

Payroll Preparation Best Practices

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During the Payroll Period

Edit and Approve time punches, ideally on a daily basis.

- Editing & Adding Punches: <https://support.dolceclock.com/help/edit-time-punches>
- Approving Punches: <https://support.dolceclock.com/help/approving-time-punches>
- Track approvals on your dashboard throughout the pay period to verify managers are approving punches daily using the **Employee Clock-In / Tips Approval / Schedules Published** module.

	Wed Oct 26, 2022	Thu Oct 27, 2022	Payroll Groups: 'Wise Guys' Fri Oct 28, 2022	Sat Oct 29, 2022	Sun Oct 30, 2022	Mon Oct 31, 2022	Tue Nov 1, 2022
Wise Guys Lounge							
Wise Guys Lounge Bar	All 4 Clock-Ins/NS Approved Tips ✓	All 3 Clock-Ins Approved Tips ✓	All 2 Clock-Ins Approved Tips ✓	All 3 Clock-Ins/NS Approved Tips ✓	All 2 Clock-Ins Approved Tips ✓	All 2 Clock-Ins/NS Approved Tips ✓	All 3 Clock-Ins Approved Tips ✓
Wise Guys Lounge Server	All 8 Clock-Ins/NS Approved	All 8 Clock-Ins Approved	All 9 Clock-Ins Approved	All 9 Clock-Ins Approved	All 7 Clock-Ins Approved	All 8 Clock-Ins Approved	All 9 Clock-Ins/NS Approved
Wise Guys Lounge Busser	All 6 Clock-Ins Approved	All 5 Clock-Ins/NS Approved	All 6 Clock-Ins/NS Approved	All 6 Clock-Ins/NS Approved	All 5 Clock-Ins Approved	All 5 Clock-Ins Approved	All 6 Clock-Ins/NS Approved
Wise Guys Lounge Host	All 3 Clock-Ins/NS Approved	All 3 Clock-Ins/NS Approved	All 2 Clock-Ins Approved	All 2 Clock-Ins Approved	All 3 Clock-Ins Approved	All 2 Clock-Ins Approved	All 2 Clock-Ins/NS Approved
Wise Guys Lounge Runner	All 3 Clock-Ins/NS Approved	All 3 Clock-Ins Approved	All 2 Clock-Ins Approved	All 3 Clock-Ins Approved	All 3 Clock-Ins Approved	All 3 Clock-Ins/NS Approved	All 3 Clock-Ins/NS Approved
Wise Guys Lounge Janitorial ⚠ Not Published			All 1 Clock-In Approved	All 1 Clock-In Approved			
Wise Guys Lounge Prep Cook	All 7 Clock-Ins/NS Approved	All 8 Clock-Ins/NS Approved	All 6 Clock-Ins/NS Approved	All 7 Clock-Ins/NS Approved	All 6 Clock-Ins/NS Approved	All 4 Clock-Ins Approved	All 5 Clock-Ins Approved
Wise Guys Lounge Line Cook	All 14 Clock-Ins/NS Approved	All 13 Clock-Ins/NS Approved	All 6 Clock-Ins/NS Approved	All 6 Clock-Ins/NS Approved	All 6 Clock-Ins/NS Approved	All 5 Clock-Ins Approved	6 Clock-Ins, 2 NS - 7 Approved
Wise Guys Lounge Dish	All 9 Clock-Ins/NS Approved	All 9 Clock-Ins/NS Approved	All 5 Clock-Ins Approved	All 5 Clock-Ins/NS Approved	All 5 Clock-Ins/NS Approved	All 5 Clock-Ins/NS Approved	All 5 Clock-Ins/NS Approved
Wise Guys Lounge Chef	All 3 Clock-Ins/NS Approved	All 4 Clock-Ins/NS Approved	All 3 Clock-Ins/NS Approved	All 2 Clock-Ins/NS Approved	All 2 Clock-Ins Approved	All 3 Clock-Ins/NS Approved	All 2 Clock-Ins Approved
Wise Guys Lounge Manager ⚠ Not Published	All 3 Clock-Ins Approved	All 3 Clock-Ins Approved	All 4 Clock-Ins Approved	All 2 Clock-Ins Approved	All 2 Clock-Ins Approved	All 3 Clock-Ins Approved	All 1 Clock-In Approved

Create a Tip-Out for each day (or other frequency) after time punches have been approved.

- Verify all Clock-Ins approve
 - Open Tips Calculator, according to your method (ie Day / Week / Period)
 - Click "No Tips Run" to open the tip calculator.

