

Model My Pay

View and Explore Hypothetical Changes to your Benefits and Deductions



Workday User Guide

Intended Audience: All employees

Use the **Model My Pay** task in Workday to explore hypothetical changes to your pay—such as deductions, taxes, or earnings—without changing your actual payroll data. This tool helps you estimate how changes may affect your net pay for a single pay period. *Please note that these figures are estimates intended to illustrate the potential impact of changes on your pay. They may not be fully accurate and should not be relied upon for financial decision-making.*

The **Model My Pay** task can be easily accessed through the homepage Search feature, or by using the Navigation sidebar.

- From the **Navigation** sidebar, under **Personal**, select **Benefits and Pay**.
- Under **Benefits and Pay**, select **Pay**, then **Payments**, choose the **Model My Pay Task**.
- Once selected, the **Model My Pay** dialogue box opens with the **Company** and **Position** automatically populated.
 - Click in the Payment Date box, **select a Payment Date** from the *current tax year*. Click **OK** to continue.
- View the **Reference Pay** information at the top of the Model My Pay task for *pay details before any hypothetical changes are submitted*. This information serves as the baseline for comparison.
- The **Modeling Options** section provides the ability to *create and review hypothetical changes to earnings, pre-tax deductions, post-tax deductions, and taxes*.
 - Choose the desired modeling option by selecting the > symbol to expand the corresponding section and input your adjustments.
 - Select the **Add Row** and **Remove Row** buttons to manage entries in the earnings and deductions sections as needed.



Note: If you do not enter a start and end date when adding a new row, Workday will automatically default to the selected pay period's start and end dates. All entered dates must fall within the pay period start and end dates.

- Select the **Description** that best represents what you would like to model from the options provided.
- Include any relevant **Additional Information** by selecting from the available options as needed. *You may include as much information in this section as necessary.*
- Enter new values into the **Adjusted Value** column. *Adjusted value fields must be left blank or contain positive numbers with up to 2 decimals.*


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- When modeling pre-tax retirement contributions, you may choose to model either a fixed dollar amount or a percentage (e.g. Enter 0.10 in the **Percent** row to model a 10% retirement contribution).



Note: Model My Pay is designed to calculate pay by individual pay periods rather than on an annual basis. As a result, pay information should be entered as follows:

Salaried employees: Enter a *per-pay-period salary amount*
Hourly employees: Enter *hourly rate* and *hours per week*
Non-12 month hourly employees:

- Select a pay period *within the academic year*
- Nothing later than April

- Select **Adjust Federal Taxes** and/or **Adjust State Taxes** to make hypothetical changes to your tax elections. Follow the prompts to complete your changes. Click **Adjust**.
- When finished entering changes, select **Model** to view the impact of your adjustments.

Model My Pay Jake Lee

Reference Pay

Company Global Modern Services, Inc. (USA)	Position Executive VP, Sales & Marketing
Pay Period Jan 1, 2025 - Jan 31, 2025	Gross Pay 39,806.84
Payment Date Jan 31, 2025	Net Pay 16,008.40

Modeling Options

Expand sections below as needed and enter new values in the Adjusted Value column. Click the Adjust Federal Taxes and Adjust State Taxes buttons to make changes to your tax elections. When finished, click the Model button to run a calculation that compares your changes to your original pay.

> Earnings: 39,838.59

Pre Tax Deductions: 14,967.45

Description	Additional Information	Input Details	
		Type	Adjusted Value
401(k)	Massachusetts	Amount	1,024.71
		Percent	0.05
Deferred Comp	Massachusetts	Amount	13,662.74
Dental - AETNA	Massachusetts		

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- Review the modeled pay results to understand the differences between your **Reference Pay** and the **Model My Pay** calculations (example below).

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You may receive \$727.53 less than your reference pay.

Modeled Net Pay	\$15,280.87
Reference Net Pay	\$16,008.40
Reference Payment Date	01/31/2025

Model My Pay allows you to view an estimate of your reference pay after applying hypothetical changes to your taxes, earnings, and/or deductions. You should not use these results for financial decision making.

Rerun Model My Pay

Modeled Pay Comparison

Category	Reference Pay	Modeled Pay
Earnings	39,838.59	39,838.59
Net Pay	16,008.40	15,280.87
Employee Taxes	8,103.82	8,103.82
Pre Tax Deductions	15,992.15	15,992.15
Post Tax Deductions	430.00	430.00

Gross and Net Pay 2 items

	Reference Pay	Modeled Pay	Difference
Gross	39,806.84	39,806.84	0.00
Net	16,008.40	15,280.87	(727.53)

- > Earnings: 39,838.59
- > Pre Tax Deductions: 15,992.15
- > Post Tax Deductions: 430.00
- > Employer Paid Benefits: 1,554.11
- > Taxes: 8,103.82

- Results are displayed in a graph and table format. Expand any section below the graph by clicking the > to view more information (example below).

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> Earnings: 39,838.59

Pre Tax Deductions: 15,992.15

Description	Reference Pay	Modeled Pay	Difference
401(k)	1,024.71	2,049.41	1,024.70
Deferred Comp	13,662.74	13,662.74	0.00
Dental - AETNA	26.00	26.00	0.00

- Select **Print** to save or print your modeled pay results.
- To **Rerun Model My Pay** with different criteria, select the **Rerun Model My Pay** task button at the top of the task page (example below). Click **OK** to continue.
 - Update values as needed and select **Model**. *You can run modeling related to location updates, marital or dependent status, overtime worked, retirement contributions, and more.*

 **Note:** Selecting **Rerun Model My Pay** will cause Workday to retain hypothetical changes from the previous model. To completely reset all entries, you must start a new session by navigating to the **Model My Pay** task again in Workday.

Model My Pay

You may receive \$727.53 less than your reference pay.

Modeled Net Pay \$15,280.87
Reference Net Pay \$16,008.40
Reference Payment Date 01/31/2025

Model My Pay allows you to view an estimate of your reference pay after applying hypothetical changes to your taxes, earnings, and/or deductions. You should not use these results for financial decision making.

Rerun Model My Pay

Modeled Pay Comparison

For assistance with Model My Pay, contact Human Resource Services at hrrservices@dickinson.edu.

For technical assistance, contact the HelpDesk at helpdesk@dickinson.edu.