

ADOA – General Accounting Office

AGENCY PAYROLL GUIDE: PAYCHECK ESTIMATOR





PAYCHECK ESTIMATOR

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Overview

The objective of this quick reference guide is to provide general information on the process of completing the Paycheck Estimator tool. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

Agency Payroll Functions

1. Calculate an estimate of an employee's paycheck based on given factors

Deadlines

Final Paycheck Deferral Form must be received by Nationwide no later than the last day of the calendar month prior to the month of the final paycheck per IRS requirements

Helpful Resources and Documents

Resources

[Paycheck Estimator Tool](#) Agency Payroll Guide Section III.Q.

[HRIS Pay Code Listing](#)

Forms

[Deferred Compensation Plan Final Paycheck Deferral Form](#)

Paycheck Stub from Your Employee Services ([Y.E.S.](#))

Paycheck Estimator Tool

Purpose

GAO Central Payroll has developed an excel-based paycheck estimator tool that can assist in estimating future paycheck calculations.

IMPORTANT NOTE: This tool does not capture all of the HRIS programming or scenarios in all circumstances, and therefore can only be used for estimation purposes.

Although current payroll tax rates have been loaded, employee specific information such as tax withholding elections, garnishments, etc. may change frequently yielding different results and therefore should be considered when evaluating the results of the tool.

The Paycheck Estimator includes supporting worksheet tabs showing wage bases, deduction cycles, deduction priorities, tax tables, and levy tables.

Common Uses

1. To calculate the maximum possible deferral for an employee's final leave payout
2. To assist in the calculation of recovery amounts based on different factors

Instructions

1. Enter Data in Green cells
2. Enter Hourly Rate of Pay in cell V8
3. Use drop down menus to select employee's retirement plan and tax withholding elections
4. Enter dollar values for Benefits, Deferred Compensation, Bus Cards, other voluntary deductions
5. Use drop down menus to select Court Ordered Support, Garnishments, or Levy values
6. Estimated Net Pay displays in yellow cells

Example of Completed Form

Gross Pay

GAO Central Payroll - Paycheck Estimator Rates in this tool are only valid for payments made January 1, 2021 thru December 31, 2021.

Green Cell = Input/Default, Yellow = Auto Calculated, Gray = N/A, Blue = Totals updated 7.1.21

EIN: 123456

Name: FirstLast Name

Cycle: 1

1st pay of month

Estimated Net Pay: \$ 1,381.05

ESTIMATED PAY WITH CYCLES (shows with appropriate deductions depending on cycle selected)

ESTIMATED PAY WITH CYCLES AND PRIORITIES (excludes deductions causing negative net pay)

GROSS PAY	RATE	HOURS	ADJUST	TOTAL		
Regular Pay (estimate rate by taking regular pay / regular hours worked)	\$ 20.0000	80.0	\$ -	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Overtime Pay (these hours are in addition to regular hours)	1.5	8.0	\$ -	\$ 240.00	\$ 240.00	\$ 240.00
Shift Differential - 2nd Shift (these hours should already be in regular hours also)	5.0%	80.0	\$ -	\$ 80.00	\$ 80.00	\$ 80.00
Shift Differential - 3rd Shift (these hours should already be in regular hours also)	10.0%	0.0	\$ -	\$ -	\$ -	\$ -
Critical Retention Pay (if eligible)	5.0%	0.0	\$ -	\$ -	\$ -	\$ -
Military Differential Pay (if eligible)			\$ -	\$ -	\$ -	\$ -
Other Pay by Amount (stipend, bonus, etc) - WITH RETIREMENT						
Other Pay by Amount (stipend, bonus, RASL, etc) - WITHOUT RETIREMENT			\$ -	\$ -	\$ -	\$ -
Annual Leave Taken		0.0	\$ -	\$ -	\$ -	\$ -
Donated Leave Pay		0.0	\$ -	\$ -	\$ -	\$ -
Comp Leave Taken Pay		0.0	\$ -	\$ -	\$ -	\$ -
Other Pay by Hours (Holiday Pay, PDA, Sick Pay, Fam Sick Pay, etc)						
PAYOUT: Annual Leave (non separating employee)	Agency Initiated or a pre-1984 EE electing to have retirement contribution?	No	0.0	\$ -	\$ -	\$ -
PAYOUT: Annual Leave (final pay)	A pre-1984 EE electing to have retirement contribution?	No	0.0	\$ -	\$ -	\$ -
PAYOUT: Comp Leave (non separating employee)	Agency Initiated or a pre-1984 EE electing to have retirement contribution?	No	0.0	\$ -	\$ -	\$ -
PAYOUT: Comp Leave (final pay)	A pre-1984 EE electing to have retirement contribution?	No	0.0	\$ -	\$ -	\$ -
PAYOUT: Holiday Leave (non separating employee)	Agency Initiated or a pre-1984 EE electing to have retirement contribution?	No	0.0	\$ -	\$ -	\$ -
PAYOUT: Holiday Leave (final pay)	A pre-1984 EE electing to have retirement contribution?	No	0.0	\$ -	\$ -	\$ -
Taxable Allowance (such as uniform)			\$ -	\$ -	\$ -	\$ -
Non-cash taxable income (such as imputed income or auto usage)(Enter as Adjust, shows on Wage Base Calcs tab)			\$ -	\$ -	\$ -	\$ -
Non Taxable Uniform Allowance			\$ -	\$ -	\$ -	\$ -
Travel Reimbursement			\$ -	\$ -	\$ -	\$ -
Other Non Taxable Reimbursement			\$ -	\$ -	\$ -	\$ -
TOTAL GROSS PAY				\$ 1,920.00	\$ 1,920.00	\$ 1,920.00

