



Overview:

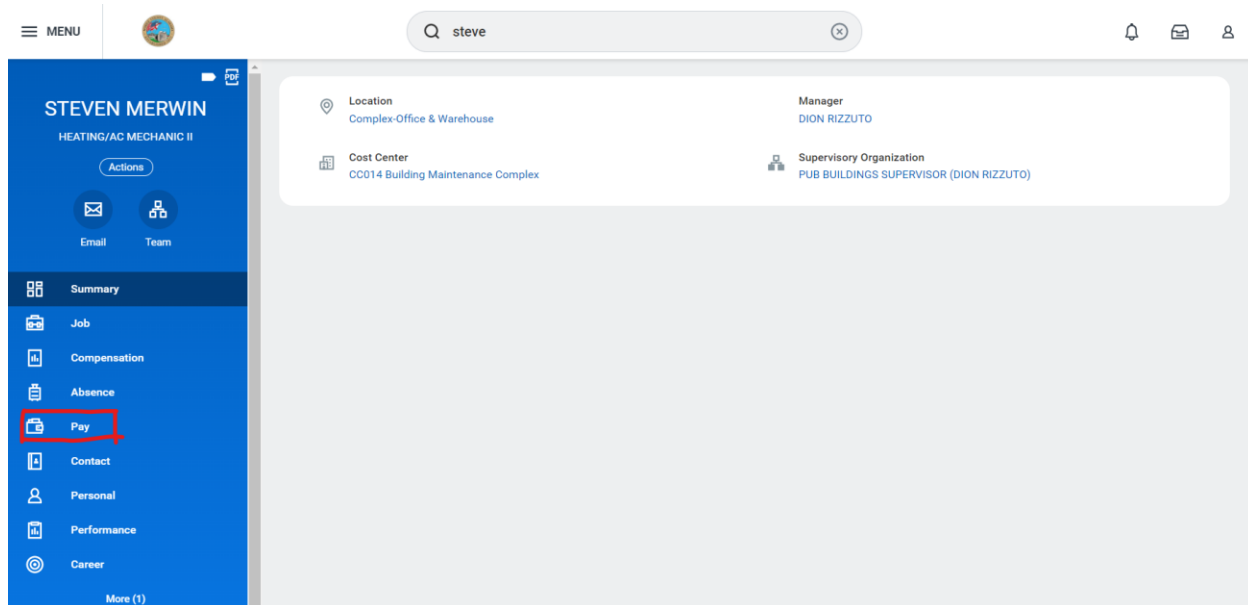
This job aid provides step-by-step guidance on how to Run Pay Calculation in Workday.

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.



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



STEVEN MERWIN
HEATING/AC MECHANIC II

Payroll Result
Payroll Result STEVEN MERWIN: 03/03/2023 (Regular - History) - In Progress
Worker STEVEN MERWIN
Position HEATING/AC MECHANIC II - STEVEN MERWIN

Result Details
View 02/18/2023 - 03/03/2023 (Bi-weekly)
Pay Group Detail Bi-weekly (Regular)

Payroll Result	Worker	Position	Company
02/18/2023 - 03/03/2023 (Bi-weekly)	STEVEN MERWIN	HEATING/AC MECHANIC II - STEVEN MERWIN	MCC Mobile County Commission
03/04/2023 - 03/17/2023 (Bi-weekly)	STEVEN MERWIN	HEATING/AC MECHANIC II - STEVEN MERWIN	MCC Mobile County Commission

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

STEVEN MERWIN
HEATING/AC MECHANIC II

Payroll Result
Payroll Result STEVEN MERWIN: 03/17/2023 (Regular) - In Progress
Worker STEVEN MERWIN
Position HEATING/AC MECHANIC II - STEVEN MERWIN

Payment Details
03/04/2023 - 03/17/2023 (Bi-weekly)
Pay Group Detail Bi-weekly (Regular)
Company MCC Mobile County Commission



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

x

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 Details	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 0.00	Settlement Status Not Yet Started
	Pay Group Currency USD	

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