



Instructional Guidance for Employee Self-Service

Payslip Modeler

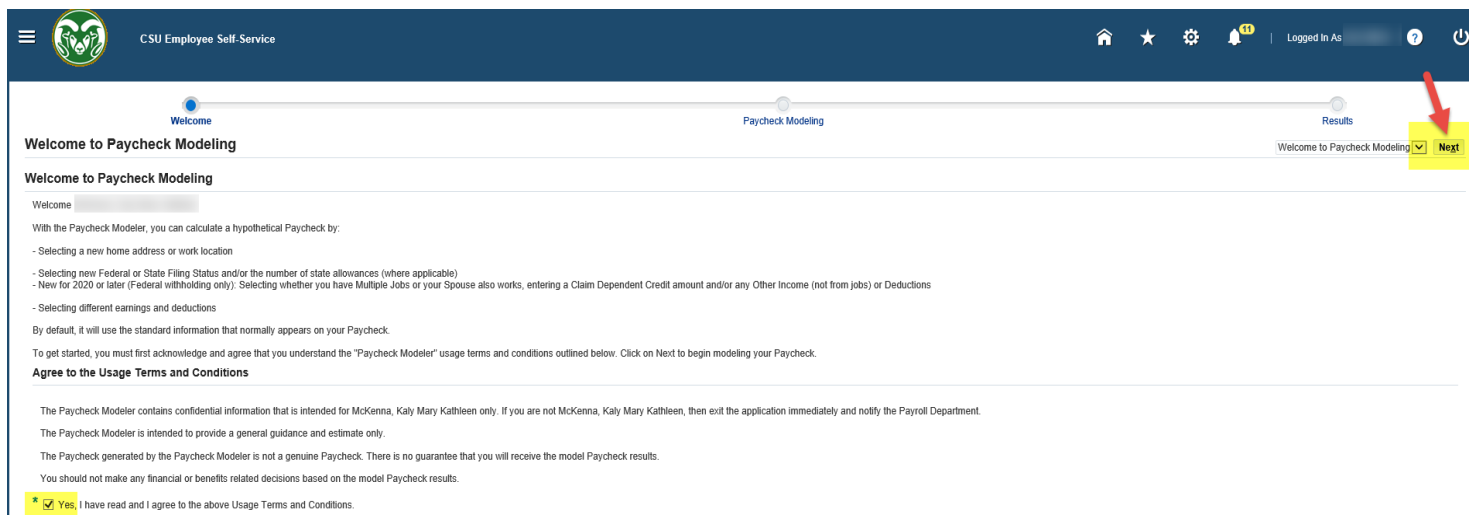
Follow the instructions to view calculations specific to your payslip based on variations of either tax withholding updates or voluntary retirement deduction updates.

- The usage of the Payslip Modeler tool is limited to the following days:
 - Employees paid monthly may utilize the Payslip Modeler the 1st through the 15th of any month.
 - Employees paid on a biweekly basis may utilize the Payslip Modeler Monday through Thursday during non-payday weeks.

Click on the [CSU EMPLOYEE SELF-SERVICE PAYSリップ MODELER](#)



Agree to Usage Terms and Conditions then click next in the upper right-hand corner.



1. Review current tax-withholding details. Make adjustments to view your pay slip with updated choices.
2. Choose Salary or Hours by clicking on the magnifying glass.
3. Enter an amount or hours in the "value" box.

The screenshot shows the 'Generate Model Paycheck' interface. At the top right, there are navigation buttons: 'Back', 'Paycheck Modeling', and 'Next'. The 'Next' button is highlighted in yellow and has a red arrow pointing to it. Below the navigation bar, there are sections for 'Personal Information' and 'Pay Information'. The 'Tax Withholding Details' section is expanded, showing various tax-related fields. The 'Earnings and Hours' section contains a table with columns for 'Select Earnings/Hours Type', 'Value', and 'Default Value'. The 'Deductions' section also contains a table with columns for 'Select Deductions Type', 'Value', and 'Default Value'. Red arrows point to the 'Regular Salary - Monthly Salary' row in the Earnings and Hours table and the '*TIAA CREF DCP - Percentage' row in the Deductions table.

4. Select retirement options by clicking on the check box next to Select Deduction Type.
5. A pop up box will appear and you can enter one of the terms listed below by entering % % The below example of %457% will offer a listing of all 457 retirement options. Once you make your choice by clicking on the result circle, click on Select in the bottom right corner of the pop up.

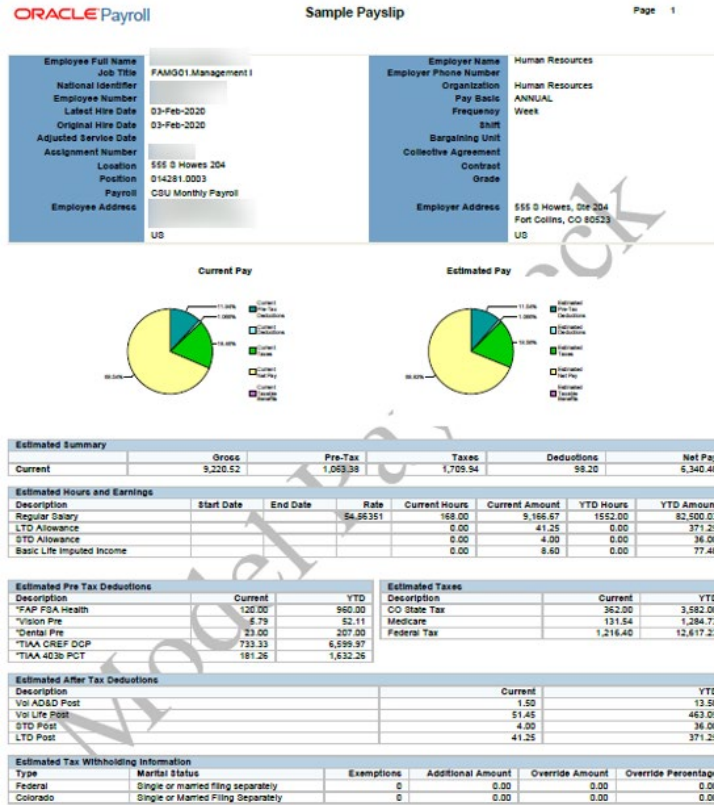
All those listed with an * are a pre-tax deduction

The screenshot shows a pop-up window titled 'Search and Select: Select Deductions Type'. It has a search bar with a dropdown menu set to 'Select Deductions Type' and a text input field containing '%457%'. A red circle highlights the search bar and the 'Go' button. Below the search bar, there are two results listed: 'PERA Roth 457 - Amount' and 'PERA Roth 457 Pct - Percentage'. A red arrow points to the 'Select' button at the bottom right.

- A. There are three different types of retirement plans to search for and choose from:
 - a. 403b
 - b. Roth
 - c. 457
6. You will then be taken back to the previous screen where you can enter either a fixed amount or percentage dependent on choice to view voluntary retirement withholdings with updated choices.
 7. To review outcome click "NEXT" located in the upper right-hand corner.

A small screenshot of the 'Generate Model Paycheck' screen showing the 'Next' button highlighted in yellow and a red arrow pointing to it.

A payslip representative of your pay, tax withholdings and retirement contribution as selected on the previous screen will be produced for your review:



Subsequent requests with withholding changes (Federal tax withholding and/or State withholding) or retirement benefit changes will assist in creating different payslip scenarios:

