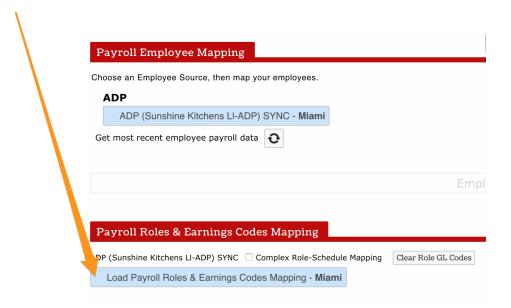
## Mapping Payroll Departments and Earnings Codes

Last Modified on 12/24/2023 2:44 pm MST

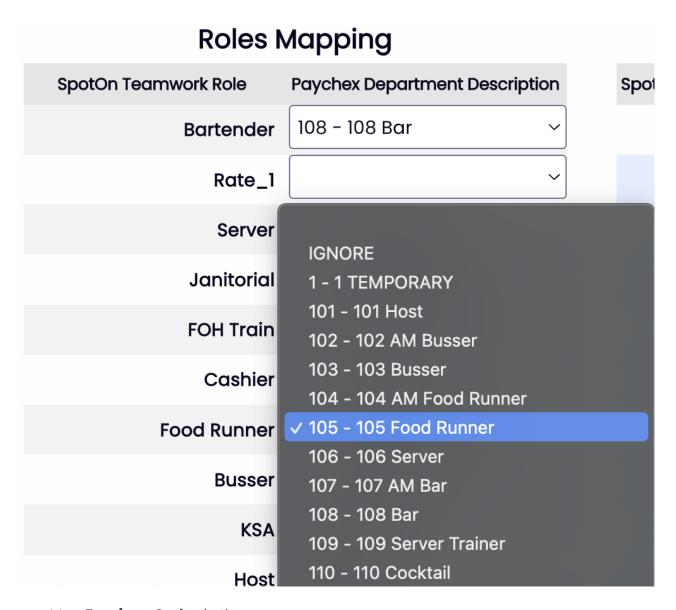
When utilizing Teamwork in tandem with a payroll integration, it is essential to map roles / departments and earnings codes with your payroll provider. This task ensures that our data points are landing in the correct columns, with the correct reporting when exporting to payroll. We have one of the most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



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



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

## **Payroll Earnings Codes Mapping** SpotOn Teamwork Payroll Type Paychex Earnings Code Description Salary No Match for set Earnings Code 1099 Contractor '1099'. Please Re-Select REGULAR - Hourly - Use for ~ Regular Hourly REGULAR - TipOT - Use for 1 > Regular Overtime No Match for set Earnings Code Regular Double Overtime 'OVT'. Please Re-Select REGULAR - Hourly - Use for ~ **Tipped Wage Hourly** SUPPLEMENTAL - TipOT Calc ~ Tipped Wage Overtime No Match for set Earnings Code Tipped Wage Double Overtime 'OTTIP'. Please Re-Select REGULAR - Hourly - Use for ~ Training Hourly Training OT REGULAR - TipOT - Use for I > TIPS - Tips - Use for cash ti $\vee$ **Credit Card Tips** TIPS - Tips - Use for cash ti ~ Cash Tips TIPS - Tips - Use for cash ti $\vee$ Auto-Gratuity Tips