

## Paycheck Modeler - Directions

Employees can use Paycheck Modeler to simulate different “what-if” scenarios on their own paycheck through Self-Service. Model paycheck results are automatically cleared when you exit the paycheck modeling component, and modeling history is not retained for future access. To prevent modeled checks from being offered as real paychecks or proof of pay, and to protect personal and pay information, a model check printout contains no data that identifies either the employee or the company and the watermark says *Estimate*.

Employees may find it beneficial to retrieve and print their last pay stub, for ready reference during the modeling process. You can print your earnings statement in PeopleSoft Self-Service under Self-Service > Payroll and Compensation > View Paycheck. Remember, you must have your pop-up blocker turned off or temporarily allow pop-ups in order for your paycheck to open.

To use the Paycheck Modeler, first you must sign into PeopleSoft Self-Service, as indicated below. Once in the system, follow the instructions below.



The image shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there is a yellow informational box containing text about two-factor authentication requirements for off-campus access. The main login area includes fields for "User ID" and "Password", a "Select a Language" dropdown menu set to "English", and a green "Sign In" button. A checkbox for "Enable Screen Reader Mode" is located at the bottom. A grey callout box labeled "STEP 1" with the text "Sign In to PeopleSoft using your OU 4 x 4 and password." has two arrows pointing to the User ID and Password input fields.

**ORACLE**  
**PEOPLESOFT**

Access to this system from off-campus requires two-factor authentication. [Click here to register for Duo or learn more about OU's \(Norman Campus\) authentication requirements.](#)

[Click here to register for Duo or learn more about OUIHSC's \(HSC Campus Users\) two-factor authentication requirements.](#)

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode

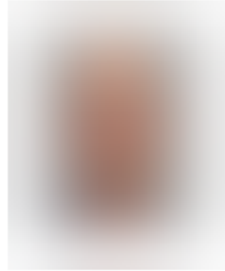
**STEP 1**  
**Sign In** to PeopleSoft using your OU 4 x 4 and password.

# Paycheck Modeler - Directions

## Employee Self Service

### Update Name & Contact

### Personal Details



**Step 2**  
Navigate to Paycheck Modeler by clicking on the **Payroll** box on the Self-Service Home Page. Then click on **Paycheck Modeler** on the next screen.



### Payroll



Last Pay Date

### Benefit Details



### Open Enrollment

No Enrollment Available At This Time

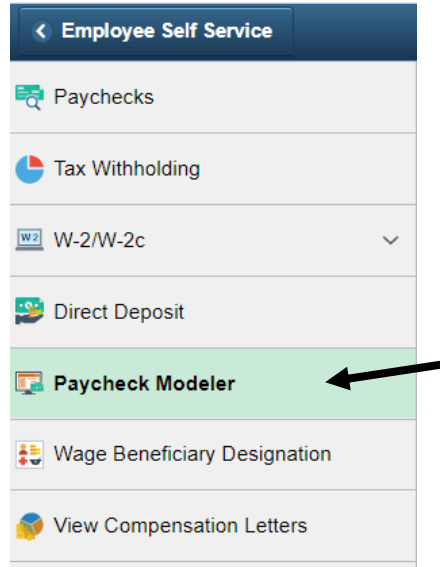
### Training



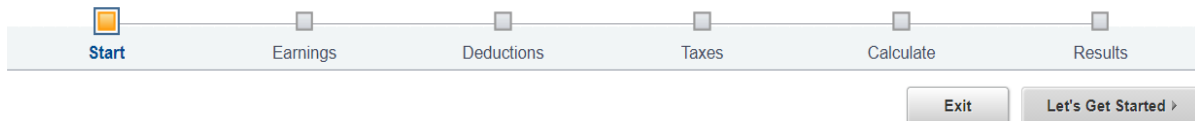
### Access Bursar Account



# Paycheck Modeler - Directions



**Step 1 of 6** – The first page provides a brief description of the functionality and the Paycheck Modeler terms and conditions. You must select that you have reviewed and agree to the terms and conditions before you can move forward. Once selected, the system will take a few seconds to pull in your payroll information. When ready, the 'Let's Get Started' button will fill in. Click on the button and you'll be transferred to Step 2.



