



## Instructional Guidance for Employee Self-Service

### Payslip Modeler

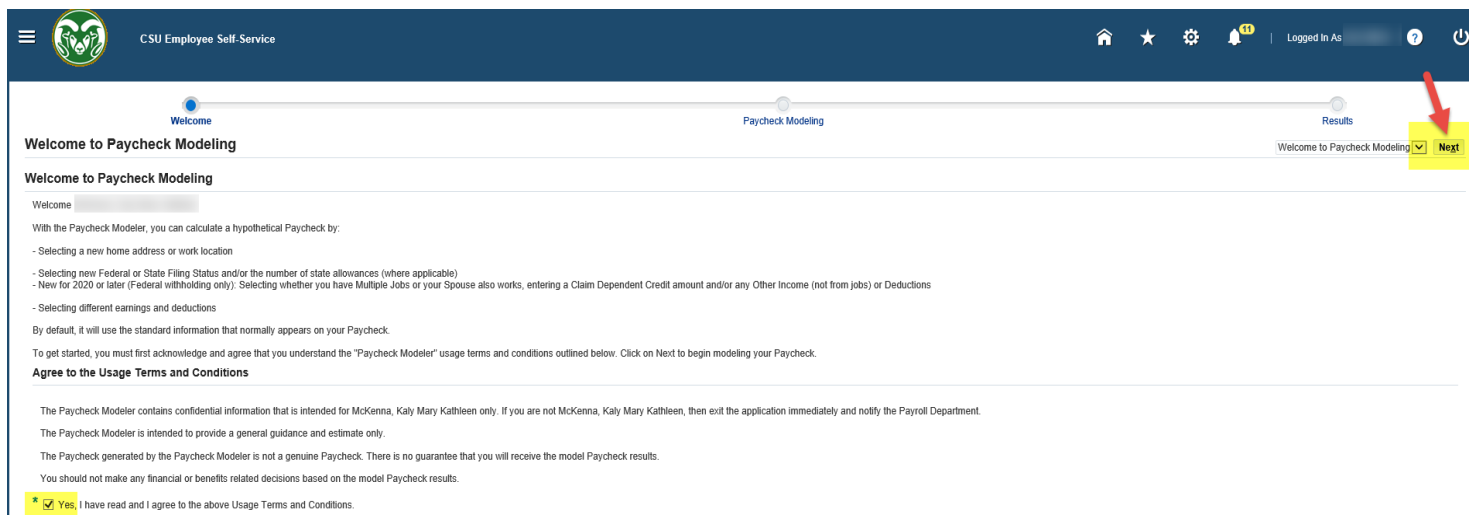
Follow the instructions to view calculations specific to your payslip based on variations of either tax withholding updates or voluntary retirement deduction updates.

- The usage of the Payslip Modeler tool is limited to the following days:
  - Employees paid monthly may utilize the Payslip Modeler the 1<sup>st</sup> through the 15<sup>th</sup> 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 'Paycheck Modeling' section of the CSU Employee Self-Service portal. It includes sections for Personal Information, Pay Information, Address Related Details, Tax Withholding Details, Earnings and Hours, and Deductions. Red arrows highlight the 'Next' button in the top right, the 'Tax Withholding Details' section, and the 'Value' and 'Default Value' columns in the 'Earnings and Hours' and 'Deductions' tables.

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 search and select pop-up box for 'Select Deductions Type'. The search field contains '%457%' and the 'Go' button is highlighted. The results table shows two options: 'PERA Roth 457 - Amount' and 'PERA Roth 457 Pct - Percentage'. The 'Select' button is highlighted with a red arrow.

- 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.

The screenshot shows the 'Results' section of the CSU Employee Self-Service portal. The 'Next' button is highlighted in yellow.

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

**ORACLE Payroll** Sample Payslip Page 1

<b>Employee Full Name</b> Job Title: FAMG01 Management I National Identifier Employee Number Latest Hire Date Original Hire Date Adjusted Service Date Assignment Number Location: 555 S Howes 204 Position: 014281.0003 Payroll: CSU Monthly Payroll Employee Address: US	<b>Employer Name</b> : VP Human Resources Employer Phone Number Organization: VP Human Resources Pay Basis: ANNUAL Frequency: Week Shift Bargaining Unit Collective Agreement Contract Grade Employer Address: 555 S Howes, Ste 204 Fort Collins, CO 80528 US
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**Current Pay**

**Estimated Pay**

Estimated Summary					
	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	9,885.88	1,482.21	1,787.61	150.71	6,402.15

Estimated Hours and Earnings							
Description	Start Date	End Date	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Salary			55,252.3	176.00	9,724.52	1040.00	58,349.52
CSU Imputed Earnings				0.00	100.00	0.00	100.00
LTD Allowance				0.00	43.76	0.00	262.56
STD Allowance				0.00	4.00	0.00	24.00
Basic Life Imputed Income				0.00	13.20	0.00	79.20

Estimated Pre Tax Deductions		
Description	Current	YTD
*Vision Pre	5.79	34.74
*Dental Pre	23.00	138.00
*FAP FSA Health	125.00	750.00
*Fidelity DCP	777.99	777.99
*Park Perm Pre NR	52.09	312.51
*Fidelity 403b Pct	478.34	2,391.70

Estimated Taxes		
Description	Current	YTD
CO State Tax	364.00	2,163.00
Medicare	140.36	837.79
Federal Tax	1,253.25	7,410.49

Estimated After Tax Deductions			
Description	Current	YTD	
Fidelity Roth 403b	50.00	50.00	
Vol AD&D Post	1.50	9.00	
Vol Life Post	51.45	308.70	
STD Post	4.00	24.00	
LTD Post	43.76	262.56	

Estimated Tax Withholding Information					
Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single or married filing separately	0	10.00	0.00	0.00
Colorado	Single or Married Filing Separately	0	10.00	0.00	0.00

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

**ORACLE Payroll** Sample Payslip Page 1

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**Estimated Pay**

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	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	9,885.88	1,482.21	1,857.61	150.71	6,302.15

Estimated Hours and Earnings							
Description	Start Date	End Date	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Salary			55,252.3	176.00	9,724.52	1040.00	58,349.52
CSU Imputed Earnings				0.00	100.00	0.00	100.00
LTD Allowance				0.00	43.76	0.00	262.56
STD Allowance				0.00	4.00	0.00	24.00
Basic Life Imputed Income				0.00	13.20	0.00	79.20

Estimated Pre Tax Deductions		
Description	Current	YTD
*FAP FSA Health	125.00	750.00
*Vision Pre	5.79	34.74
*Dental Pre	23.00	138.00
*Park Perm Pre NR	52.09	312.51
*Fidelity DCP	777.99	777.99
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Estimated Taxes		
Description	Current	YTD
CO State Tax	364.00	2,163.00
Medicare	140.36	837.79
Federal Tax	1,353.25	7,510.49

Estimated After Tax Deductions			
Description	Current	YTD	
STD Post	4.00	24.00	
Fidelity Roth 403b	50.00	50.00	
Vol AD&D Post	1.50	9.00	
Vol Life Post	51.45	308.70	
LTD Post	43.76	262.56	

Estimated Tax Withholding Information					
Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Colorado	Single or Married Filing Separately	0	10.00	0.00	0.00
Federal	Single or married filing separately	0	145.00	0.00	0.00