

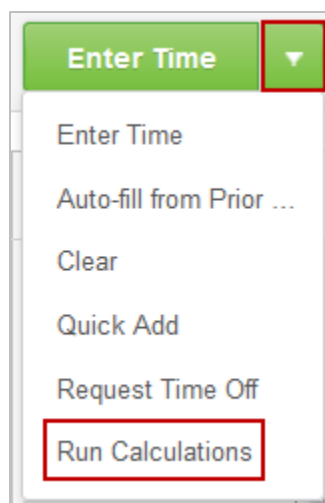
## NON-EXEMPT (HOURLY) EMPLOYEES: RUN TIME CALCUATIONS ON TIME SHEET

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There are certain scenarios where Workday needs to recalculate your hours for the week. You might notice you need to do this because your Overtime for the week is not calculating correctly.

*For example:* if you submitted Time Off after submitting your Time Worked for the week, this would cause your overtime to calculate incorrectly.

1. On your Workday time entry screen, click on the **arrow button** next to the green Enter Time button. Select **Run Calculations** from the drop down list.



2. Check the **Confirm** box and press **OK**.

**Run Calculations**

Please confirm you wish to run calculations for the week 05/12/2014 - 05/18/2014. Calculations normally run automatically. However, certain events require that calculations be run manually. For example, a time off request or job change.

Confirm \*

- If the calculations have changed, the **Submit** button will reappear. *You will need to submit the hours for approval.*
- If the calculations have not changed, the Submit button will not reappear.

If you do not recalculate your time entry – Human Resources will do this as part of payroll processing.