

Payment Modeling


Quick Reference Guide

1. Log in to infor

a. Start your web browser by clicking **Start, Programs, Microsoft Edge**.



b. From the Munson intranet home page using a Munson network connected computer, click the SharePoint Home page

(<https://sharepoint16.mhc.net/Pages/home.aspx>). Then click  and then click on the **my>HR icon**.

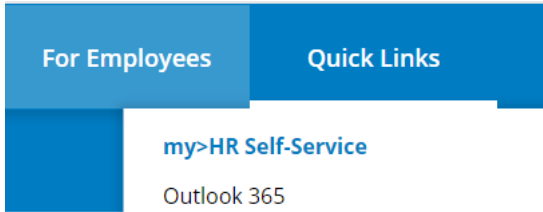


At this point, you should automatically be logged in to proceed.

c. **From home or outside the Munson network:** Enter web address: <http://www.munsonhealthcare.org>, press **Enter**. At the bottom right corner of the page click on For Employees button.



Then navigate to Quick Links and select my>HR Self-Service.



If the Citrix Access Gateway Plug-in is not installed and you do not have multi-factor authentication set up, please read the Log In from Home section and follow the guides listed ([Accessing Employee Self-Service Remotely](#) and [Multi-Factor Authentication Guide for StoreFront](#)). For technical assistance, please contact the Help Desk at (231) 935-6053. After completing the installations find the **my>HR_SelfService** link, click it and with your network ID, you should automatically be logged in.

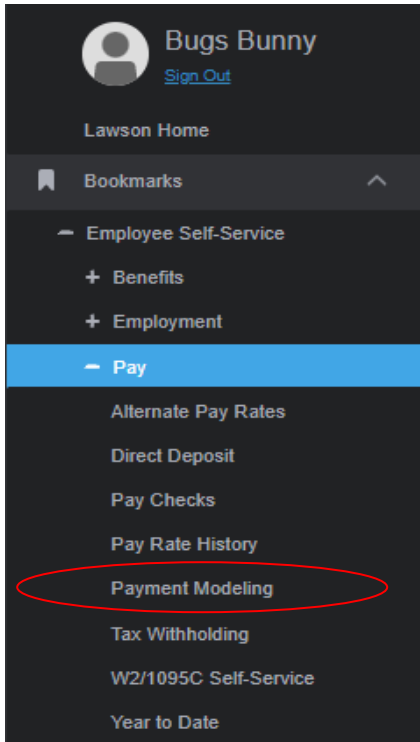
2. Navigation

a. To reveal or remove the left-side menu bar containing your Bookmarks and Sub Menus, simply click the three-line Menu ellipse in the upper left corner. When you want to navigate via the Menu Bar, click once. Or if you want to remove the menu bar for full screen mode, click again.



b. Click **Bookmarks**, then click on **Employee Self-Service** to expand sub menus. Click on **Pay** and then click on **Payment Modeling**.


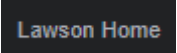
c. Sub menu items are expanded by clicking the + sign and they are hidden by clicking the – sign next to major menu categories.



d. Be sure to use links on the scrollable menu (left side) to select specific pages or use functional buttons like Continue or Previous to navigate on each page. WARNING -- DO NOT use the back and forward arrows on your browser to move between pages.



Application is not designed for browser arrow navigation.
 If you accidentally click the back button, log out and log back in to refresh your session.

e. If you desire to start navigation fresh, click the **infor** (top left) logo  or the Lawson Home link (upper left)  to return to the Lawson home page.

f. If you ever need to exit, click on the **Sign Out** icon in the upper-right corner. 

3. Open the Pay Check Modeling Window

Are you considering changing your take home pay due to a life event or a new budget? Payment modeling is the tool for you. You can easily **practice** changing hours, rates and deductions to calculate a new net pay before you make a real change. After clicking through the **Bookmarks>>Employee Self-Service>>Pay>>Payment Modeling**, the Payment Modeling window will appear.

Payment Modeling ▾ ×

PLEASE NOTE: Calculator is an Informational Tool Only. It Does NOT Update.

