displays a list of paychecks for the University of South Carolina.

Check Date	Company	Pay Begin Date / Pay End Date
05/15/2020	University of South Carolina	05/01/2020 05/15/2020
04/30/2020	University of South Carolina	04/16/2020 04/30/2020
04/15/2020	University of South Carolina	04/01/2020 04/15/2020
03/31/2020	University of South Carolina	03/16/2020 03/31/2020
03/13/2020	University of South Carolina	03/01/2020 03/15/2020
02/28/2020	University of South Carolina	02/16/2020 02/29/2020

4. Review and agree to the Paycheck Modeler terms and conditions:



The screenshot shows the 'Start' screen of the Paycheck Modeler. It features a progress bar with steps: Start (active), Earnings, Deductions, Taxes, Calculate, and Results. Below the progress bar, there is a 'Welcome' message, a description of the tool's purpose, and a section titled 'Agree to the Usage Terms and Conditions' containing a bulleted list of terms. A checkbox labeled 'Yes, I have reviewed and agree to the terms and conditions.' is checked and highlighted with a red box. At the bottom right, there are 'Exit' and 'Let's Get Started >' buttons.

**Start - Step 1 of 6**

Welcome [REDACTED]

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

**Agree to the Usage Terms and Conditions**

- The Paycheck Modeler contains confidential information that is intended for Kyle Krantz only. If you are not Kyle Krantz, exit the application immediately and notify the Payroll Department.
- Usage of the Modeler is intended to provide general guidance and estimates.
- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.
- You should not make financial or benefit related decisions based on the modeled check results.

**Yes, I have reviewed and agree to the terms and conditions.**

5. Click the 'Let's Get Started' link:



The progress bar shows six steps: Start, Earnings, Deductions, Taxes, Calculate, and Results. The 'Start' step is highlighted with an orange square. Below the progress bar, there are two buttons: 'Exit' and 'Let's Get Started >'. The 'Let's Get Started >' button is highlighted with a green border.

**Start - Step 1 of 6**

Welcome [REDACTED]

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

**Agree to the Usage Terms and Conditions**

- The Paycheck Modeler contains confidential information that is intended for Kyle Krantz only. If you are not Kyle Krantz, exit the application immediately and notify the Payroll Department.
  - Usage of the Modeler is intended to provide general guidance and estimates.
  - The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.
  - You should not make financial or benefit related decisions based on the modeled check results.
- Yes, I have reviewed and agree to the terms and conditions.**

Exit    Let's Get Started >

6. On the earnings tab, click the 'Edit' link on the line of pay to be adjusted:






The progress bar shows six steps: Start, Earnings, Deductions, Taxes, Calculate, and Results. The 'Earnings' step is highlighted with an orange square. Below the progress bar, there are two buttons: 'Exit' and 'Next >'. The 'Next >' button is highlighted with a green border.

**Earnings - Step 2 of 6**

Job Title: [REDACTED]

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.

 **My Earnings**

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular Pay		\$96.153846	\$8333.33		

Add Earnings    Clear All Amounts

Exit    Next >

7. The amount shown on the 'Edit Earnings' screen is the current semi-monthly rate.

8. Use the following example to calculate the reduced semi-monthly rate:

Semi-Monthly Rate	Reduction %	Amt of Reduction	New Semi-Monthly Rate
\$ 8,333.33	x 0.077	= \$ 641.67	\$ 7,691.66

9. Enter the new semi-monthly rate into the 'Amount' field. Click OK.

10. The updated Amount will appear on the 'My Earnings' screen:

Earnings - Step 2 of 6

Job Title: [REDACTED]

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.

**My Earnings**

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular Pay		\$96.153846	\$7691.66		

11. Click the 'Next' button to navigate to the 'Deductions' screen.

12. Click the 'Edit' link on the retirement line:

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
Dental	Before-Tax	\$3.82			
Dental Plus	Before-Tax	\$26.24			
Health	Before-Tax	\$126.68			
ORP TIAA-CREF	Before-Tax	\$750.00			

Add Deductions   Clear All Amounts

Exit   < Previous   **Next >**

13. Edit Deductions Screen:

- a. Flat Amount or Percent: select 'Percentage of Gross' from the drop-down menu.
- b. Percent: enter '9' in the 'Percent' field
- c. Click 'OK'

**Edit Deductions**

\*Deduction ORP TIAA-CREF

\*Type Before-Tax

Flat Amount or Percent Percentage of Gross

Amount \$0.00

Percent 9

\* Required Field

OK   Cancel

14. The Deductions screen will now show the updated value for retirement:

Start Earnings **Deductions** Taxes Calculate Results

Exit < Previous Next >

**Deductions - Step 3 of 6**

Job Title: [REDACTED]

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
Dental	Before-Tax	\$3.82			
Dental Plus	Before-Tax	\$26.24			
Health	Before-Tax	\$126.68			
ORP TIAA-CREF	Before-Tax		9.000		

Add Deductions Clear All Amounts

Exit < Previous Next >

15. Click 'Next'.

16. Click 'Next' on the 'Taxes' screen:

Start Earnings Deductions **Taxes** Calculate Results

Exit < Previous Next >

**Taxes - Step 4 of 6**

Job Title: [REDACTED]

You can modify tax withholding information for the modeled check.

