

Final Approval of Payroll

Last Modified on 03/24/2026 8:02 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)

Reports

Payroll

Mar 16, 2026 to Mar 31, 2026

Workday start time is 2:00am

Options: Search for Employees, Everybody

Show Details

HTML / PDF / CSV

Status	Requested on	Time	Name
Ready	Mar 24, 9:45am	00:10	Payroll_1243_Feb 1_to_Feb 15.html
Ready	Feb 17, 11:45am	00:04	Payroll_1243_Feb 1_to_Feb 15.html

Select the Payroll Date Range, and **Show Report**

Set Range to: Last Pay Period was Sunday Mar 1, 2026 2:00am to Sunday Mar 15, 2026

Set Range to: Current Pay Period is Monday Mar 16, 2026 2:00am to Tuesday Mar 31, 2026

Set Range to: Full Month Pay Period is Sunday Feb 1, 2026 2:00am to Saturday Feb 28, 2026

Set Range to: ADP® Run Pay Frequency: Semimonthly (Paid on Fri Mar 20) Open Payroll Start: Sun Mar 1, 2026 End: Sun Mar 15, 2026

Show Report

Export PDF / Print

Save Snapshot as SpotOn Teamwork CSV

Payroll Account: 'Darrell Casoria'

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
 - 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**

