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 PAYSLIP 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.

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

   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 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: