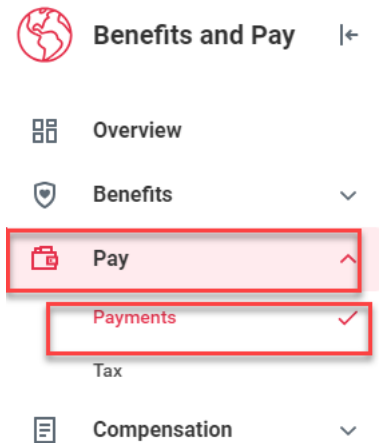


Navigate Model My Pay: Taxable Tuition

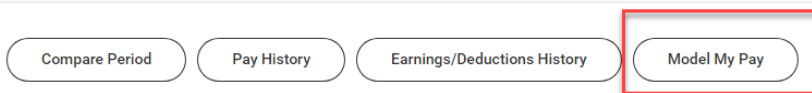
View an estimate of your reference pay after applying your taxable tuition. You should not use these results for financial decision making.

Locating Model My Pay:

1. Click on **Benefits & Pay** application in **Workday**. Under 'Pay', select **Payments**.



2. Navigate to **Model My Pay** under the Payroll Hub



3. From the **Model My Pay > Reference Pay** page, select your payment date that you would like to model and click OK.

Model My Pay

Select your company, position and payment date from your available results to start your model.

Reference Pay

Company * President and Board of Trustees of Santa Clara College

Position * PCN Student Worker - HR Front Desk

Payment Date * 08/22/2023 - 428.12

OK

Cancel

4. Enter new values in **Earnings** section. See examples below:

The screenshot shows the 'Model My Pay' page with the 'Reference Pay' section. The 'Earnings' section is highlighted with a red box, showing a value of 490.20. The 'Modeling Options' section is also visible, showing 'Pre Tax Deductions: 0.00', 'Post Tax Deductions: 0.00', and 'Tax Elections: 62.08'.

Reference Pay	
Company	President and Board of Trustees of Santa Clara College
Position	Student Worker - HR Front Desk
Pay Period	Aug 1, 2023 - Aug 15, 2023
Payment Date	Aug 22, 2023
Gross Pay	490.20
Net Pay	428.12

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. If you don't enter a start date and end date when adding new rows to earnings or deductions, the period start date and end dates are used by default. When Earnings and Deductions are added, a button to compare your changes to your original pay.

- > Earnings: 490.20
- > Pre Tax Deductions: 0.00
- > Post Tax Deductions: 0.00
- > Tax Elections: 62.08

5. Expand the **Earnings** section and click on the plus sign to add a row of earnings.

▼ **Earnings: 2,686.67**

3 items

*Description
<div><div>+</div></div>

6. Click on box under **Description** to expand the menu and select **Taxable Tuition**.

3 items

*Description	Additional Information
<div><div>×</div> Taxable Tuition</div>	

7. **Adjusted Value:** Enter the amount “Taxable Amount per pay periods” as indicated in your taxable tuition letter.

Input Details	
Current Value	Adjusted Value
0.00	<div>500</div>

Model Pay Results:

8. Select the **Model** icon once all adjustments are complete to view the differences
9. Click **Rerun Model My Pay** to model other options