

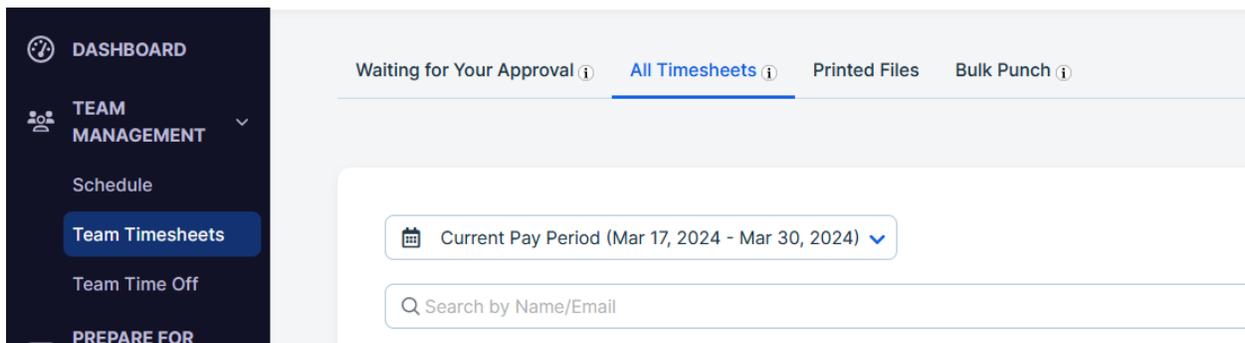
Recalculate Timesheets

Occasionally, there are circumstances where a punch is not syncing properly, or the system is showing a missing punch after it has been corrected.

In this circumstance, it may be necessary to recalculate a single or all timesheets. There may also be other situations where a timesheet may need to be recalculated, such as if there is a pay rate increase, a change to an overtime rule, or if holidays are not calculating properly. Essentially, recalculations need to be run whenever there is a need to update a pay calculation.

To recalculate timesheets, click **Team Timesheets**.

Select the timesheet pay period you wish to recalculate.



Next, select the employees whose timesheets you wish to recalculate, and then select **Bulk Actions** and then select **Recalculate**.

Bulk Actions ▾ All 429 Approved 3 Not Submitted 387

- Submit
- Recalculate
- Clear all timesheet data
- Overwrite timesheet with shift schedule
- Print
- Sync POS data

	Status
24 - 04/20/2024	● Not Submi
24 - 05/01/2024	● Not Submi
24 - 04/20/2024	● Not Submi

You will then be presented with a popup asking you to confirm whether you wish to recalculate the values of the selected timesheets:

Recalculate ×

Are you sure you want to recalculate the values of selected timesheets?

[Cancel](#) [Yes, Recalculate](#)

Click on **Yes, Recalculate**. Note, the process may take a few minutes to complete.