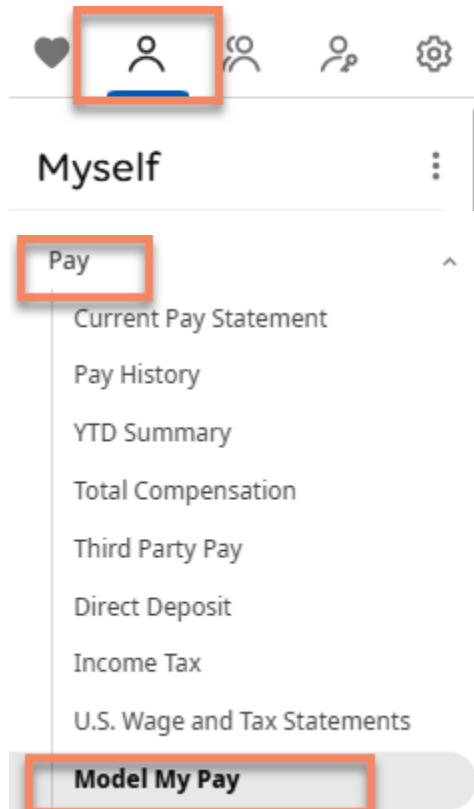




How to use Model My Pay in UKG

1. Open UKG. Click Model My Pay under **Myself >Pay>Model My Pay**



2. Make changes as appropriate to any fields in the Regular Pay section:

Model My Pay

CALCULATE

My take-home pay
\$567.44

Regular pay

Pay frequency
Weekly

Scheduled hours *
40.0000

Annual salary*
\$37,499.90

Pay rate*
\$18.0288

Per Hour

3. Select **Calculate** to view the updated take home pay estimate.



4. Expand View Details to see the information in the Earnings, Deductions and Taxes sections:

Model My Pay

CALCULATE

My take-home pay
\$713.87
+ \$146.43 ↑

Earnings	Deductions	Taxes
\$901.44 + \$180.29 ↑	\$71.26 + \$0.00 ↑	\$116.31 + \$33.86 ↑
\$901.44 Regular Pay	\$13.26 PR 401K	\$51.79 Federal Income Tax
	\$30.00 PR Dental	\$12.23 Employee Medicare
	\$28.00 PR Medical	\$52.29 Social Security
		\$0.00 State Income Tax

HIDE DETAILS ▲

5. You can modify your filing status, number of dependents, tax credits, and other adjustments under Federal taxes: W-4 – Select **Calculate** to view your new take home pay estimate.

Federal taxes: W-4

Are you subject to federal income tax? *

☒ Yes

☐ No

Exempt from other taxes ☐

Federal Filing Status *
Single/Married Filing Separate

Do you hold more than one job at a time? *

☐ Yes

☒ No

Claim dependents

Is your income \$200,000 or less?

☒ Yes

☐ No





6. Under State & local taxes you can select the state field and calculate state/local taxes based off your withholding status.

State & local taxes

State
Missouri

Total allowances claimed *

0

State Filing Status
Married

Additional State Withholding
\$0.00

Exempt

☐

Local taxes

Kansas City, Missouri, 64112
Work address

Kansas City
City Tax (Resident)

7. Making changes to this area for taxes does not update your W-4. If you would like to update your W-4 selection, please see our guide on [how to update your W-4](#).