Pre-Tax Deductions and Taxes

PRE-TAX DEDUCTIONS										Adjust				
1	Retirement	OC	CORRECTIONS Tier 3 DC (500) (rate may vary; default 7%)				8.00%	\$ -	\$ -	\$ 153.60	\$ 153.60	\$ 153.60	\$ 153.60	\$ -
3	Amount of any ASRS Remaining Payroll Deduction Agreement or Service Purchase													
2	Health Insurance						\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	
2	Dental Insurance						\$ 6.42	\$ 6.42	\$ 6.42	\$ 6.42	\$ 6.42	\$ 6.42	\$ 6.42	
4	Vision Insurance						\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	\$ 10.42	
2	Dependent Care						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Medical Reimbursement (AMRA)/Flex Spending						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Supplemental Life Insurance (Pre Tax)						\$ 1.70	\$ 1.70	\$ 1.70	\$ 1.70	\$ 1.70	\$ 1.70	\$ 1.70	
9	Deferred Compensation (Nationwide)						\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
8	Amount of any active 401(a) % irrevocable deferral		0%	(include PSPRS or CORP Tier 3 retirement additional %)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Bus Card Charge						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Other PreTax Deduction (HSA, Private Trans, Van Pool, Tax Sheltered Annuity)													
TOTAL PRE-TAX DEDUCTIONS										\$ 347.14	\$ 347.14	\$ 347.14	\$ 347.14	

TAXES										Adjust				
2	Federal Taxes	No	Married	2020 or After		Yes	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -
3	State Taxes	No								\$ -	\$ 42.47	\$ 42.47	\$ 42.47	
1	Social Security	Wage Max	\$137,700.00	Wages YTD	\$ -					6.20%	\$ -	\$ 110.14	\$ 110.14	\$ 110.14
1	Medicare	Wage Tier	\$200,000.00	Wages YTD	\$ -					1.45%	\$ -	\$ 25.76	\$ 25.76	\$ 25.76
TOTAL TAXES										\$ 178.37	\$ 178.37	\$ 178.37	\$ 178.37	

Post-Tax Deductions

POST-TAX DEDUCTIONS										Adjust				
5	Clearinghouse Fee									\$ -	\$ -	\$ -	\$ -	
5	State Fee for Support Orders									\$ -	\$ -	\$ -	\$ -	
1	Bankruptcy Payment				1,574.59	(435.00)	944.75	-	\$ -	0%	\$ -	\$ -	\$ -	
2	Child Support		No		1,574.59	(435.00)	944.75	-	\$ -	0%	\$ -	\$ -	\$ -	
3	Spousal Support		No		1,574.59	(435.00)	944.75	-	\$ -	0%	\$ -	\$ -	\$ -	
3	Child Medical Support		No		1,574.59	(435.00)	944.75	-	\$ -	0%	\$ -	\$ -	\$ -	
4	Child Support Arrears		No	No	1,574.59	(435.00)	944.75	-	\$ -	0%	\$ -	\$ -	\$ -	
5	Spousal Support Arrears		No	No	1,574.59	(435.00)	944.75	-	\$ -	0%	\$ -	\$ -	\$ -	
5	Child Medical Support Arrear		No	No	1,574.59	(435.00)	944.75	-	\$ -	0%	\$ -	\$ -	\$ -	
6	IRS Tax Levy	2021	Single	1	0	1,362.87	(648.07)	714.80	-	\$ -	0%	\$ -	\$ -	
7	DOR Tax Levy	2020	Single	1	0	1,362.87	(642.30)	720.57	-	\$ -	0%	\$ -	\$ -	
8	DES Levy	2021	Single	1	0	1,362.87	(648.07)	714.80	-	\$ -	0%	\$ -	\$ -	
9	Garnishment Fee									\$ -	\$ -	\$ -	\$ -	
9	Garnishment 1		Judgment Creditor		1,574.59	(435.00)	393.65	-	\$ -	0%	\$ -	\$ -	\$ -	
9	Garnishment 2		Judgment Creditor		1,574.59	(435.00)	393.65	-	\$ -	0%	\$ -	\$ -	\$ -	
9	Garnishment 3		Judgment Creditor		1,574.59	(435.00)	393.65	-	\$ -	0%	\$ -	\$ -	\$ -	
9	Garnishment 4		Judgment Creditor		1,574.59	(435.00)	393.65	-	\$ -	0%	\$ -	\$ -	\$ -	
9	Garnishment 5		Judgment Creditor		1,574.59	(435.00)	393.65	-	\$ -	0%	\$ -	\$ -	\$ -	
2	Long Term Disability (LTD) or PSPRS/CORP Disability									0.70%	\$ -	\$ 13.44	\$ 13.44	\$ 13.44
2	Short Term Disability (STD)										\$ 1.70	\$ 1.70	\$ 1.70	
2	Supplemental Life Insurance (Post Tax)										\$ 1.30	\$ 1.30	\$ 1.30	
2	Dependent Life Insurance										\$ 10.18	\$ 10.18	\$ 10.18	
8	Roth IRA										\$ -	\$ -	\$ -	
9	SECC										\$ 5.00	\$ 5.00	\$ 5.00	
9	Union Dues										\$ -	\$ -	\$ -	
9	Other PostTax Deduction (Auto/Home Insurance, Computer Purchase, Misc. Recovery)													
TOTAL POST-TAX DEDUCTIONS										\$ 31.62	\$ 31.62	\$ 31.62	\$ 31.62	

Need Assistance?

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