

ADP WFN Wage Sync to Teamwork Default Method

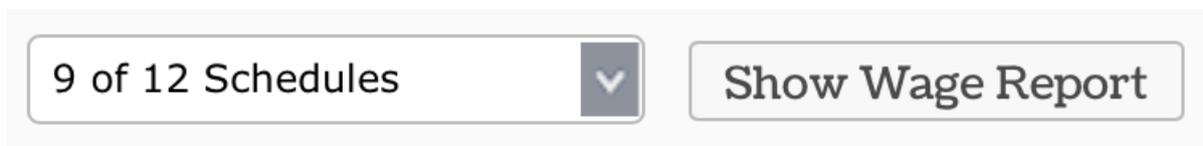
Last Modified on 12/24/2023 2:38 pm MST

With this method of wage synchronization

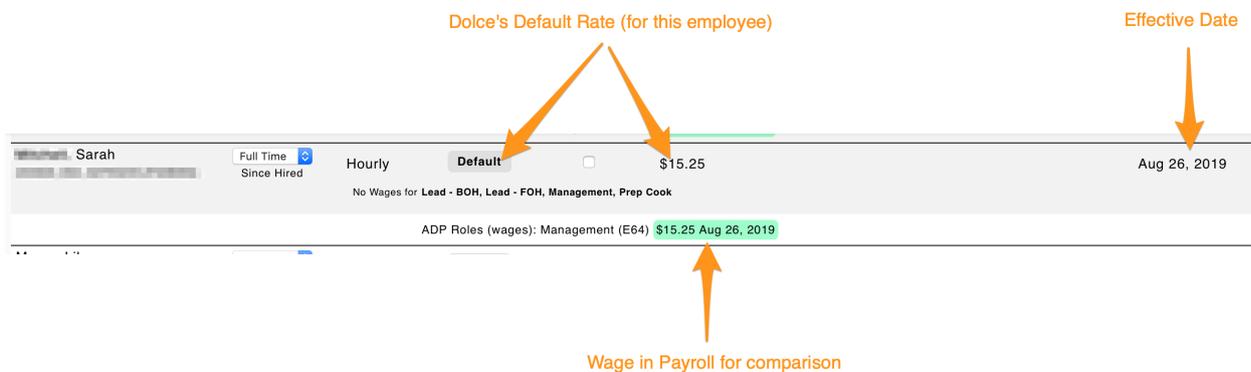
- Employee's ADP's Rate1 will populate the employee's "Default Rate" in Teamwork. This wage will apply to all Roles worked, unless an exception has been setup.
- Secondary wages will be set in Teamwork. (ADP secondary rates are abstract, ie "Rate2, Rate3" whereas secondary wages in Teamwork will be seen as Role Specific.

Viewing / Setting Wages in Teamwork

From the Gearwheel Menu > Wage Settings > **Show Wage Report** (bottom of screen)



You will observe all employee's Default Rates in comparison to ADP's Rate1



Secondary Rates in Teamwork are Role Specific, as shown below

- Secondary Rates must be manually entered into Teamwork (because Payroll wages are not Role specific)
- We recommend that you do not create role specific wages in Teamwork that are redundant to the Default Wage. In other words, secondary wages should only exist when they are an exception to the employee's Default.

Secondary Rate in Dolce is Role Specific

Role	Rate	Effective Date	Action
Hourly Delivery driver	\$11.75	Dec 2, 2019	Edit
Hourly Default	\$11.50	Jul 1, 2019	Edit

ADP Roles (wages): Delivery Driver (E64) \$11.50 Jul 1, 2019, Rate 2 (E64) \$12.75 Jul 1, 2019

Entering a Role Specific Wage

- Press **Edit** to go to employee's Wage Settings

Hourly Default \$11.75 Jul 1, 2019 Edit

ADP Roles (wages): Delivery Driver (E64) \$11.75 Jul 1, 2019

- Select the Role and enter the role specific wage
- Enter effective date, ie start of pay period, and press **Add Wage / Salary**
- Active wages can be seen underneath wage entry window, see below

Current Pay Period: Monday Dec 2, 2019 - Monday Dec 16, 2019

New Salary / Wage

Hourly Employee Salaried Employee

Employee's Roles: 1 of 4 Roles Selected

Hourly Wage: \$ 11.50

Start Date: Nov 18, 2019

Add Wage/Salary

History:

2019

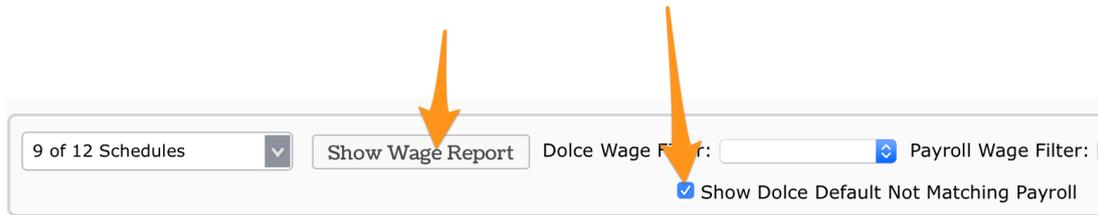
ACTIVE Changed to Hourly @ \$13.75, Meal Deduction \$0.00 by ADP (Sizzle Pie Eugene-ADP) SYNC From ADP ADP (Sizzle Pie Eugene-ADP) SYNC

Active Wages

- NOTE: Secondary rates do not need to be maintained in ADP

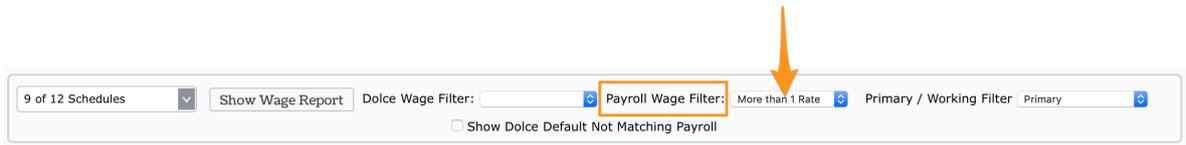
Audit #1: Verify TEAMWORK Defaults match ADP Rate1

- From Wage Settings, select "**Show TEAMWORK Default Not Matching Payroll**" and run the report.
- If an exception is found, enter role specific wages so that payroll will be accurate, and contact us at teamworksupport@spoton.com so that we can connect on sync settings.



Audit #2: Review Multiple Rates in ADP vs Multiple Rates in TEAMWORK

- From Wage Settings, select **Payroll** Wage Filter: **More than 1 Rate** and Show Report



- If you see multiple rates in ADP, but do not see multiple TEAMWORK wages, proceed with adding the necessary Role Specific wage in TEAMWORK

Employee Name	PT / FT	Role	Below Min Tipped Wage	Wage / Salary	Wage Code	Min Wage	Tip Credit	Meal Deduction	OT Reg Wage	Wage Start
Nolan	Full Time Since Hired	Hourly Default	<input type="checkbox"/>	\$12.75						Jul 29, 2019
No Wages for Cook, FOH										
ADP Roles (wages): Cook (E64) \$12.75 Jul 29, 2019, Rate 2 (E64) \$11.50 Jul 29, 2019										

NOTE: When running payroll, you will see all wages in both the screen report and/or CSV file. Wages should be observed before finalizing payroll upload.