Using the Paycheck Modeler

Employees can use the Paycheck Modeler to quickly investigate their own what-if scenarios around paycheck-related questions without having to call the payroll department.

Accessing the Paycheck Modeler:
1. Log in to UAccess Employee as you would to access your Timesheet.
2. Navigate to Self Service > Payroll and Compensation > Paycheck Modeler.

Navigation Boxes:
There are navigation boxes on the top of every page that allow you to navigate back to pages you’ve already seen. The boxes only become active after you’ve landed on that specific page.

Getting Started:
Three ways to change information:
1. Add new rows
2. Edit existing amounts
3. Clear existing amounts

All amounts shown are based on your last paycheck.
Rate = Hourly wage (for both exempt and non-exempt employees)
Amount = Bi-weekly gross wages
Non-exempt Employees

Hourly (non-exempt) employees can edit **Hours** or **Override Rate** (hourly wage), but not the **Amount** (bi-weekly gross wages).

Exempt Employees

Salaried (exempt) employees can edit the **Amount** (bi-weekly gross wages), but not **Override Rate** (hourly wage rate).

For example, if you are an hourly employee and you are earning $16.00 an hour, you can change your hourly rate to $18.00 an hour using the **Override Rate** field. And if you are a salaried employee and your bi-weekly gross wage is $1,400.00 you can change the bi-weekly wage $2,000.00 using the **Amount** field.

Calculate Modeled Check:

1. Click **Calculate My Modeled Check**
2. Proceed with **Next button** when it becomes activated

**Results:**

- Access details of amounts shown
- Print example paycheck
- Print comparison view of changes

Resources and References:

- 24/7 IT Support Center: 520-626-8324 http://247.arizona.edu
- UAccess Community: http://community.uaccess.arizona.edu
- UAccess Learning: https://learning.uaccess.arizona.edu (search for paycheck modeler)
- UITS Workshop & Training Team: http://workshops.arizona.edu or uitsworkshopteam@list.arizona.edu