Sched	Act
0.0	47.0
<input type="text" value="0"/>	<input type="text" value="28,938"/>
0.0%	0.0%
<input type="text" value="(\$4,557)"/>	Note
Trans: 385 Guests: 892	
Resync Sales/Tips Resync Punches	

- Run Templates setup for your business, verify and save tip bundles, and confirm tips match the POS audit in the Tip Bundle Navigator
(<https://support.dolceclock.com/help/running-tip-templates>)

The screenshot displays two main windows. The left window, 'Tip Bundle Navigator', shows a list of tip bundles for 'Bar' on 'Thu Nov 3, 2022'. It includes a summary table with 'Bundle Total (w/o Cash)' at \$4,439.77, 'Cash' at \$0.00, and 'POS Total (w/o Cash)' at \$4,439.75. Below this is a list of bundles with radio buttons, such as 'Bar Inside AM Pool Link' and 'Bar Outside PM Pool Link'. The right window, 'Tip Calculator for Bar - Thu Nov 3rd, 2022', shows settings for 'Ownership' and 'Labor from' (15 of 15 Schedules, 4 of 27 Roles Selected). It features a 'Tip Bundle Detail' for 'Bar Inside AM - Tip Ownership' (6:00am to 4am, \$15.00 CC) and a table of employee tip data. A dropdown menu is open, showing options for 'Daily' and various roles like 'Bar Inside AM', 'Bar Inside PM', etc. The table below has columns for Employee, POS CC, and Net Sales.

Employee	POS CC	Net Sales
Bussmann, Matthew	0.00	0.00
IN BAR AM	15.00	15.00 52.98% 28.31
Food Runner	0.28	0.28 0.99% 28.31
Bussers	0.28	0.28 0.99% 28.31
Jensen, Jenni	0.00	0.00 0% 0.00
Kelly, Sean	0.00	0.00 0% 0.00
Millen, Conner	0.00	0.00 0% 0.00

- If time punches are edited AFTER a tip-out has been completed, potentially affected tips must be deleted and re-run.

Enter PTO / Other Earnings, as setup for your company.

Verification Steps / Running Payroll

Manager Sign-Off of Payroll (forces verification that all time-punches have been approved)

- Assigning Managers to Approve Payroll: Add Preliminary and Final Approval of payroll to intended permission templates
- Manager Approval of Payroll: <https://support.dolceclock.com/help/manager-approval-of-payroll-7564b01>

Verify that Total Tips match POS records

- From Reports > Tips > Select Payroll Period and applicable schedules

Reports

Use Our Quick 'Pay Period' Links -->

Tips to
 Work day start time is 4:00am

- Verify that Tips are run for every day, and that each day is balanced

Wise Guys Lounge Wednesday October 19th
Wise Guys Lounge Bar

Total Tips															
Name	Total	CC	AutoGr	ServiceFee	Sales Com	Cash	Total	Fee	CC	AutoGr	Svc Fees	Sales Com	Cash	Tips Paid	Tips Owed
	\$3.00	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00		\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00
er	\$91.31	\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$91.31		\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$91.31
	\$86.31	\$66.31	\$0.00	\$0.00	\$0.00	\$20.00	\$86.31		\$66.31	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$86.31
er	\$191.25	\$191.25	\$0.00	\$0.00	\$0.00	\$0.00	\$191.25		\$191.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191.25
	\$124.97	\$99.97	\$0.00	\$0.00	\$0.00	\$25.00	\$124.97		\$99.97	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$124.97
	\$417.42	\$197.42	\$0.00	\$0.00	\$0.00	\$220.00	\$417.42		\$197.42	\$0.00	\$0.00	\$0.00	\$220.00	\$0.00	\$417.42
	\$91.31	\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$91.31		\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$91.31
er	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00		\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
	\$404.89	\$224.89	\$0.00	\$0.00	\$0.00	\$180.00	\$404.89		\$224.89	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$404.89
	\$120.38	\$120.38	\$0.00	\$0.00	\$0.00	\$0.00	\$120.38		\$120.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.38
	\$242.92	\$142.92	\$0.00	\$0.00	\$0.00	\$100.00	\$242.92		\$142.92	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$242.92
	\$4.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00		\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.00
	\$217.07	\$127.07	\$0.00	\$0.00	\$0.00	\$90.00	\$217.07		\$127.07	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$217.07
	\$124.97	\$99.97	\$0.00	\$0.00	\$0.00	\$25.00	\$124.97		\$99.97	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$124.97
	\$471.86	\$271.86	\$0.00	\$0.00	\$0.00	\$200.00	\$471.86		\$271.86	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$471.86
	\$109.70	\$109.70	\$0.00	\$0.00	\$0.00	\$0.00	\$109.70		\$109.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109.70
	\$312.48	\$212.48	\$0.00	\$0.00	\$0.00	\$100.00	\$312.48		\$212.48	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$312.48
	\$271.86	\$271.86	\$0.00	\$0.00	\$0.00	\$0.00	\$271.86		\$271.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$271.86
	\$91.31	\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$91.31		\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$91.31
	\$91.31	\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$91.31		\$66.31	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$91.31
Totals	\$3,493.32	\$2,408.32	\$0.00	\$0.00	\$0.00	\$1,085.00	\$3,493.32		\$2,408.32	\$0.00	\$0.00	\$0.00	\$1,085.00	\$0.00	\$3,493.32

