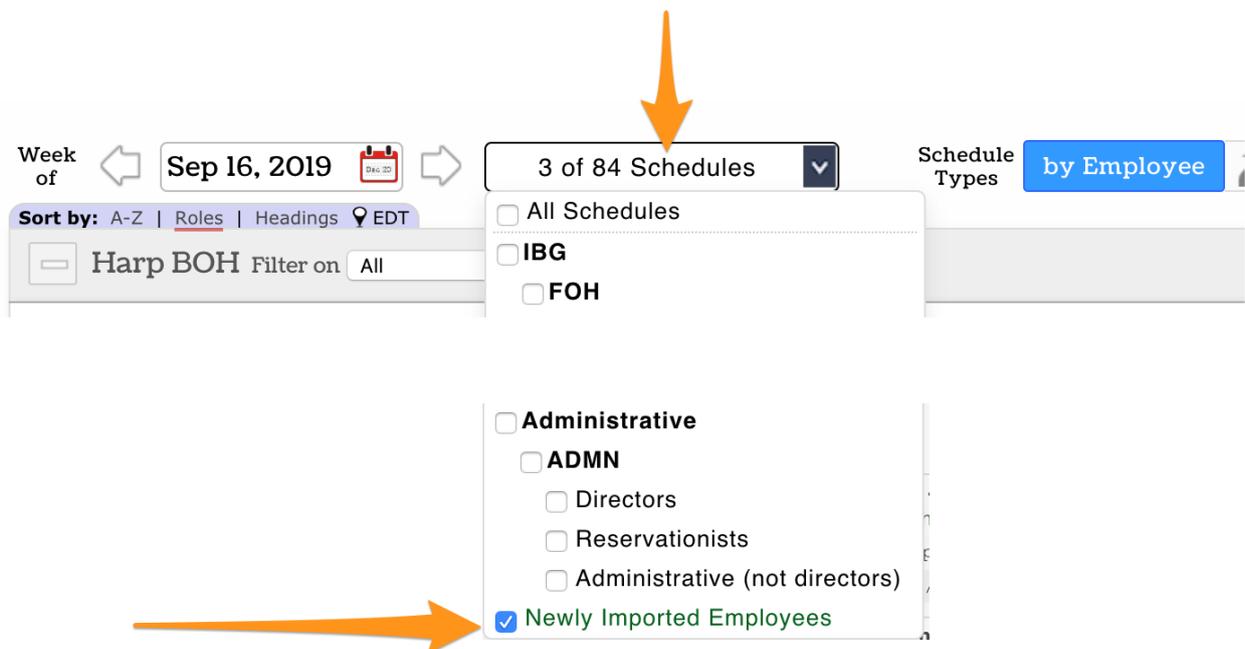# Payroll Error Punch Exists in Newly Imported

Last Modified on 12/24/2023 1:45 pm MST

This error arises in certain situations, namely when an employee clocks into the POS system either without a Role, or with a Role not setup in Teamwork. Without Role data, Teamwork can lack the information necessary to place the punch in the proper schedule or department.

To Resolve:

1. From the Main Toolbar > Go to **Schedules**

- Set the Date Picker to one of your payroll weeks.
- From the Schedule Dropdown selector (shown below), select **Newly Imported** at the bottom.

Any punches found in the Newly Imported schedule must be edited and assigned

- Click on the punch to edit

- Assign the Punch a Location and a Role, and press Save Changes

NOTE: If the appropriate location / role choices do not exist, you must edit the employee, and add the locations or roles to their profile.
https://support.dolceclock.com/help/adding-working-locations-and-roles-to-employees

NOTE: press **POS Timesheet** as shown above to see complete data on the punch from the POS.

NOTE: If the updated punch could influence the outcome of **Tips** for the day, then Tips must be re-run.