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.