

Should you require assistance using these instructions



#### 4. Select My Self > My Paycheck > Paycheck Simulator:

A screenshot of the Moravian University HR portal. The top navigation bar includes links for Home, My Self, Recruiting, My Team, Timekeeper, My Company, Reporting, and Benefits. The left sidebar menu is expanded to show "My Paycheck" and "Paycheck Simulator" (highlighted in yellow). Below "My Paycheck" are links for Last Payroll, Pay Stub History, Direct Deposit, and Pay &amp; Taxes. Below "Paycheck Simulator" are links for W-2 Forms, Administration, and Messages. The main content area shows two expandable sections: "What if I change my tax withholdings?" and "What if my earnings change?". At the bottom of the simulator are "Calculate" and "Reset Values" buttons, and a link to "Go to more advanced simulator options".

Should you require assistance using these instructions or the HRportal in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.



**5 Once here you can simulate the following**

- What if I move?
- What if I change my tax withholdings?
- What if my earnings change?



**6 Select "Calculate" to see how these simulated changes would affect your paycheck.**

*Please note: changes made here are for simulation purposes only and will not affect your actual paycheck.*

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