Final Approval of Payroll

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)
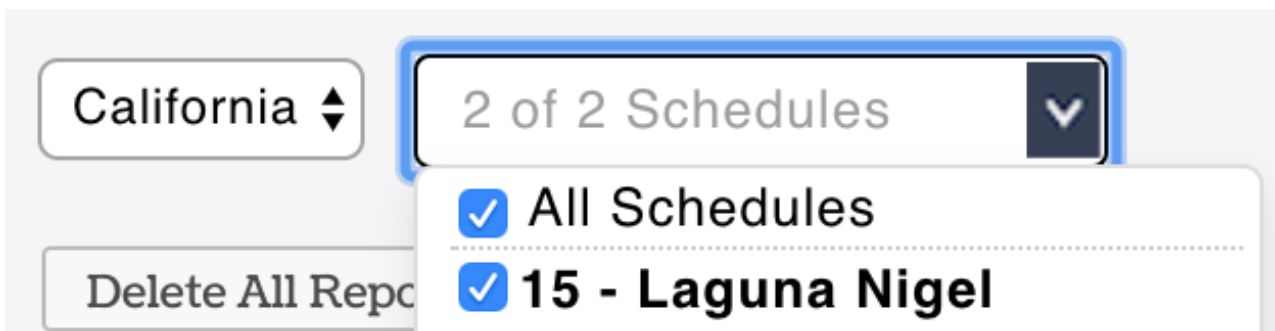
Select the Payroll Date Range, and**Show Report**
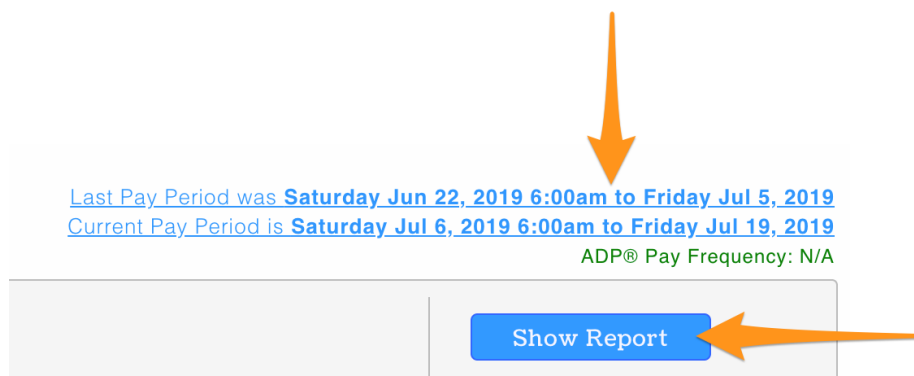
Review Hours, Wages, and Other Earning

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
   - 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**