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/NUI_FRAMEWORK.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.

*Make note of Your Regular Gross Pay. This amount 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

- **INPUT** your new Gross Pay beside Amount
  - If you are 9-month, divide your new annual rate by 18
  - If you are 12-month, divide your new annual rate by 24

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**

**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**

<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.

Click OK

Your modeled check has been calculated. Press the Next button to proceed. (2000,650)

Click Next >

Click Exit when ready to exit.

In Step 6, you will see your new estimated Net Pay. You may Print the Modeled Check or Print My Changes.
Paycheck Modeler Quick Reference – Estimating Net Pay

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**.