



1.5 Paycheck Modeler

Step	Action
1.	Navigate to PeopleSoft Self Service at http://employee.cabq.gov
2.	Sign in to Peoplesoft: Enter your User ID into the User ID field.
3.	Press [Tab] to go to the Password field.
4.	Enter your password into the Password field.
5.	Click on the Sign In button.
6.	On the Home Page under the Employee Self Service menu, click on Paycheck Modeler .
7.	Read the terms and conditions, if you agree, click the Yes box and then Let's Get Started . It may take a moment for the Let's Get Started button to become available.
8.	On step 2 of the Paycheck Modeler you will see your base pay and any special pays. You can change the base and special pay amounts by clicking on the edit icon. Note: If you are a non-exempt employee you can override the hourly rate; if you are an exempt employee you can only modify the amount (this is a bi-weekly amount).
9.	To add additional earnings such as overtime click on the Add Earnings button.
10.	Choose the additional earnings by clicking on the Magnifying Glass icon.
11.	Enter the Hours or Amount in the specified field.
12.	Click OK .
13.	Once you have made all necessary modifications, click Next .
14.	On step 3, you can make modifications to your existing deductions by clicking on the Edit icon.
15.	To add new deductions click the Add Deductions button.
16.	Choose the additional deductions by clicking on the Magnifying Glass icon.
17.	Enter the Amount in the specified field.
18.	Click OK .
19.	Once you have made all necessary modifications, click Next .
20.	On step 4, you can make modifications to your Federal and State withholding elections. Note: Certain earnings are subject to supplemental tax withholding rates, which may not be reflected in the modeled check.
21.	Click on the Edit icon next to the tax jurisdiction you want to modify.
22.	Make the necessary modifications to your tax withholding elections.
23.	Click OK .
24.	Once you have made all necessary modifications, click Next .
25.	On step 5, click on Calculate My Modeled Check .
26.	Once you get the message that your check has been calculated click OK .
27.	Click the Next button to view your modeled check.
28.	On step 6, you can see the details of your Earnings, Taxes, and Deductions by clicking on the Details hyperlink under Modeled Check Results.



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29.	Click on the Print My Changes button to see what was changed in the modeled check. You will only see what was modified.
30.	Click on the Print My Modeled Check button to view your estimated hypothetical check. The check generated by the Modeler is not a genuine paycheck. You should not make financial or benefit related decisions based on the modeled check results.
31.	End of Procedure.