

Assigning Managers to Approve Payroll

Last Modified on 11/13/2024 11:19 pm MST

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. I.e 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.

Teamwork by Spohn Dashboard Schedules Employees Reports Share Files Tools Tech Support

Payroll Settings

Assign Managers who must verify that all Time Punches are Approved for Payroll

Store: [Select Employees] (Bob, Bob; Bobby, Bob; Brad, Brad; Chad, Chad)

Admin: [Select Employees]

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.

Show Details Teamwork CSV

HTML / PDF / CSV Report Status Delete All Reports

Status	Requested on	Time	Name	Download / Open
Ready	Nov 14, 12:17am	00:00	Payroll_5434_Oct 20_to_Nov 2.html	View Report
Ready	Nov 14, 12:13am	00:02	Payroll_5434_Nov 3_to_Nov 16.html	View Report
Ready	Nov 6, 3:00pm	00:00	Payroll_5434_Nov 4_to_Nov 5.html	View Report

Tip Bundle Warnings: None

Clock-Ins with Invalid Roles: None

Missing Employee Payroll Wages: 1 Employee (Brad, Brad)

Lock Payroll - Shifts, Clock-Ins & Tip Bundles, PTO, etc

Email Addresses [] Send Payroll CSV CSV to Email

Payroll Approval Status: Confirmed by T Support (Bob, Bob; Bobby, Bob; Brad, Brad)