

Mapping Payroll Departments and Earnings Codes

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When utilizing Teamwork in tandem with a payroll integration, it is essential to map roles / departments and earnings codes with your payroll provider. This task ensures that our data points are landing in the correct columns, with the correct reporting when exporting to payroll. We have one of the most nuanced, detailed, and accurate modules for payroll mapping. See below!

From the Gearwheel Menu > Payroll Mapping

- Under "Payroll Roles & Earnings Codes Mapping", click the Pay-Entity (as shown below)

The screenshot shows a web interface for payroll mapping. It is divided into two main sections, both with red headers:

- Payroll Employee Mapping:** This section includes the instruction "Choose an Employee Source, then map your employees." Below this, there is a sub-section labeled "ADP" with a dropdown menu currently showing "ADP (Sunshine Kitchens LI-ADP) SYNC - Miami". Underneath is a button labeled "Get most recent employee payroll data" with a refresh icon.
- Payroll Roles & Earnings Codes Mapping:** This section contains a dropdown menu for the ADP source, currently set to "ADP (Sunshine Kitchens LI-ADP) SYNC". There is an unchecked checkbox for "Complex Role-Schedule Mapping" and a "Clear Role GL Codes" button. At the bottom of this section is a blue button labeled "Load Payroll Roles & Earnings Codes Mapping - Miami".

An orange arrow points from the text above to the "Load Payroll Roles & Earnings Codes Mapping - Miami" button.

- Map the **Roles** in Teamwork (left) with corresponding payroll department codes (using dropdown menus)

Roles Mapping

SpotOn Teamwork Role	Paychex Department Description	Spot
Bartender	108 - 108 Bar	
Rate_1		
Server		
Janitorial		
FOH Train		
Cashier		
Food Runner		
Busser		
KSA		
Host		

IGNORE

1 - 1 TEMPORARY

101 - 101 Host

102 - 102 AM Busser

103 - 103 Busser

104 - 104 AM Food Runner

✓ 105 - 105 Food Runner

106 - 106 Server

107 - 107 AM Bar

108 - 108 Bar

109 - 109 Server Trainer

110 - 110 Cocktail

- Map **Earnings Codes** in the same manner

Payroll Earnings Codes Mapping

SpotOn Teamwork Payroll Type	Paychex Earnings Code Description
Salary	<input type="text" value=""/>
1099 Contractor	<input type="text" value=""/> No Match for set Earnings Code '1099'. Please Re-Select
Regular Hourly	REGULAR - Hourly - Use for <input type="text" value=""/>
Regular Overtime	REGULAR - TipOT - Use for <input type="text" value=""/>
Regular Double Overtime	<input type="text" value=""/> No Match for set Earnings Code 'OVT'. Please Re-Select
Tipped Wage Hourly	REGULAR - Hourly - Use for <input type="text" value=""/>
Tipped Wage Overtime	SUPPLEMENTAL - TipOT Calc <input type="text" value=""/>
Tipped Wage Double Overtime	<input type="text" value=""/> No Match for set Earnings Code 'OTTIP'. Please Re-Select
Training Hourly	REGULAR - Hourly - Use for <input type="text" value=""/>
Training OT	REGULAR - TipOT - Use for <input type="text" value=""/>
Credit Card Tips	TIPS - Tips - Use for cash ti <input type="text" value=""/>
Cash Tips	TIPS - Tips - Use for cash ti <input type="text" value=""/>
Auto-Gratuity Tips	TIPS - Tips - Use for cash ti <input type="text" value=""/>