



Miami-Dade County

Paycheck Modeler Job Aid

Version 1.0

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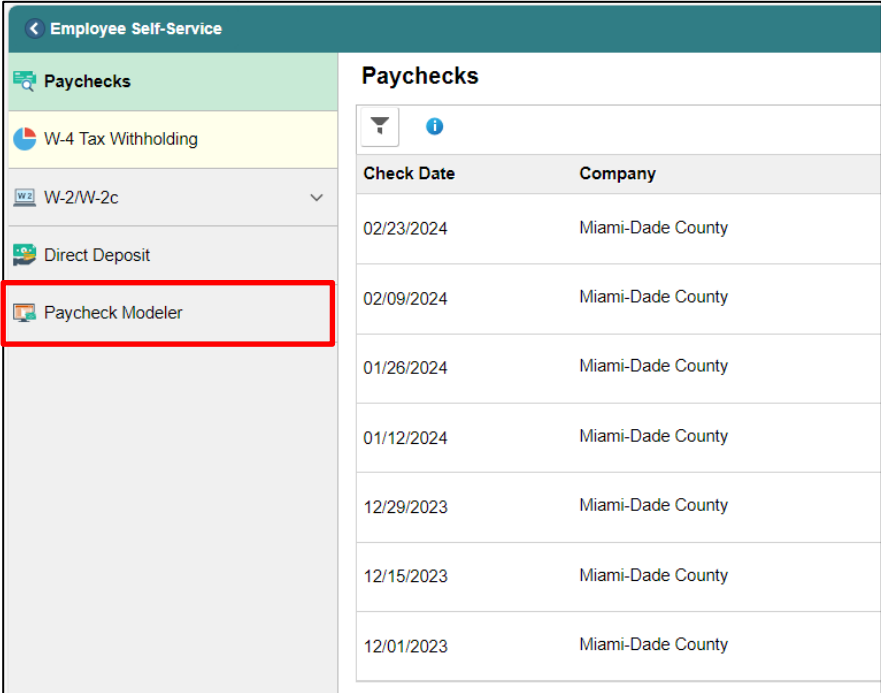
PURPOSE..... 2

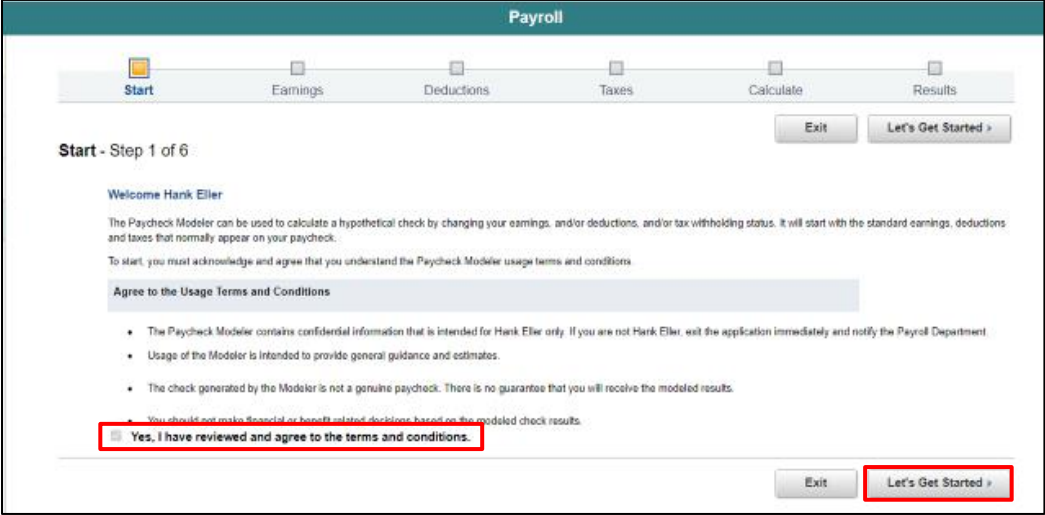
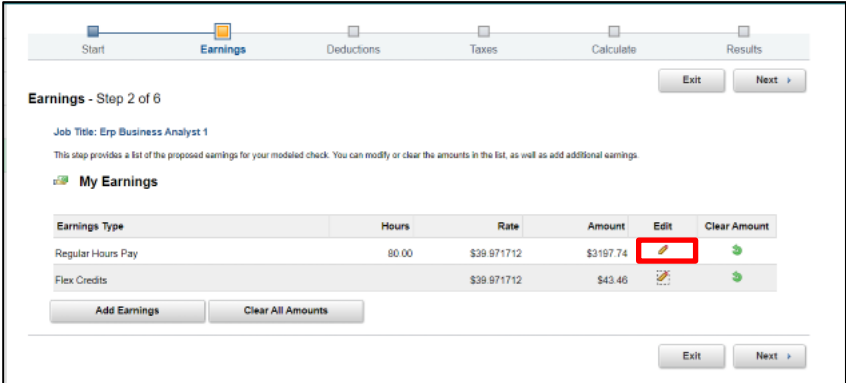
MODEL A PAYCHECK..... 3

