

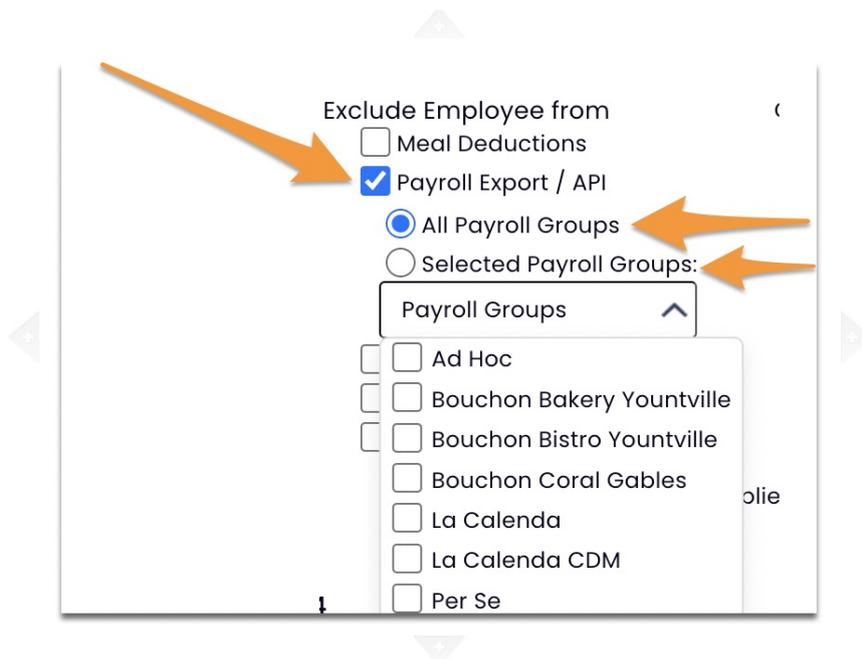
# Exclude Employee from Payroll Export

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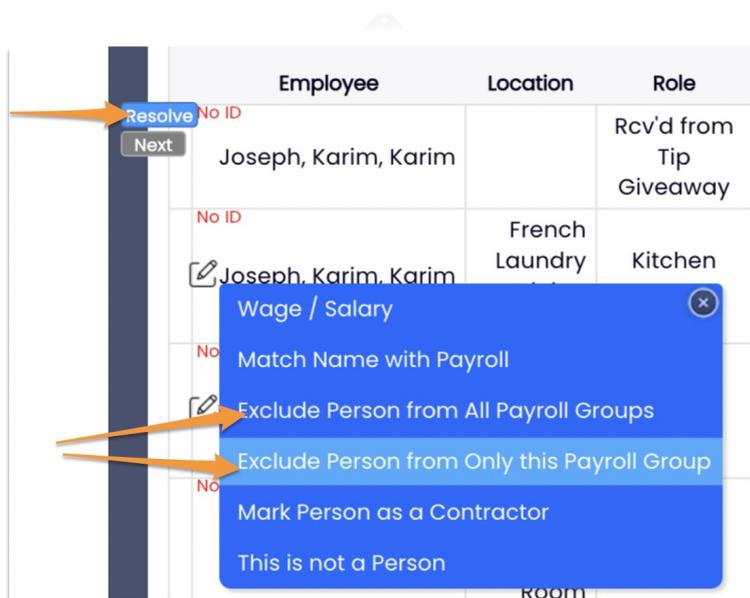
You can exclude employee from payroll using one of the following methods.

From Employee's Salary / Wage Tab, Check "Exclude from Payroll Export"

NOTE: Where multiple locations or pay-groups exist, employee can be excluded from ALL pay-roups, or only select pay-groups, as shown below:



From the Payroll Report, in the event employee doesn't have a payroll ID, you can press **Resolve** next to their name, and **Exclude** from **All** or **Current** pay-groups.



When you run the payroll report, you'll be warned about any employees who are excluded from the payroll output.

**Employees Excluded from Payroll**  
Beauregard, Thomas • Desdames, Chloe

To re-add an employee to the payroll export, you can quick-add as shown below from the payroll report, or uncheck the exclusion from the employee's wage tab.

Employee		Location
Not Exported +	Desdames, Chloe	SLC FOH



**NOTE:** If the motivation for excluding employee from the payroll output is because they are Salary, not Hourly, please set them as a Salary employee, and you will not need to apply an exclusion. Even if you don't enter actual salaries for tracking, you can configure an employee as Salary with a zero wage. See:

Setting Salary Status: <https://support.dolceclock.com/help/adding-salary-wages>

Excluding Salary employee from time-keeping: <https://support.dolceclock.com/help/auto-time-punch-for-salary>