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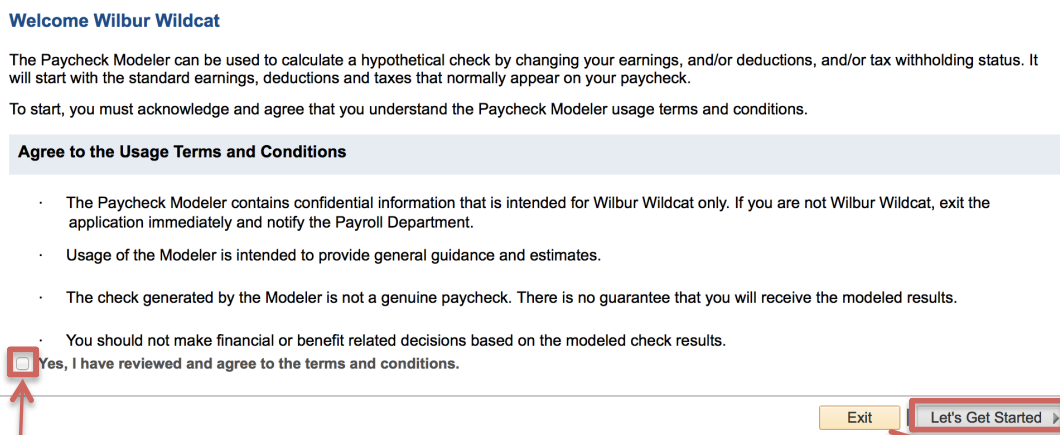1. Log in to UAccess Employee as you would to access your Timesheet.
2. Navigate to *Self Service > Payroll and Compensation > Paycheck Modeler*.

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.
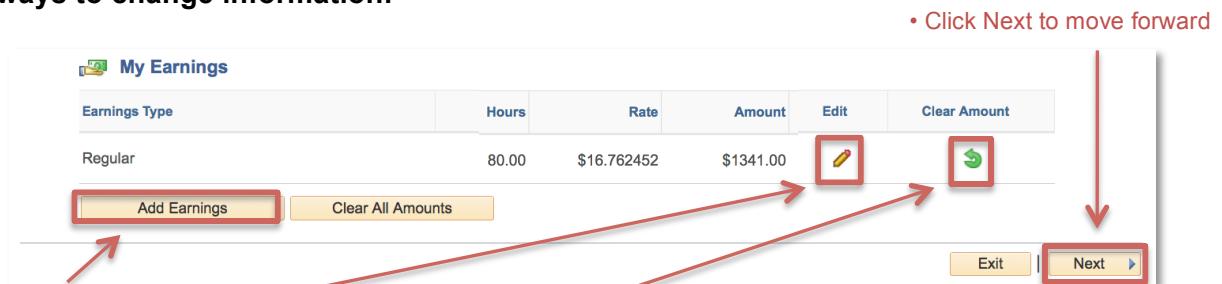
Start	Earnings	Deductions	Taxes	Calculate	Results

• Use shaded boxes to navigate to any previous step

Getting Started:

Welcome Wilbur Wildcat

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 Wilbur Wildcat only. If you are not Wilbur Wildcat, 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. Agree to the terms and conditions

2. Click **Let's Get Started** when button becomes activated

Three ways to change information:

• Click Next to move forward

💵 My Earnings

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular	80.00	$16.762452	$1341.00	✏️	↩️

[Add Earnings]   [Clear All Amounts]

[Exit]   [Next ▶]

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

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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.

Edit Earnings

*Earnings Type	Regular
Hours	80.00
Amount	$1341.00
Override Rate	$16.762452

Edit Earnings

*Earnings Type	Regular
Hours	
Amount	$2413.79
Override Rate	$30.172414

Calculate Modeled Check:

Job Title: Specialist

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]

[Exit] | [◄ Previous] [Next ►]

1. Click **Calculate My Modeled Check**

2. Proceed with **Next button** when it becomes activated

Results:

• Access details of amounts shown

Modeled Check Results

Total Gross Earnings	$2,413.79	Details
Total Employee Taxes	$494.86	Details
Total Deductions	$661.06	Details
Net Pay	$1,257.87	

[Print My Modeled Check] [Print My Changes]

• 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