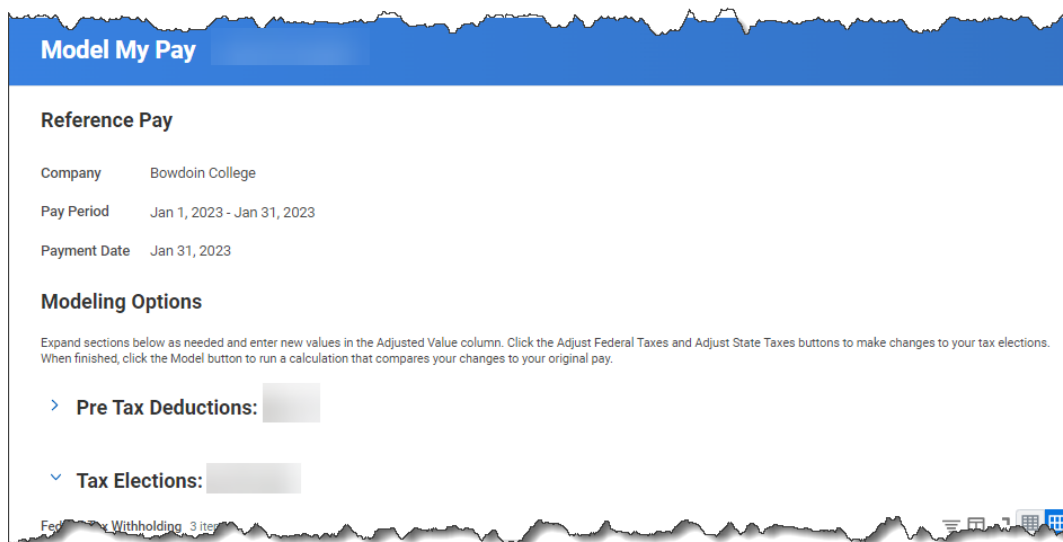


Payroll - Model My Pay



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

- Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password
- Click on the **Benefits and Pay** icon within the **Applications** panel
- On the left-hand side of your screen, click on **Pay**
- Click on **Payments**
- Click on **Model My Pay**
- Within the **Model My Pay > Reference Pay** prompt screen, select the Payment Date
- Click **OK**



Model My Pay

Reference Pay

Company Bowdoin College

Pay Period Jan 1, 2023 - Jan 31, 2023

Payment Date Jan 31, 2023

Modeling Options

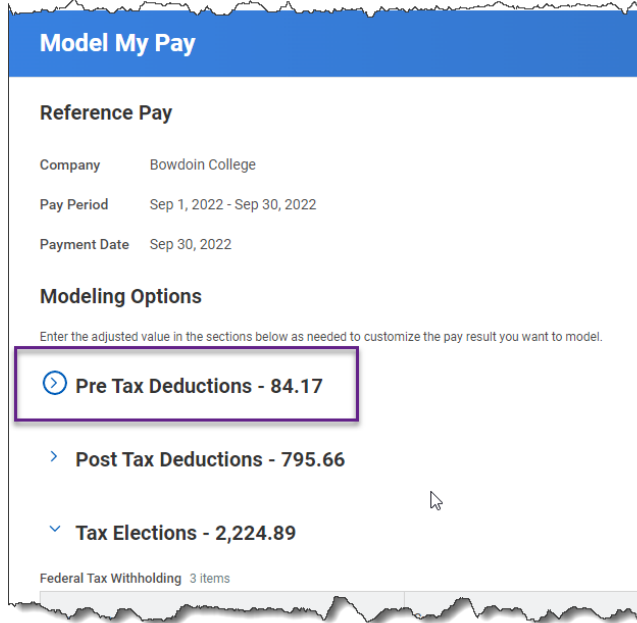
Expand sections below as needed and enter new values in the Adjusted Value column. Click the Adjust Federal Taxes and Adjust State Taxes buttons to make changes to your tax elections. When finished, click the Model button to run a calculation that compares your changes to your original pay.