<p>Wages</p> <p>Pay Rate <input type="text" value="17.7700"/></p> <p>Hours <input type="text" value="80.00"/></p> <p>Gross Amount <input type="text" value="1421.60"/></p> <p>Net Amount <input type="text" value="971.59"/></p> <p>Frequency <input type="text" value="Every 2 Weeks"/></p> <p>Taxes</p> <p>Federal</p>	<p>Results</p> <table border="0" style="width: 100%;"> <tr><td>Gross Amount</td><td style="text-align: right;">1421.60</td></tr> <tr><td>Net Amount</td><td style="text-align: right;">971.59</td></tr> <tr><td>Hours</td><td style="text-align: right;">80.00</td></tr> <tr><td>Pay Rate</td><td style="text-align: right;">17.77</td></tr> <tr><td>Federal</td><td style="text-align: right;">66.76</td></tr> <tr><td>State</td><td style="text-align: right;">34.92</td></tr> <tr><td>Social Security</td><td style="text-align: right;">77.91</td></tr> <tr><td>Medicare</td><td style="text-align: right;">18.22</td></tr> <tr><td>County</td><td></td></tr> <tr><td>City</td><td></td></tr> <tr><td>School</td><td></td></tr> </table>	Gross Amount	1421.60	Net Amount	971.59	Hours	80.00	Pay Rate	17.77	Federal	66.76	State	34.92	Social Security	77.91	Medicare	18.22	County		City		School	
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4. Calculate a New Net Pay

- a. Scroll down and change any of the text boxes you wish. In this example we increased the 403(b) contribution to \$100 per pay (it was \$85.30 before).

Deductions

Exempt	<input type="text"/>	Amount
Section 125	164.90	Amount
401(k)	<input type="text"/>	Amount
403(b)	100.00	Amount
457(b)	<input type="text"/>	Amount
457(b) Exempt Entity	<input type="text"/>	Amount
457(f)	<input type="text"/>	Amount
Aftertax	2.00	Amount
Roth 401(k)	<input type="text"/>	Amount
Roth 403(b)	<input type="text"/>	Amount

Get Current Data Calculate Clear

- b. Click **Calculate**.
- c. Look at the Results on the right side of the screen. In this example, the gross amount did not change, but the net amount decreased and the 403(b) increased.

Results

Gross Amount	1421.60
Net Amount	958.97
Hours	80.00
Pay Rate	17.77
Federal	65.29
State	34.30
Social Security	77.92
Medicare	18.22
County	
City	
School	
Other	
Exempt	
Section 125	164.90
401(k)	
403(b)	100.00

***Remember – all changes are SIMULATED changes (not actual) and have no impact on your real paycheck. The tool is designed to help you figure out what you want to change ahead of time.**

5. Get Current Data Back

As you try different options, you will at some point want to return the screen to your current pay settings.

- a. Scroll down and select Get Current Data.



- b. The 403(b) amount original amount reappears and the Results show the normal net amount.

Results

Gross Amount	1421.60
Net Amount	971.59

6. Clear All Data

- a. If you want to start from a completely blank screen, **scroll down** and click **Clear**.
- b. All the wage entries and deductions will disappear from the left side of the screen.

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Wages

Pay Rate

Hours

Gross Amount

Net Amount

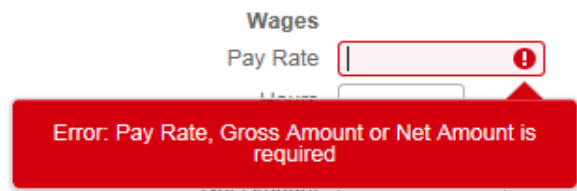
Frequency

Taxes

Federal

Exemptions

*If you click Calculate from a clear screen, a pop-up window will appear. You must click required fields to enter in values for calculation to work. Continue to enter information addressing pop-messages and click calculate each time you want see impacts of your changes.



Helpful Hints

- When entering Wage amounts, make sure to set the Frequency to "Every 2 Weeks" to match Munson pay cycles.

Wages

Pay Rate

Hours

Gross Amount

Net Amount

Frequency

- Many options offer an amount or percent. **Amount** is the amount per paycheck. **Percent** is the percent of the gross amount per paycheck. For example, on a 403(b) you could deduct a \$100.00 amount per paycheck, or 6.00 percent per paycheck.

403(b)	<input type="text"/>	Amount
457(b)	<input type="text"/>	Amount
457(b) Exempt Entity	<input type="text"/>	Percent
457(f)	<input type="text"/>	Amount

- To exit the program, click on the **Sign Out** icon in the upper-right corner.

