



## **User Guide for Model My Pay** *Workday Job Aid for Employees*

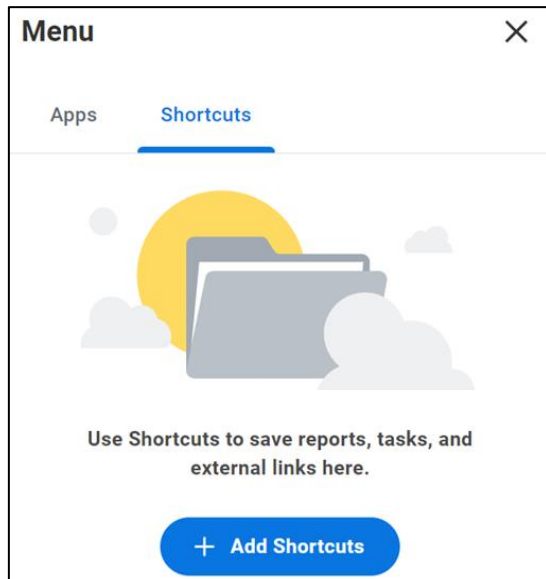
### **Overview**

This job aid explains how to run the Model My Pay feature that employees can use to view an estimate of their pay after applying hypothetical changes to their tax earnings and/or deductions in Workday. Employees will be able to adjust their tax elections, deductions, and earnings based on the changes they elect. 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 your gross to net pay, employee taxes, benefits withholdings, and other MC withholdings.

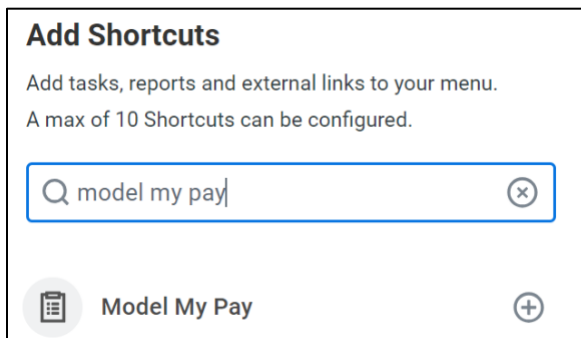
If you need assistance or have any questions, please contact the Payroll Services Team at [payroll@montgomerycollege.edu](mailto:payroll@montgomerycollege.edu).

## How to add Model My Pay to Shortcuts

1. From the Workday home page, select **Menu** then select **Shortcuts**.
2. Select the **Add Shortcuts** button.

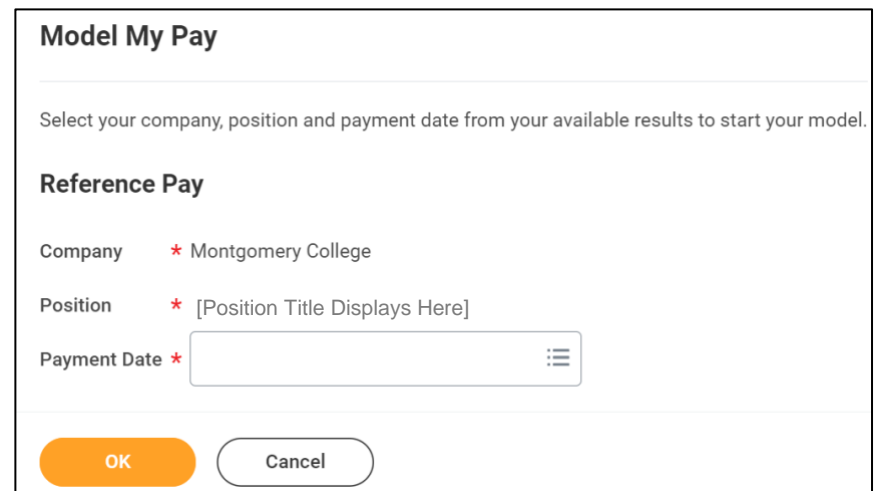


3. In the **Find Shortcuts** field, enter **Model My Pay** in the search.
4. Select the **plus (+)** icon to add Model My Pay to your Shortcuts.



## How to use Model My Pay

1. From the Workday home page, select **Menu**, then select **Shortcuts**.
2. Click **Model My Pay** to open the task.
3. In the **Payment Date** field, select a previous pay check.



**Note:** Payment Dates are limited to the period when Model My Pay was accessible for employee use and only one pay can be modeled at a time.

4. By clicking on the arrow to the left of each section (**Taxable Earnings/Tax Free Reimbursement, Pre Tax Deductions, and Post Tax Deductions**) this will expand the fields to be able to edit any of your pay information for a model adjustment.

**Modeling Options**

Expand sections below as needed and enter new values in the Adjusted Value field. If you don't enter a start date and end date when adding new rows to the table, the system will default to the current date. When finished, click the Model button to run a calculation that compares the current model to the new model.

**> Taxable Earnings/Tax Free Reimbursement:**

> **Pre Tax Deductions: 3,070.80**

> **Post Tax Deductions: 1.86**

∨ **Tax Elections: 384.06**

**Note:** The expansion arrow for Tax Elections is only a view. 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 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.

**How to Model a New Earning**

- Click on the arrow to the left of **Taxable Earnings/Tax Free Reimbursement** to expand the field.
- Click on the **plus (+)** to add a new line, then search and select the new Earning.

+	*Description	Start Date	End Date
-	× Educational Assistance Program - Taxable ...		

(e.g., Educational Assistance Program - Taxable)

- Enter the **amount** in the box under **Adjusted Value**.

Type	Current Value	Adjusted Value
Amount	0.00	<input type="text"/>

- Once you have entered the earning(s), click the **Model** button to view the differences.