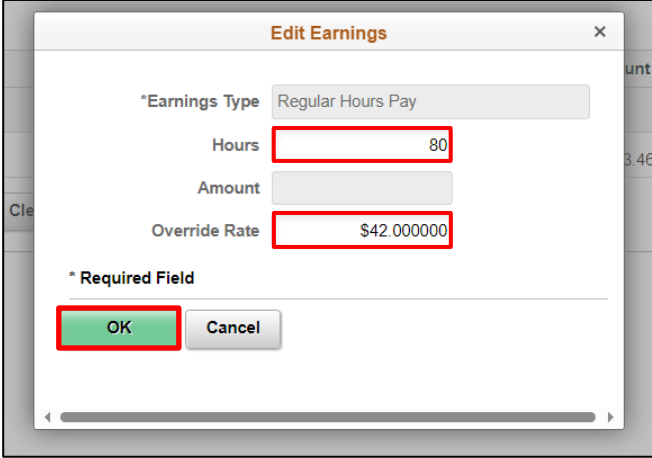
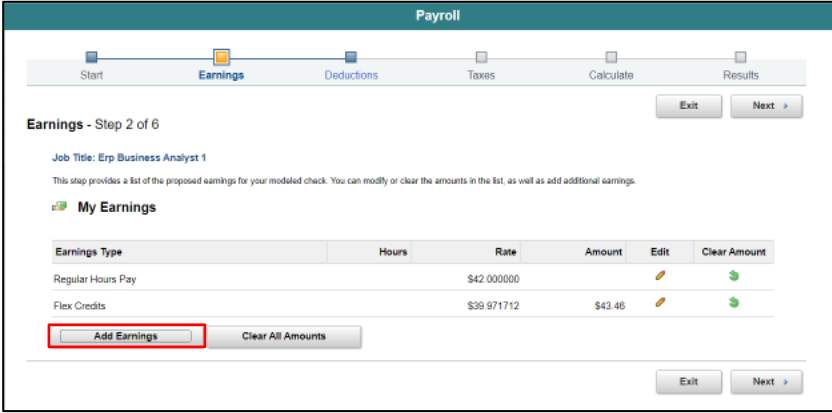
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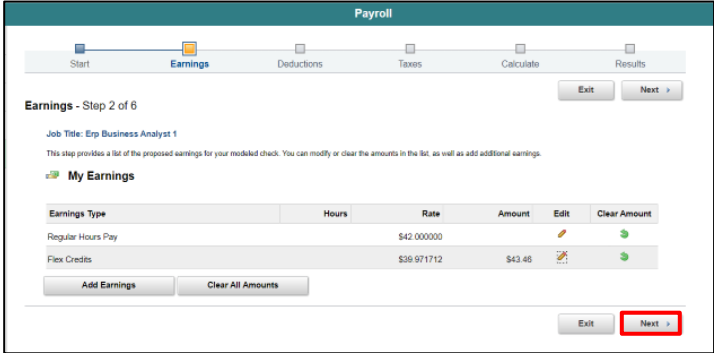
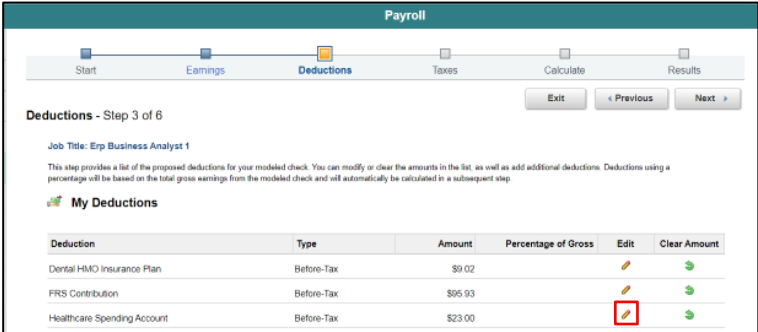
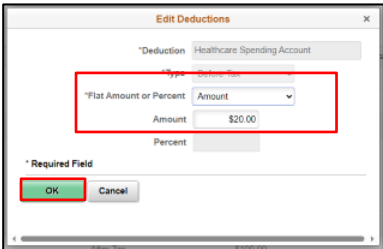
This document provides instructions on how to model a paycheck by hypothetically changing the following: Earnings, Deductions, and / or Tax Withholding status. This document is for all employees.