> Pre Tax Deductions:

▼ Tax Elections:

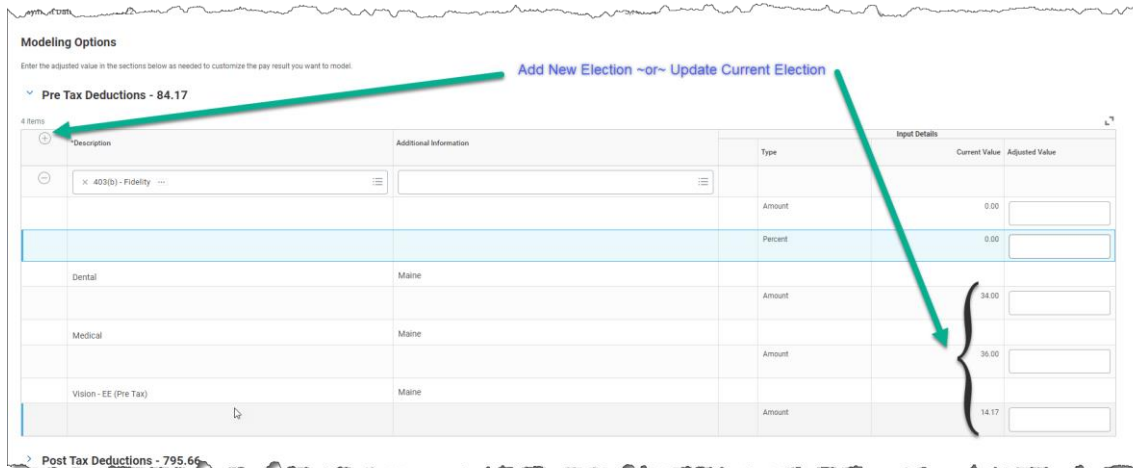
Federal Withholding: 3 items

- If you are looking to model your **Pre Tax Deductions** (e.g., Medical, Dental, Vision, 403(b), etc.), expand the selection view by clicking on the arrow to the left of the **Pre Tax Deductions Modeling Options**

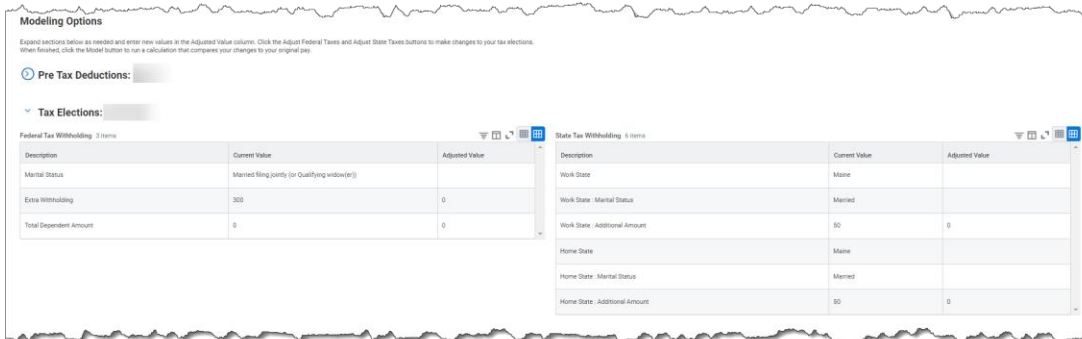


Model Options:

- **Adding a New Election:** Click on the **PLUS** icon if you want to add a new election; select the election within the **Description** drop down box, and add the **Amount** or **Percent** depending on the available options
- **Updating a Current Election:** Add the amount(s) within the **Adjusted Value** section(s)



- If you are looking to model your **Tax Elections** (e.g., Federal, State), expand the selection view by clicking on the arrow to the left of the **Tax Elections** option



Model Options:

- **Adjusting your Federal:** Click on the **Adjust Federal Taxes** icon, add your adjustment(s), and click on the **Adjust** icon
- **Adjusting your State:** Click on the **Adjust State Taxes** icon, add your adjustment(s), and click on the **Adjust** icon
- Once you have entered your Modeling adjustments, click on the **Model** icon to view the differences



- Click **Rerun Model My Pay** if you would like to model other options
- Below please find the instructions for updating your Tax Elections and benefits that you can update outside of the Open Enrollment/Qualifying Life Event window
 - [Viewing and updating tax withholding \(W-4\) elections](#)
 - [Changing a 403\(b\) retirement savings account](#)