

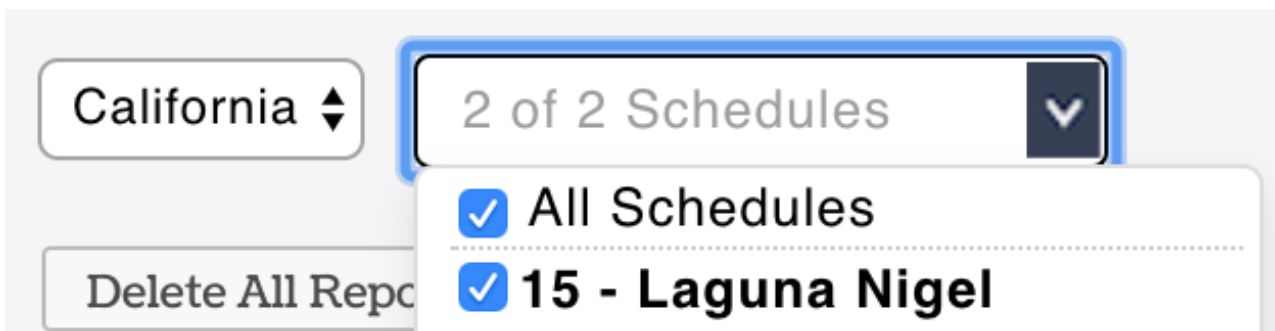
Final Approval of Payroll

Last Modified on 10/24/2019 7:34 am MDT

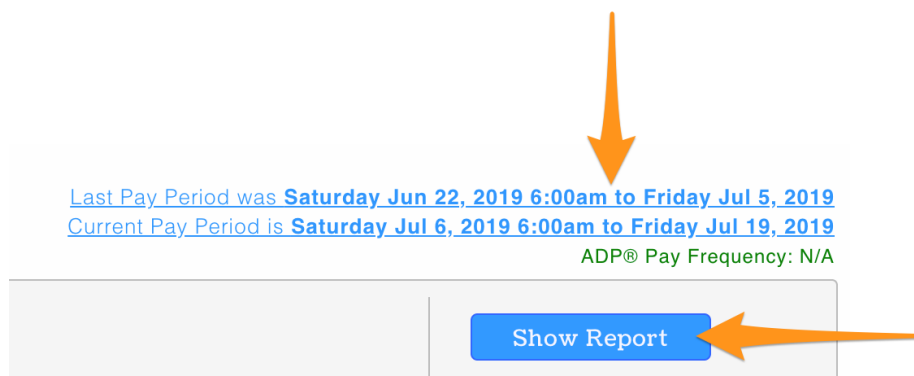
Prior to Approving Payroll, a manager should verify the following:

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. Observe Manager Sign-Offs
 - o NOTE: Managers can not sign-off if all time punches and No-Show shifts have not been approved. A link is provided so that unapproved punches can be addressed.
5. If all is in order, press **Final Payroll Approval**

The screenshot shows the 'Payroll Approval' interface. At the top, a red bar contains the text 'Payroll Approval'. Below this, a date range selector is set to 'From Sunday Oct 20, 2019 to Saturday Nov 2, 2019'. The main content area is titled '01 - Brentwood' and is divided into two columns. The left column is for 'FOH - 01 - Brentwood FOH' and the right column is for 'BOH - 01 - Brentwood BOH'. Both columns show the status 'Pay Period has Not Ended' and list managers: King, Brandye and Sanchez, Mallery. At the bottom of each column is a 'Final Payroll Approval' button. Orange arrows point to the 'Payroll Approval' header, the date range selector, and the 'Final Payroll Approval' button in the FOH column.

01 - Brentwood	
FOH - 01 - Brentwood FOH Pay Period has Not Ended King, Brandye Sanchez, Mallery	BOH - 01 - Brentwood BOH Pay Period has Not Ended King, Brandye Sanchez, Mallery
Final Payroll Approval	Final Payroll Approval