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.

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

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’.
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.
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.

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.
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.