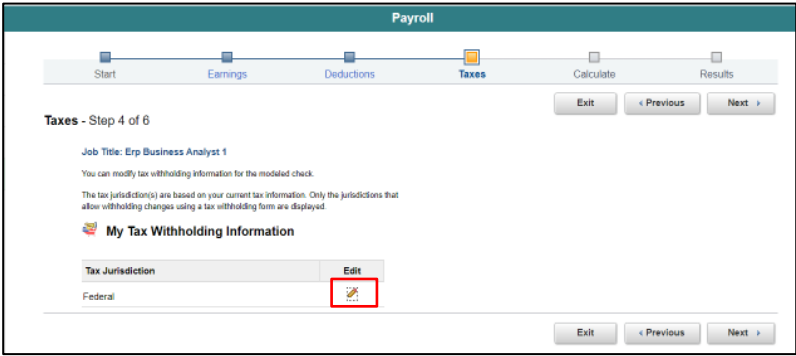
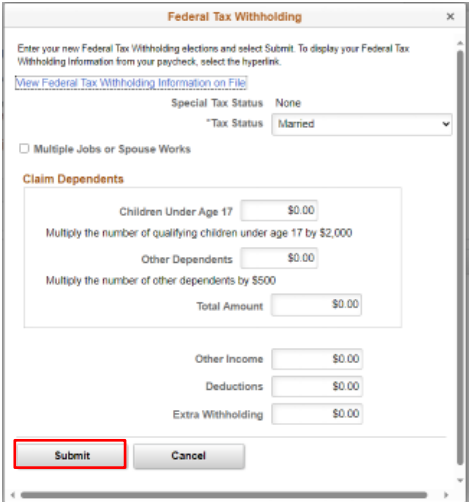
MODEL A PAYCHECK