Bundle Total Cash	\$1,085.00	<div style="background-color: green; color: white; padding: 2px 5px; border: 1px solid green;">No Warnings</div> <div style="background-color: green; color: white; padding: 2px 5px; border: 1px solid green; margin-top: 5px;">Approve</div> <div style="background-color: orange; color: white; padding: 2px 5px; border: 1px solid orange; margin-top: 5px;">Send Tips Report to Employees</div>
POS Total Cash	\$1,085.00	
	\$0.00	
Bundle Total CC	\$2,408.32	
Cash	\$1,085.00	
POS Total CC	\$2,408.31	
	\$+0.01	
Manual Check	\$	
Bundle Total	\$	

Approved by [User] on Oct 20, 2022

- At the bottom of the report, compare Total Tips, ie Credit Card and Auto Gratuity (and Cash if Applicable) with the POS for the same date range. If tips don't match, audit one day at a time until the unbalanced day is discovered. Email teamworksupport@spoton.com for assistance.

Review Wages

Use Reports > Wage Report, or the Gearwheel Menu > Wage Settings.

- Review wages, and update any desired.
 - When adding wages, back wage the the either the start of the pay period, or choose an intentional date for a raise. For hourly wages, see: <https://support.dolceclock.com/help/adding-hourly-wages>
 - If syncing wages with POS or Payroll, seek specific wage protocols from Teamwork for your company.

Review Screen Preview of Payroll / Run Payroll

- Reports > Payroll
 - Review and resolve all warnings in pink. Check statuses of manager sign-off, and tips complete for each day (as shown below). Contact teamworksupport@spoton.com if you are unable to resolve an issue.

The screenshot displays a payroll review interface. At the top, there are four warning boxes: 'Tip Bundle Warnings' (None), 'Clock-Ins with Invalid Roles' (None), 'Missing Employee Payroll Wages' (2 Employees: Osborne, Cody; Couturier, Phil), and 'Missing Tip Bundles' (listing dates from Mon Aug 26 to Sat Sep 7). Below these is a box for 'Employees Excluded from Payroll' (Henry, Leigh). The main area contains a 'Payroll Approval Status' table with columns for roles (FOH, BOH, MGT) and days (26-31, 1-8). The status for all roles is 'Not Confirmed'. To the right, a 'Tip Bundle Status' table shows progress for employees Perle Nkumu Nyemba and Monica Vasquez. At the bottom, there are buttons for 'Lock Payroll - Clock-Ins & Tip Bundles', 'Unlock Payroll', 'Email Addresses', and 'Send Payroll CSV to Email'.

- Review payroll screen report, attentive to hours, overtime, roles, break violations, and other earnings. If all is in order, proceed to next steps.
 - Download a CSV for your payroll processor (based on custom template for your company), or, if using an integrated payroll provider, press the applicable button to push payroll to the provider.
 - After payroll data has been input into the payroll processor, audit screen totals against totals in the payroll system, ie Reg Hours / OT Hours / Tips, etc.

Hourly Employees	1,300.72	1.28	1,302.00	\$14,514.90	0	\$20.00	\$2,803.64	\$197.22	\$3,020.86	\$0.00	\$0.00	
Totals Including Salary Employees	1,369.78	1.28	0	1,371.06	\$18,130.28	0	\$20.00	\$2,803.64	\$197.22	\$3,020.86	\$0.00	\$0.00

- If payroll is deemed to be complete, Lock Payroll (button is located at the top of the payroll report near the warnings and statuses.