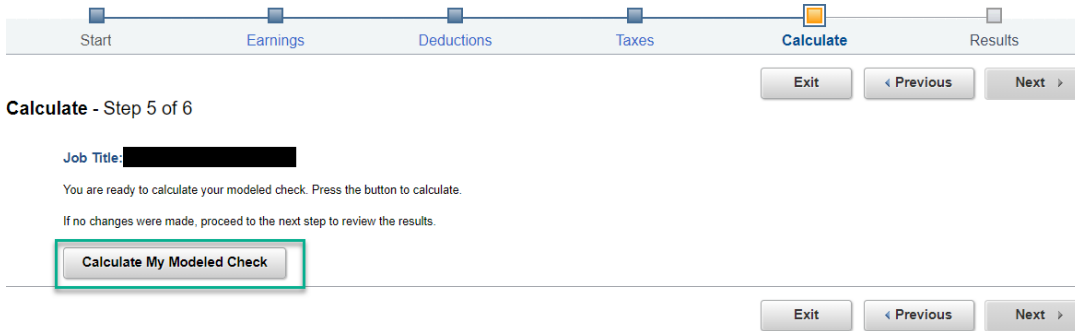
The tax jurisdiction(s) are based on your current tax information. Only the jurisdictions that allow withholding changes using a tax withholding form are displayed.

**My Tax Withholding Information**

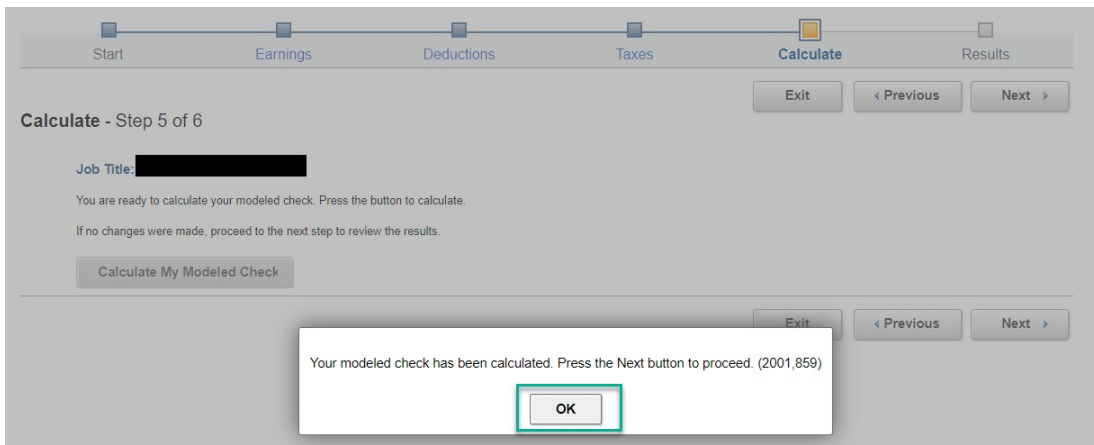
Tax Jurisdiction	Edit
Federal	
South Carolina	

Exit < Previous **Next >**

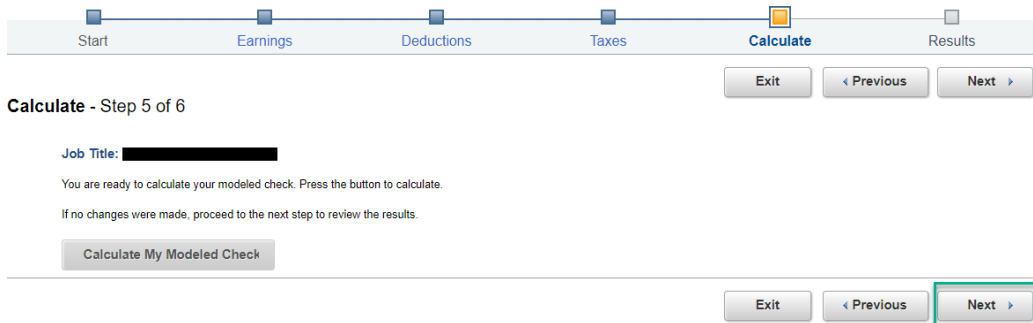
17. On the Calculate screen, click the 'Calculate My Modeled Check' link:



18. The following message will be received once the check has calculated. Click OK.



19. Click 'Next' to review modeled check



20. The modeled check will show the projected gross to net pay for the parameters entered:

**Results - Step 6 of 6**

Job Title: XXXXXXXXXX

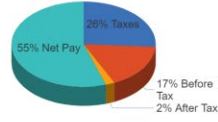
**Modeled Check Results**

Total Gross Earnings	\$7,691.66	 Details
Total Employee Taxes	\$1,991.71	 Details
Total Deductions	\$1,443.58	 Details
Net Pay	\$4,256.37	

[Print My Modeled Check](#)

[Print My Changes](#)

**Modeled Check Ratio**



**Links to Related Actions**

Select Related Actions to navigate to other paycheck related Payroll and Benefits sites.

[▼ Related Actions](#)

Segment	Amount	Percentage
Taxes	\$1,991.71	26%
Before-Tax Deductions	\$1,298.81	17%
After-Tax Deductions	\$144.77	2%
Net Pay	\$4,256.37	55%