# Assigning Managers to Approve Payroll

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Gearwheel Menu > Payroll Settings > **Assign Managers....**

- Check the name(s) of any manager(s) who you intend to approve that a location's labor data is ready for payroll. Ie time-punches, tips, wages, etc.
- Manager approval is *per schedule*
- NOTE: The system will not allow a manager to approve payroll if they have not approved all punches or no-shows.



Manager sign-off is visible when running the payroll report. It is a visual indicator only, which does not actually prevent payroll from being run.