

Helpful Resources and Documents:

GAO Central Payroll [Paycheck Estimator](#) (look for section III.Q. and appropriate date of payment)

Forms:

None

Agency Payroll functions:

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

Deadlines:

Any deferral estimates must be communicated by the employee to the third party administrator, currently Nationwide, to be included on the bi-weekly interface file received on Day 8.

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. Use drop down menus to select employee's retirement plan and other employee specific elections (such as tax withholding).