Recalculate a Check
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Whenever you add new earnings, deductions, or fix an error to an existing pay result, you can recalculate the check “on the fly.” You may initiate this task from many screens. This example will show you how to do it for a single worker.

1. Type the worker’s name in the search box and open the Worker’s Profile
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2. Select the **Pay** tab

3. Select the **Payroll Result** and click the **Related Actions** icon to display the menu
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4. Select Pay Calculation > Re-Calculate
5. Click OK. Once the re-calculation is complete, it will automatically open the calculated pay check.