



Workday Time Entry Tip – Run Calculation Function

Why Run Calculation is important:

- Enables each employee to recalculate his/her time after each change.
- Ensures all time entry updates are accepted by the system and correctly included in each payroll.
- To ensure that your **pay is correct each payday.**

Who Should Use the Run Calculation function:

- Every CMSD employee - every time changes are made on the time entry calendar.

How to Use the Run Calculation function:

- Click on the **Time Worklet**.
- Scroll down and click **Enter Time** on the bottom left corner of the screen.
- Click **Run Calculations**.
- Click **Confirm** in the middle of the screen.
- Click **OK** at the bottom of the screen.
- Message at the top of the screen: **Your changes have been saved.**