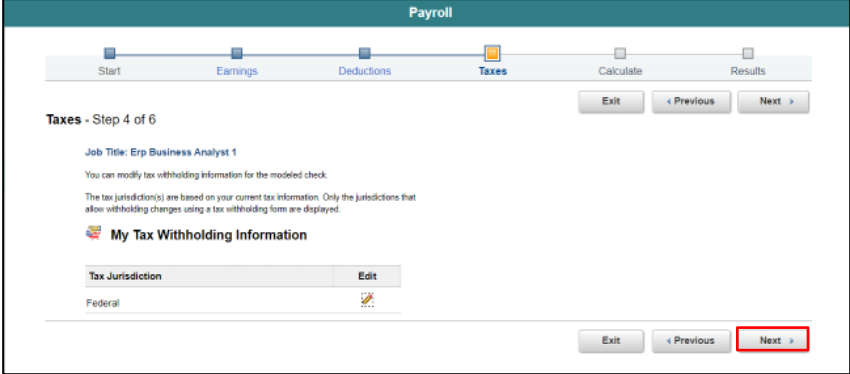
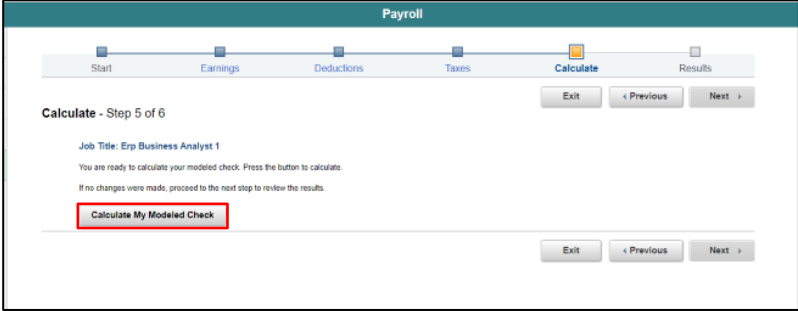
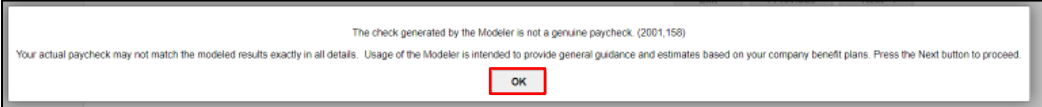
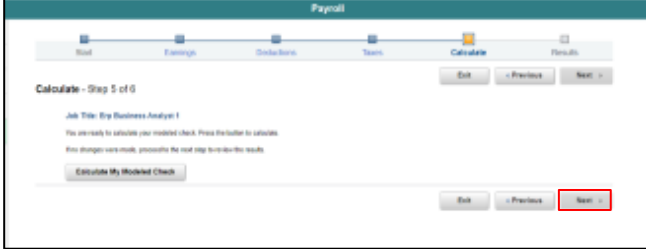
Step	Action																
1.	Navigation: Log in to INFORMS > Employee Self-Service > Payroll																
2.	<p>Select Paycheck Modeler on the lefthand pane:</p>  <p>The screenshot shows the 'Employee Self-Service' interface. On the left-hand pane, there is a list of options: Paychecks, W-4 Tax Withholding, W-2/W-2c, Direct Deposit, and Paycheck Modeler. The 'Paycheck Modeler' option is highlighted with a red rectangular box. The right-hand pane displays a table of paychecks for Miami-Dade County.</p> <table border="1" data-bbox="797 577 1321 1215"> <thead> <tr> <th data-bbox="802 682 950 709">Check Date</th> <th data-bbox="1019 682 1112 709">Company</th> </tr> </thead> <tbody> <tr> <td data-bbox="802 737 894 764">02/23/2024</td> <td data-bbox="1019 737 1170 764">Miami-Dade County</td> </tr> <tr> <td data-bbox="802 806 894 833">02/09/2024</td> <td data-bbox="1019 806 1170 833">Miami-Dade County</td> </tr> <tr> <td data-bbox="802 875 894 903">01/26/2024</td> <td data-bbox="1019 875 1170 903">Miami-Dade County</td> </tr> <tr> <td data-bbox="802 945 894 972">01/12/2024</td> <td data-bbox="1019 945 1170 972">Miami-Dade County</td> </tr> <tr> <td data-bbox="802 1014 894 1041">12/29/2023</td> <td data-bbox="1019 1014 1170 1041">Miami-Dade County</td> </tr> <tr> <td data-bbox="802 1083 894 1110">12/15/2023</td> <td data-bbox="1019 1083 1170 1110">Miami-Dade County</td> </tr> <tr> <td data-bbox="802 1152 894 1180">12/01/2023</td> <td data-bbox="1019 1152 1170 1180">Miami-Dade County</td> </tr> </tbody> </table>	Check Date	Company	02/23/2024	Miami-Dade County	02/09/2024	Miami-Dade County	01/26/2024	Miami-Dade County	01/12/2024	Miami-Dade County	12/29/2023	Miami-Dade County	12/15/2023	Miami-Dade County	12/01/2023	Miami-Dade County
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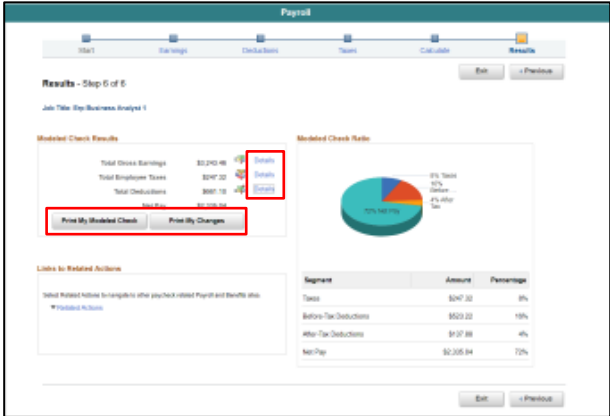
Step	Action
3.	<p>Read and agree to the paycheck modeler Usage Terms and Conditions. Select Yes, I have reviewed and agree to the terms and conditions. Then select Let's Get Started.</p> 
4.	<p>Select the Pencil icon to edit Regular Hours Pay or any earnings category that apply to you.</p> <p>Note: Select Next to move on to Deductions or Taxes if you do not want to manipulate Earnings.</p> 

