

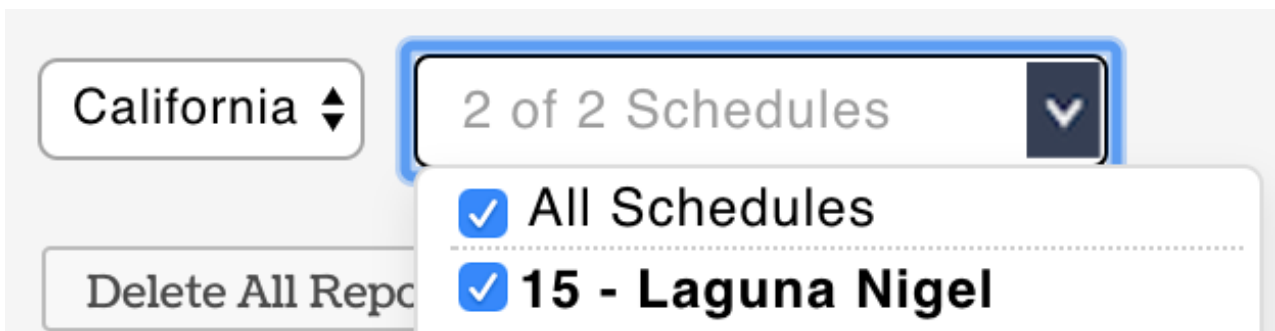
Manager Approval of Payroll

Last Modified on 10/24/2019 7:46 am MDT

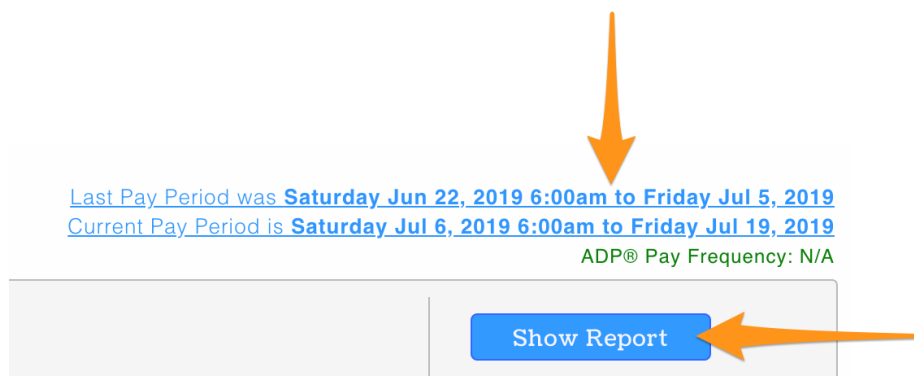
Prior to Approving Payroll, a manager should verify the following:

1. All Time Punches are Approved.
 - For Editing Punches, see: <https://support.dolceclock.com/help/edit-time-punches>
 - For Approving Punches, see: <https://support.dolceclock.com/help/approving-time-punches>
2. Tips are reviewed and audited against the POS (if applicable)
 - Use Reports > Employee Tips for the pay period. Compare Total against POS for the pay period.
3. Review Payroll Report
 - Main Toolbar > Reports > **Payroll**

Select the Payroll Group and Locations (Schedules)



Select the Payroll Date Range, and Show Report

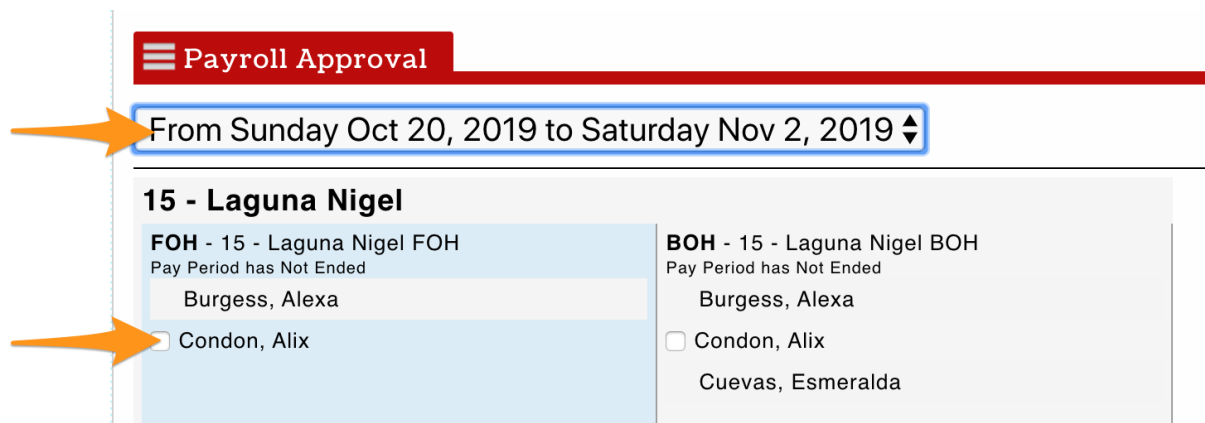


Review Hours, Wages, and Other Earning

Review Payroll Warning at the top of the report. Resolve those that apply, and coordinate with HR for warnings that exceed managerial control (i.e. Payroll Mapping)

If all is in order, **Approve Payroll** as follows:

1. Main Toolbar > **Dashboard**
2. Scroll to Payroll Approval
3. Choose the Date Range for the prior payroll period as shown below
4. Preliminary Sign Off:
 - Designated managers have a check box next to their name for any schedule they are required to approve
 - NOTE: Payroll cannot be approved if all time punches and No-Show shifts have not been approved. A links provided so that unapproved punches can be addressed.



The screenshot shows the 'Payroll Approval' interface. At the top, there is a red header with a hamburger menu icon and the text 'Payroll Approval'. Below this is a date range selector with a blue border and a dropdown arrow, displaying 'From Sunday Oct 20, 2019 to Saturday Nov 2, 2019'. An orange arrow points to this selector. Below the date range, the interface is divided into two columns. The left column is titled '15 - Laguna Nigel' and contains a section for 'FOH - 15 - Laguna Nigel FOH' with the note 'Pay Period has Not Ended'. Underneath, there are two entries: 'Burgess, Alexa' and 'Condon, Alix'. An orange arrow points to the checkbox next to 'Condon, Alix'. The right column is titled 'BOH - 15 - Laguna Nigel BOH' with the note 'Pay Period has Not Ended'. Underneath, there are three entries: 'Burgess, Alexa', 'Condon, Alix', and 'Cuevas, Esmeralda'. Each entry has a checkbox next to it.

5. Final Sign Off:

- Designated managers should observe that preliminary sign-offs are complete, and select **Final Payroll Approval**

01 - Brentwood

FOH - 01 - Brentwood FOH

Pay Period has Not Ended

King, Brandye

Sanchez, Mallery

Final Payroll Approval

