Log into PeopleSoft HR

**Open** a browser, for example Chrome, Firefox, Internet Explorer, Safari.

**Access Employee Self Service**
Or - You can also access Employee Self Service by entering the following URL in the address field:
https://cubshr.clemson.edu/psc/ps/EMPLOYEE/HRMS/c/JUI_FRAMWORK.PT_LANDINGPAGE.GBL

**Enter** your Clemson log in or user name in the User Name field and your Clemson password in the Password field.

Two-Factor authentication using DUO is also required when using the University’s online Employee Self Service.
(Learn DUO instructions by visiting https://ccit.clemson.edu/cybersecurity/how-to/duo-authentication/)
From Employee Self Service, **click** on the Payroll and Compensation tile

If you do not see Employee Self Service at the top of your screen, click on the down arrow (shown to the left of Employee Self Service above) and select Employee Self Service from the drop-down menu.

**Select** Paycheck Modeler from the menu on the left

The Paycheck Modeler will now guide you through a series of steps, which will help you to review your estimated net pay based on the criteria entered.
Review the information in Step 1, then click beside Yes, to agree to the terms and conditions. Then, click Let’s Get Started > to continue.
You are now at Step 2 of 6.

- Multiply Your Hourly Rate x the number of furlough hours you are taking during the pay period (1st – 15th or 16th – Last day of the month)
- Make note of Your Regular Gross Pay

*These amounts will appear again in the next step

Click on the Edit pencil to change your earnings amount.
Your Regular Gross Pay will show in the Amount field

Your Hourly Rate will show in the Override Rate

- **Multiply** Your Hourly Rate x the number of furlough hours you are taking during the pay period (1st – 15th or 16th – Last day of the month). This is your decrease in pay.

- Subtract your decrease in pay from your regular gross pay.

- Enter the Adjusted Gross in the Amount field.

Once complete, click OK.

From My Earnings, click **Next** to continue
You are now at Step 3 of 6. If you are subject to retirement, you must make changes to My Deductions. When ready, click **Next**.

### Deductions - Step 3 of 6

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Type</th>
<th>Amount</th>
<th>Percentage of Gross</th>
<th>Edit</th>
<th>Clear Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction 1</td>
<td>After-Tax</td>
<td>$$$$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction 2</td>
<td>Before-Tax</td>
<td>$$$$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If you participate in retirement, i.e. SCRS, PORS or an ORP, you must adjust your Before-Tax Amount to reflect the new amount based on your adjusted gross:
- Adjusted Gross x 9% for SCRS and ORP – or – Adjusted Gross x 9.75% for PORS

Using the Edit pencil, adjust the populated amount to equal the adjusted amount.
You are now at Step 4 of 6. If applicable, make any changes to Taxes. When ready, click Next.
You are now at Step 5 of 6.

**Click Calculate My Modeled Check**

**Calculate - Step 5 of 6**

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.

**Calculate My Modeled Check**

**Click OK**

Your modeled check has been calculated. Press the Next button to proceed. (2001,659)

**Click Next >**

In Step 6, you will see your new estimated Net Pay. You may Print the Modeled Check or Print My Changes.

**Results - Step 6 of 6**

**Job Title:**

**Entered**

- Total Gross Earnings
- New Gross
- New est. Taxes
- New est. Deducts
- New est. Net
- Net Pay

**Current Address**

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

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

The amounts shown here will be reflective of your information.
Click OK when ready to exit.

Remember to **Sign Out** of PeopleSoft.

- Go to the Top Right and **click** on the three vertical dots, then **select** Sign Out.