

# Benefits and Pay Hub

## USER GUIDE

### Benefits and Pay Hub

The Benefits and Pay Hub is the single location where you can review benefits, compensation, and payroll information including payslips. Here you can compare any two completed pay periods to view differences between payslips, view your pay history for a selected timeframe and track your earnings and deduction history.

- From your home page select **Menu**, under **Apps**, find the **Benefits and Pay** hub.

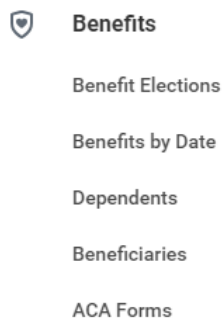


- Overview** gives you a snapshot of most recent pay, deductions, benefit costs, total rewards package, and compensation history.



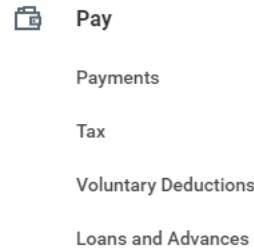
You are also able to quickly view or change your Payment Elections or Benefits and view or change your Tax Document preferences. We do not use Pay On-Demand.

- Benefits** allow you to view your current Benefit Elections or make changes, search for Benefits by Date (if you have a future dated event in progress), view Dependents and ACA Forms- where you can view or change your 1095-C tax document preferences. \*Beneficiaries will be blank. We do not keep that information at Marathon County.



If making changes to Benefit Elections, refer to the **Change Benefits for Life Event** aid on the County website under Workday Resources.

- Pay** has the most features and allows you to see your most recent pay along with deductions and all your payslips in Workday. We do not use Loans and Advances.



Under **Payments** is where you can Compare Periods, see all your Workday Pay History, view your Earnings and Deduction history and Model My Pay. We do not use Pay On-Demand.



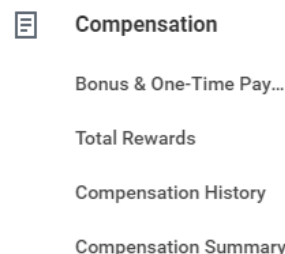
- Pay- Model My Pay:** Model My Pay allows you to view an estimate of your pay after applying hypothetical changes to your tax elections, earnings, and deductions.

After making the elections, employees can view a summary of the differences between their actual pay and what Model My Pay displays which includes a modeled pay breakdown of your gross to net pay, employee taxes, benefits withholdings, and other withholdings.

**Please note that Human Resources and Finance cannot provide any financial decision making.**

### See the next page for How to use Model My Pay

- Compensation** is where you can see Bonus & One-Time Payments, Total Rewards which is a breakdown of your compensation and employer paid benefits and taxes, Compensation History, and Compensation Summary which shows your pay grade, range, and plan type.



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## How to use Model My Pay

1. In **Pay** under **Payments**, click **Model My Pay**. The reference pay screen will pop up. Enter a previous Payment Date you are wanting to make hypothetical changes to. Click **OK**.

**Model My Pay** ✕

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

**Reference Pay**

Company \* County of Marathon

Position \* 18980 Administrative

Payment Date \*  ☰

○ 03/01/2024 - 0.00 ...

2. By clicking on the arrow to the left of each section listed, this will expand the fields to be able to edit any of your pay information for a model adjustment.

- > Earnings: 0.00
- > Pre Tax Deductions: 0.00
- > Post Tax Deductions: 0.00
- ▼ Tax Elections: 0.00

You can adjust the data already there, or add in additional by clicking the + sign to add in data, then on the right enter in the adjusted values: hours, rate, or amounts.

▼ Earnings: 0.00

1 Item

	*Description	Start Date	End Date
+	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>

Input Details			
	Type	Current Value	Adjusted Value
	Amount	0.00	
	hours	0.00	<input type="text"/>
	Salaried Compensation	0.00	<input type="text"/>

3. For Tax Elections, you can do this on the bottom of the by clicking on **Adjust Federal Taxes** or **Adjust State Taxes**.

Model

Adjust Federal Taxes

Adjust State Taxes

Cancel

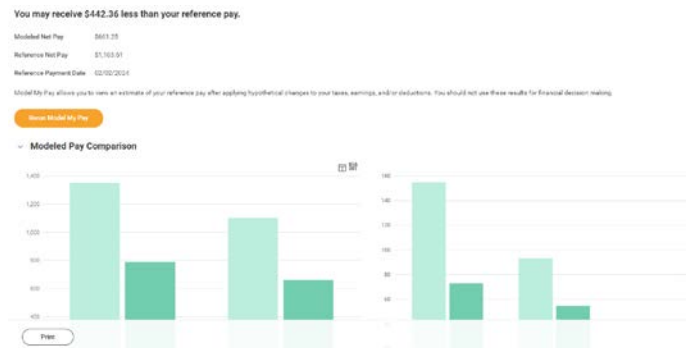
Adjusting your Federal (W-4): add your adjustment(s) and click **Adjust**.

Adjusting your State (WT-4): enter your Work and Home state, **Next**, add your adjustment(s), and click **Adjust**.

Refer to the Tax Elections aid found on the County website under Workday Resources for help in filling out these forms.

4. Once you have entered in your modeling adjustments, click the **Model** button to view the differences.

**DISCLAIMER:** Model My Pay allows you to view an estimate of your reference pay after applying hypothetical changes to your earnings, pre- and post-tax deductions, and tax elections. You should not use these results for financial decision making.



5. Click **Rerun Model My Pay** at the top of the page if you want to model other options. You can also click **Print** on the bottom of the page for a detailed list of your hypothetical changes.