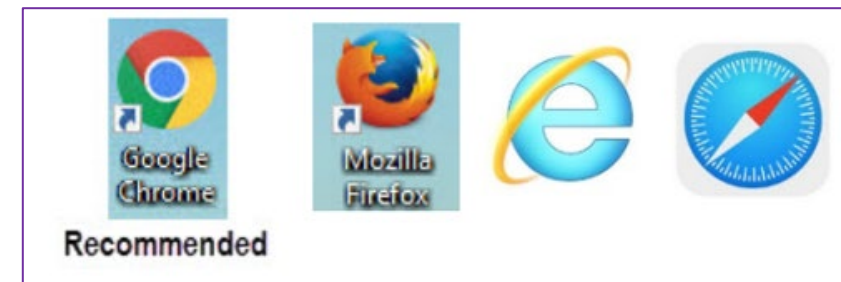




## Log into PeopleSoft HR

**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](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.

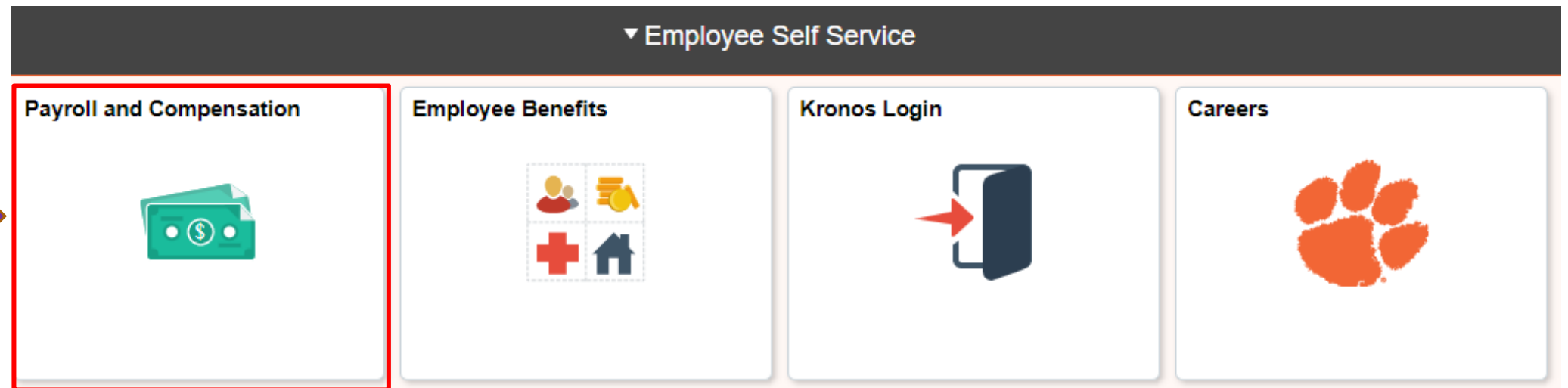
Two-Factor authentication using DUO is also required when using the University's online Employee Self Service.

(Learn DUO instructions by visiting <https://ccit.clemson.edu/cybersecurity/how-to/duo-authentication/>).



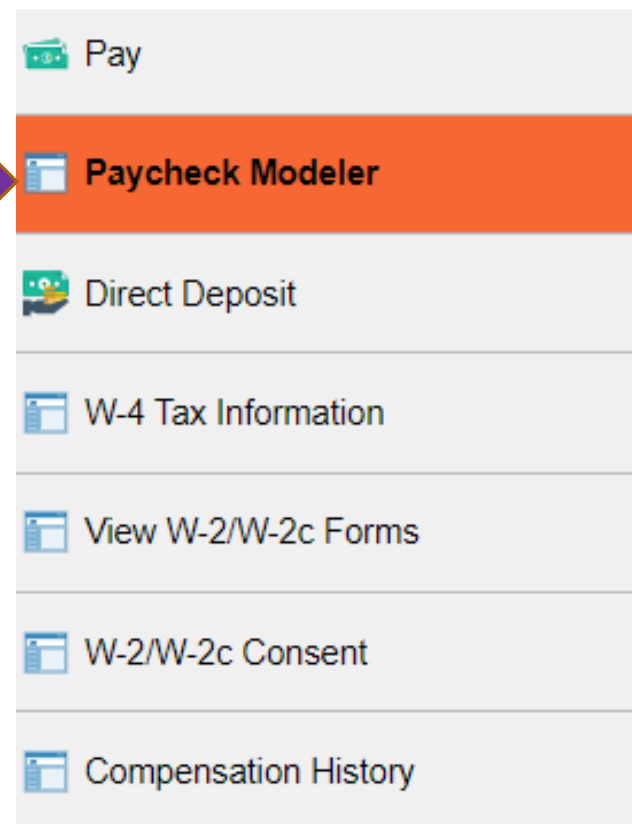
From Employee Self Service, **click** on the Payroll and Compensation tile

