

Running a Payroll Report

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To Run a Payroll Report

1. From the main toolbar, go to **Reports**
2. Select **Payroll Report** from the dropdown menu
3. Choose a **Payroll Period (date range)**
4. Select **All / Intended Locations**

Press **Show Report** (off to the right)!

You will see a screen report. You can download a CSV file or a PDF by using the links on the right side of the page underneath the "Show Report" button.

The screenshot shows the Teamwork Reports interface. The top navigation bar includes 'Teamwork by smarts', 'Dashboard', 'Schedules', 'Employees', 'Reports', 'Share Files', and 'Tools'. A '15 day Trial' badge is visible. The 'Reports' section is active, showing a dropdown menu set to 'Payroll'. The date range is set to 'Jun 4, 2023' to 'Jun 17, 2023'. A 'Show Report' button is on the right. Below the configuration, there are options for 'Search for Employees' (set to 'Everybody') and 'Payroll Test'. A table lists reports with columns for 'Status', 'Requested on', 'Time', 'Name', and 'Download / O'. The table shows three reports, all with a 'Ready' status. A 'Locations' dropdown menu is open, showing 'All Schedules', 'Locations', 'BOH', 'BOH', 'Departments', 'Support', and 'Server'. On the right, there are options to 'Export PDF / Print', 'Export as CSV (CSV)', and 'Save Snapshot as SpotOn Teamwork CSV'.

The screenshot shows the 'Payroll Approval Status' and 'Daily Tip Bundle Status' section. A 'Lock Payroll - shifts, Clock-ins & Tip Bundles, PTO, etc' button is visible. Below it, there is a table with columns for 'Payroll Approval Status' and 'Daily Tip Bundle Status'. The table shows three rows: 'BOH', 'Support', and 'Server'. The 'BOH' row has a 'Not Confirmed' status and a green bar. The 'Support' row has a 'Not Confirmed' status and a red bar. The 'Server' row has a 'Not Confirmed' status and a green bar. The 'Daily Tip Bundle Status' column shows a grid of numbers from 4 to 17.

After running the Payroll report, you will be shown any concerns that the system has in red while everything in green detected no concerns.

Tip Bundle Warnings

None

Clock-Ins with Invalid Roles

None

Missing Employee Payroll Wages

None

Incomplete Payroll - Missing Schedules

Locations - BOH, Locations - Departments: Support, Locations - Departments: Server

Payroll Approval Status

Payroll (Payroll Test) for everybody Sunday Jun 4, 2023 to Saturday Jun 17, 2023

Employee	Location	Annual Rate	Clocked-in Hrs	Wages	Break Issues	Cash Tips	CC Tips	AutoGr	Total Tips	Fee Deducted	Service Fee	Sales Com	Effective Wage	Com	Comments						
Salaried Employees																					
	Sub Total		0	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								
Hourly Employees																					
Employee	Location	Role	Base / OT	Hourly Rate	Hours	Overtime Hours	E/D/PS/SS	Total Hours	Wages	Break Issues	Cash Tips	CC Tips	AutoGr	Total Tips	Fee Deducted	Service Fees	Sales Com	Effective Wage	Com	Comments	
Totals Including Salary Employees					0.00	0	SOH 0 Meal 0 Brk 0@0	0.00	\$0.00	Total 0	\$0.00 (\$0.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				?