## Start - Step 1 of 6

Welcome Daniel Varnell

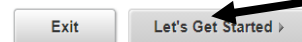
The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

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 Daniel Varnell only. If you are not Daniel Varnell, 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.

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



## Paycheck Modeler - Directions

**Step 2 of 6** – Items listed on the Paycheck Modeler – Earnings page lists your standard earnings based on your FTE. The system retrieves your salary or hourly wage based on the pay period end date of the previously confirmed paycheck. The model check does not include pay rate changes that may apply to the current pay period. As a result, you cannot see current or future pay increases. On this page, you can adjust your earnings to reflect a pay increase or add additional earnings if you are expecting to receive a supplemental pay, award, price, etc. Make any adjustments by clicking ‘edit’, ‘clear amount’ or ‘add earnings’. Earnings must be greater than zero to move forward. Notice, the earnings type ‘DCP Salary Reduction’ does not allow you to edit or clear the value. This amount should not be changed as it is used to calculate the university portion for the Defined Contribution Plan. Once all changes are made, click ‘Next’.

Start Earnings Deductions Taxes Calculate Results

Exit Next >

**Earnings - Step 2 of 6**

Job Title: Financial Associate I

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	80.00	\$17.850000	\$1428.00		

Add Earnings Clear All Amounts

Exit Next >

**Step 3 of 6** – Items listed on the Paycheck Modeler – Deduction page lists your standard deductions that are scheduled to be taken on the next payroll. Make any adjustments by clicking ‘edit’, ‘clear amount’ or ‘add deductions’. If you are participating in the Oklahoma Teacher’s Retirement, you will not be able to adjust the amount withheld as this amount is a percentage of you Total Compensation and will adjust automatically. Once all changes are made, click ‘Next’.

# Paycheck Modeler - Directions

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 BT	Before-Tax				
Health Insurance B	Before-Tax				
Long Term Disability - AT	After-Tax				
Norman Regular Parking	Before-Tax				
VSP-BT	Before-Tax				

**Add Deductions** Clear All Amounts

Exit < Previous **Next >**

**Step 4 of 6** – Items listed on the Paycheck Modeler – Taxes page list your current tax information. Make any adjustments by clicking ‘edit’. Remember, if you are living and working in Oklahoma, your marital status and allowances for Oklahoma taxes MUST be the same as your marital status and allowances for Federal. If you change your marital status or allowance for Federal, you must manually change your marital status and allowances for Oklahoma state taxes. Only jurisdictions that allow withholding changes are available.

Start Earnings Deductions **Taxes** Calculate Results

Exit < Previous Next >

**Taxes - Step 4 of 6**

Job Title:

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.

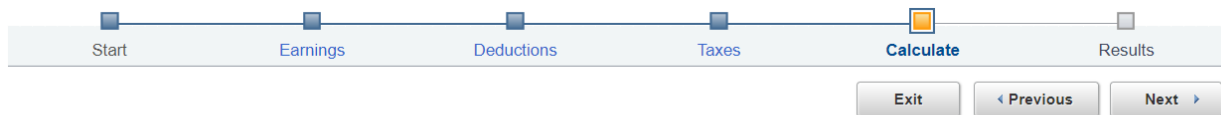
**My Tax Withholding Information**

Tax Jurisdiction	Edit
Federal	
Oklahoma	

Exit < Previous **Next >**

## Paycheck Modeler - Directions

**Step 5 of 6** – You are now ready to calculate your model paycheck. Make sure you have entered all adjustments you want reflected on this model check. If changes have been made to the information on the Earnings, Deductions and/or Taxes pages, click the 'Calculate My Modeled Check' button. If the 'Calculate My Modeled Check' button is not available, click the 'Next' button. Once you click the 'Calculate My Modeled Check' or 'Next' button you will not be able to make adjustments to the current modeled check, you will be required to start over if additional adjustments are needed. Once you click 'Calculate My Modeled Check' or 'Next' the system will take less than a minute to process the modeled check. Once the modeled check is ready for you to review, you will receive a message that states "Your modeled check has been calculated. Press the Next button to proceed." Click 'OK' on the message and then click 'Next' to view the modeled check.