Step	Action
5.	<p>If you would like to edit Regular Hours Pay, update the Hours and / or Rate fields and then select OK to manipulate hypothetical earnings.</p> 
6.	<p>Select Add Earnings if you would like to add an earnings category applicable to you. Please check with your DPR to ensure that you are eligible for specific earnings categories.</p> 

Step	Action
7.	<p>Note: Select the green arrow under Clear Amount to clear out the field and start from scratch.</p> <p>Select Next once all your edits have been made.</p>  <p>The screenshot shows the 'Payroll' interface at the 'Earnings' step. A table lists earnings: 'Regular Hours Pay' with a rate of \$42.000000 and 'Flex Credits' with an amount of \$43.48. A green arrow is visible in the 'Clear Amount' column for the Flex Credits row. The 'Next' button is highlighted with a red box.</p>
8.	<p>Note: Select Next to move on to Taxes if you do not want to manipulate Deductions.</p> <p>In this example the Healthcare Spending Account amount is being updated. This amount is set by the employee, however, when updating certain pre-set plans (for example medical insurance) you will need to utilize the various rates provided by the providers.</p>  <p>The screenshot shows the 'Payroll' interface at the 'Deductions' step. A table lists deductions: 'Dental HMO Insurance Plan' (\$9.02), 'FRS Contribution' (\$96.93), and 'Healthcare Spending Account' (\$23.00). The 'Edit' icon for the Healthcare Spending Account row is highlighted with a red box.</p>
9.	<p>Update the Flat Amount or Percent and Amount fields. Select OK once all edits have been made.</p>  <p>The screenshot shows the 'Edit Deductions' dialog box for the 'Healthcare Spending Account'. The 'Flat Amount or Percent' dropdown is set to 'Amount' and the 'Amount' field contains '\$20.00'. The 'OK' button is highlighted with a red box.</p>

Step	Action
10.	<p>You also have the option to add a deduction. If desired, select the Add Deductions button and select any applicable deductions. Please check with your DPR to ensure that you are eligible for specific deductions.</p> <p>Select Next once all edits have been made.</p> 
11.	<p>Select the Pencil icon to edit Taxes.</p> 
12.	<p>Select View Federal Tax Withholding Information on File to view your current Federal tax withholding.</p> <p>Update and edit the various fields as desired. Select Submit once all edits have been made.</p> 

Step	Action
13.	<p>Select Next.</p> 
14.	<p>Select Calculate My Modeled Check.</p> 
15.	<p>Read the disclaimer then select OK.</p> 
16.	<p>Select Next.</p> 

Step	Action
17.	<p>View results. Select the Details link to display the individual Earnings, Taxes, or Deductions categories. Select the Print My Modeled Check button to save or print a PDF version of your modeled check (this will open up in a new tab). Select the Print My Changes button to save or print a PDF version of the from / to changes that have been made (this will open up in a new tab).</p> 
18.	<p>Select Exit to exit the Paycheck Modeler and return to Employee Self-Service.</p> 