

## Overview:

This job aid provides step-by-step guidance on how to Run Pay Calculation in Workday.

This job aid covers the following:

• How to Run a Pay Calculation for an Employee

## How to Run a Pay Calculation for an Employee

- 1. Search for the employee by placing their name in the search bar.
- 2. Click on the employee's name returned with the search results.
- 3. Click the Pay option listed on the left side of the page.

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ß	Pay							
	Contact							
٤	Personal							
	Performance							
0	Career							
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4. Go to the magnifying glass under the Payroll Results column and an orange brick will appear. You will click on it and a Relations Actions screen will appear.

## Run Pay Calculation Audience: Dept. HR Partners



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5. From there you will select the Pay Calculations Tab and then select Re-Calculate.

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6. Once that has been selected, the Re-Calculations Pay Calculation screen will appear you will select "OK".

Re-Calculate Pay Calculation STEVEN MERWIN: 03/17/2023 (Regular) - In Progress										
The data shown below represents the current calculation (prior to action being taken).										
Worker STEVEN MERWIN										
Position HEATING/AC MECHANIC II - STEVEN MERWIN										
Result Detail	s	Payment Details		Status Details						
Period	03/04/2023 - 03/17/2023 (Bi-weekly)	Payment Date	03/24/2023	Pay Calculation Status	In Progress					
Pay Group Detail	Bi-weekly (Regular)	Gross	0.00	Payroll Accounting Status	Draft					
Company	MCC Mobile County Commission	Net Pay Group Currency	0.00 USD	Settlement Status	Not Yet Started					
OK Cancel										

- 7. This will calculate any time or absences put into the Timesheet or Absence calendar and will update the workers' pay.
- 8. When the Recalculation is complete you will see their new pay details with the breakdown of all pay components and deductions components.