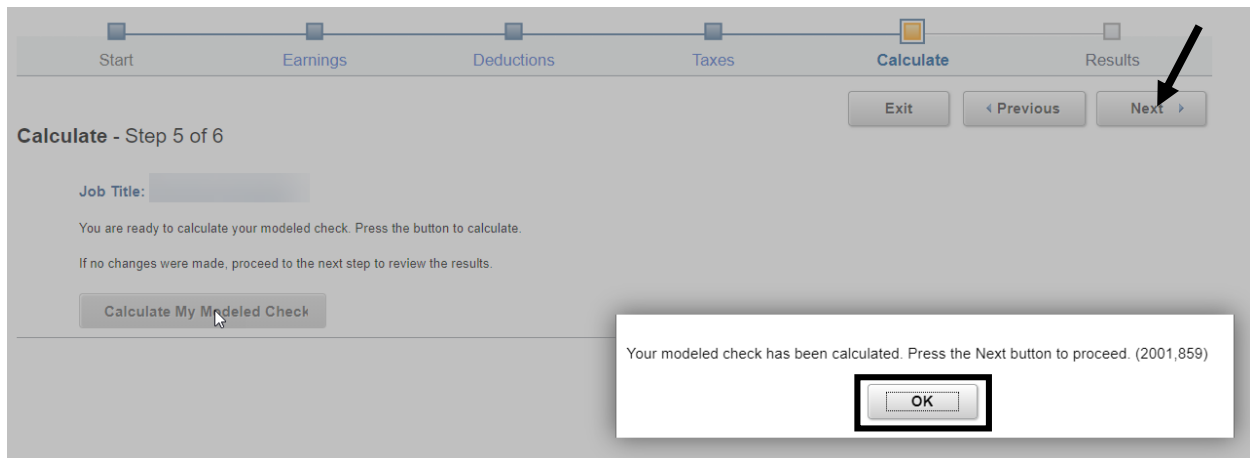


### Calculate - Step 5 of 6

Job Title:

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.



**Step 6 of 6** – The results page presents details of the Modeled Check Calculation. Click the Details links in the Modeled Check Results section to display the breakdown for the Total listed as Earnings, Deductions, and Taxes. If you would like a print out of your modeled check, click the "Print My Modeled Check" button. To receive a print out of what you changed on your modeled check, click the "Print My Changes" button. When you are finished reviewing your model check, click the 'Exit' button to close the modeler.

# Paycheck Modeler - Directions

Start   Earnings   Deductions   Taxes   Calculate   **Results**

Results - Step 6 of 6   [Exit](#)   [< Previous](#)

Job Title:

**Modeled Check Results**

Total Gross Earnings  [Details](#)  
Total Employee Taxes  [Details](#)  
Total Deductions  [Details](#)  
Net Pay

[Print My Modeled Check](#)   [Print My Changes](#)

**Modeled Check Ratio**

Segment	Amount	Percentage
Taxes		18%
Before-Tax Deductions		4%
Net Pay		78%

**Links to Related Actions**

Select Related Actions to navigate to other paycheck related Payroll and Benefits sites.  
[▼ Related Actions](#)

[Exit](#)   [< Previous](#)

Remember, changes made in the Paycheck Modeler are hypothetical changes and are not permanent. You must take the appropriate steps to request the change if you desire the change to be permanent.