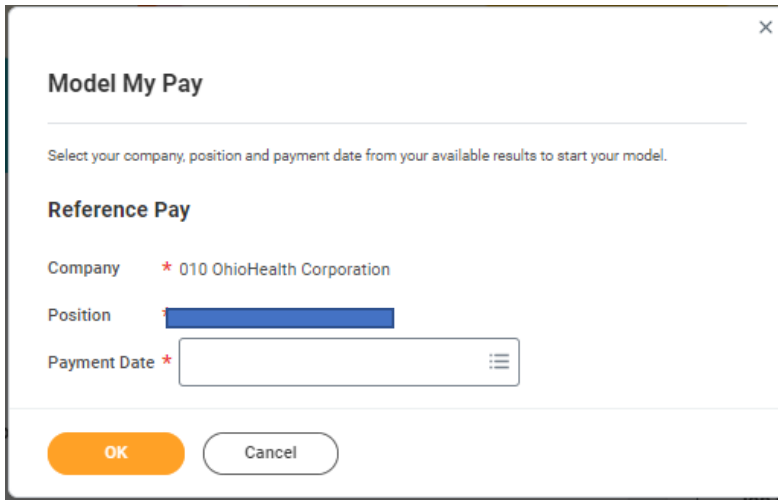


Payroll – Model My Pay

Model My Pay allows associates to view an estimate of their pay after applying “what if” changes to earnings, taxes and/or deductions.

- Log into Workday
- Type “Model My Pay” in the Workday Search Bar
- Within the **Model My Pay -> Reference Pay** prompt screen, select the Payment Date that you would like to model. (All of the previous pays for the current calendar year will appear)



- If you are looking to model your **Earnings, Before Tax Deductions** (Medical, Dental, Vision, 403b, etc) or **After Tax Deductions** expand the selection by clicking on the arrow to the left of the **Modeling Options**.



Payroll – Model My Pay

Model Options:

Adding a New Election: Click on the PLUS icon if you want to add a new election; select the election within the **Description** drop down box and add the **Amount** or **Percent** as desired.

- **Updating a Current Election:** Add the amount(s) within the **Adjusted Value** sections(s).

Add new elections – OR – Update Current Elections

Description	Additional Information	Type	Current Value	Adjusted Value
Overtime 1.5		Hours (unprorated)	0.00	<input type="text"/>
		Rate	0.00	<input type="text"/>

- If you are looking to model your **Tax Elections** (Federal or State), click on the buttons at the bottom of the page – **Adjust Federal Taxes OR Adjust State Taxes**.

Model Adjust Federal Taxes Adjust State Taxes Cancel

- Make adjustments to your Federal and/or State taxes as needed and click **Adjust** at the bottom of the page.
- Once you have entered your Modeling adjustments, click on the **Model** icon to view the differences.

Your Modeled Net Pay	
\$885.01 USD	Estimated Take Home Pay

Overall Summary	
Difference	(\$29.58) USD
Modeled Net Pay	\$885.01 USD
Reference Net Pay	\$914.59 USD
Reference Payment Date	02/24/2023

Changes entered are temporary for display only