

MODEL MY PAY

OVERVIEW

This job aid explains how to run the Model My Pay feature to view an estimate of pay after applying hypothetical changes to taxes, earnings and/or deductions for payslips in the current tax year in Workday. After making the elections, employees can view a summary of the differences between their actual pay and what Model My Pay displays, which includes a modeled pay breakdown of gross to net pay, employee taxes, employer paid benefits and deductions.

This feature does not impact your actual pay.

If you need assistance or have any questions, please contact the [Employee Contact Center](#) at 570-271-6640.

ACCESS MODEL MY PAY

1. In the search bar in Workday, type Model My Pay.
2. Click Model My Pay to open the task.
 - Links to Model My Pay are also available through the Benefits and Pay Hub.
3. The Model My Pay pop up box shown below will appear.
 - Fields will default in when only one option is available.

Model My Pay

Select your company, position and payment date from your available results to start your model.

Reference Pay

Company * [Dropdown]

Position * [Dropdown]

Payment Date * [Dropdown]

Cancel OK

SELECT A PAYSLLIP

Only one pay can be modeled at a time. Available payslips to model are limited to pay periods completed in the current tax year.

4. Select the fields that match the payslip you would like to model.
 - **Company:** select the Company from a previous pay.
 - **Position:** select the applicable position from a previous pay.
 - **Payment Date:** select a previous paycheck
5. Once the fields for the payslip you would like to model are entered, click OK.



[Model My Pay is available for tax adjustments via mobile device](#)

ENTER ADJUSTMENTS

The Reference Pay section summarizes the payslip selected in the previous step. This is the payslip information that will be used to model. If a different pay period should be modeled, return to the previous step.

Under Modeling Options, click on the arrow to the left of each section (Earnings, Deductions (Pre Tax), and Deductions (Post Tax)) to expand the fields. Blank fields indicate an item that can be edited for a model adjustment. The expansion arrow for Tax Elections is only a view.

Both Deductions sections will display all deductions that processed in the modeled pay, however, the options for adjusting deductions are specific to each section. The top Deductions offers adjustments to **pre-tax** deductions and the bottom section (not expanded in image) is for **post-tax** deduction adjustments.

Once you have entered your modeling adjustments, click the Model button to view the differences. Click Rerun Model My Pay at the top of the page if you would like to model other options. You can click Print at the bottom of the page for a detailed list view of your model.

Model My Pay

Reference Pay

Company: [] Position: []
Pay Period: [] Gross Pay: []
Payment Date: [] Net Pay: []

Modeling Options

Expand sections below as needed and enter new values in the Adjusted Value column. Click the Adjust Federal Taxes and Adjust State Taxes buttons to make changes to your tax elections. When finished, click the Model button to run a calculation that compares your changes to your original pay.

Earnings: []

*Description	Additional Information	Type	Current Value	Adjusted Value
Regular Pay	[]	Amount	[]	[]
		Hours	[]	[]
		Rate	[]	[]

Deductions: []

*Description	Additional Information	Type	Current Value	Adjusted Value
401(k) - Geisinger System Services	[]	Amount	[]	[]
		Percent	[]	[]

Modeling Taxes

Model Adjust Federal Taxes Adjust State Taxes Cancel

Modeling Earnings and Deductions

To model an earning or deduction that did not originally process in the selected pay, click the plus sign in the top right corner of the applicable table. A new row will appear at the top of the table, complete the fields with the intended adjustment(s).

If a blank field is available in the Adjust Value column of a table, you can enter a new amount to model. The amount entered will override the information that originally processed. If wanting to model an additional amount, enter the amount that originally processed for the pay component plus the adjusted amount.

If you are looking to model your Tax Elections, click on the Adjust Federal Taxes or Adjust State Taxes buttons at the bottom of the page. Once your tax elections adjustments are selected you will return to the above screen and will then need to select Model to view adjustments.