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.

**Start** Earnings Deductions Taxes Calculate Results

Exit Let's Get Started >

### Start - Step 1 of 6

#### Welcome

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 Amelia Hood only. If you are not Amelia Hood, 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 >

1: Review

2: Agree

3: Click to Get Started



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 (1<sup>st</sup> – 15<sup>th</sup> or 16<sup>th</sup> – 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.

**Earnings - Step 2 of 6**

**Job Title:**

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		Your Hourly Rate	Your Regular Gross pay		



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 (1<sup>st</sup> – 15<sup>th</sup> or 16<sup>th</sup> – 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.

### Edit Earnings

\*Earnings Type

Hours

Amount  ←

Override Rate

\* Required Field

From My Earnings, click **Next** to continue

### My Earnings

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular		Your Hourly Rate	Your Revised Gross pay from the edit		

←







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

Deduction	Type	Amount	Percentage of Gross	Edit	Clear Amount
Deduction 1	After-Tax	\$\$\$			
Deduction 2	Before-Tax	\$\$\$			



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**.



## 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	
South Carolina	

Exit

◀ Previous

Next ▶







You are now at Step 5 of 6.

Click Calculate My 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.

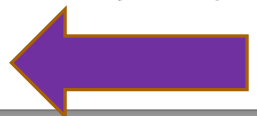
Calculate My Modeled Check



Click OK

Your modeled check has been calculated. Press the Next button to proceed. (2001,859)

OK



Click Next >

Exit Previous 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		Details
Total Employee Taxes	New est. Taxes		Details
Total Deduction	New est. Deducts		Details
	Net Pay		New est. Net

Print My Modeled Check    Print My Changes



Current Address

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

▼ Related Actions

Name

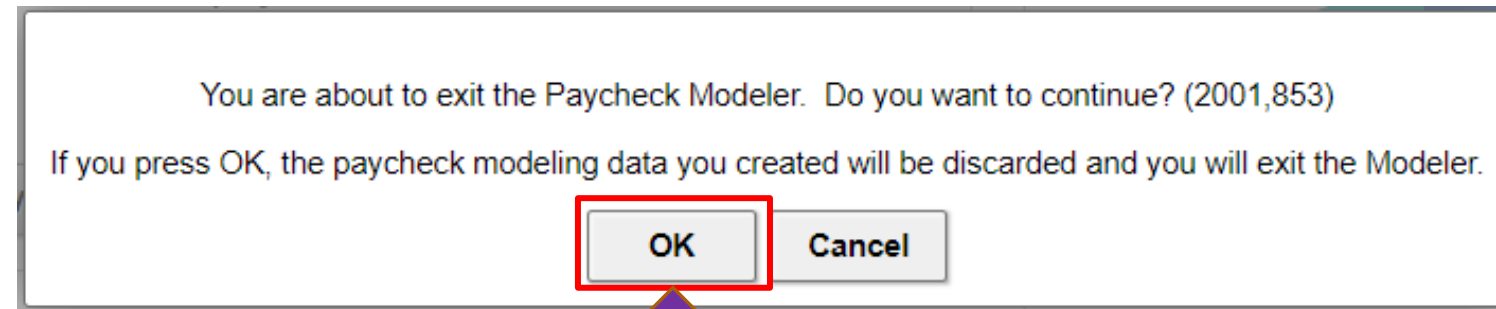
The amounts shown here will be reflective of your information

Segment	Amount	Percentage
Taxes	New Taxes (est)	New %
Before-Tax Deductions	New Deducts (est)	New %
After-Tax Deductions	New Deducts (est)	New %
Net Pay	New Net (est)	New %





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.

