Integrating Paychex to Teamwork

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Initiate Integration

In Teamwork, navigate to General Settings from the Gearwheel Menu ⚙ >> scroll to Default Payroll Settings >> change the Payroll Export Type to "Paychex API".

Be sure to click **Save Payroll Options** at the bottom.

Then navigate to "Payroll Mapping" from the Gearwheel Menu ⚙
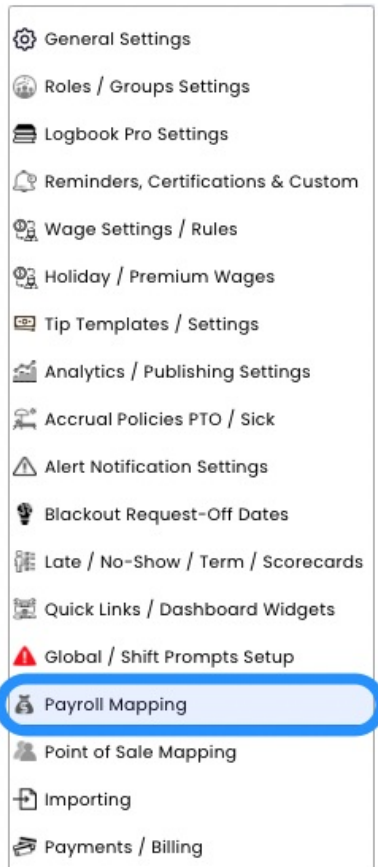
Enter your Paychex Company ID here, then click "Link to Paychex"
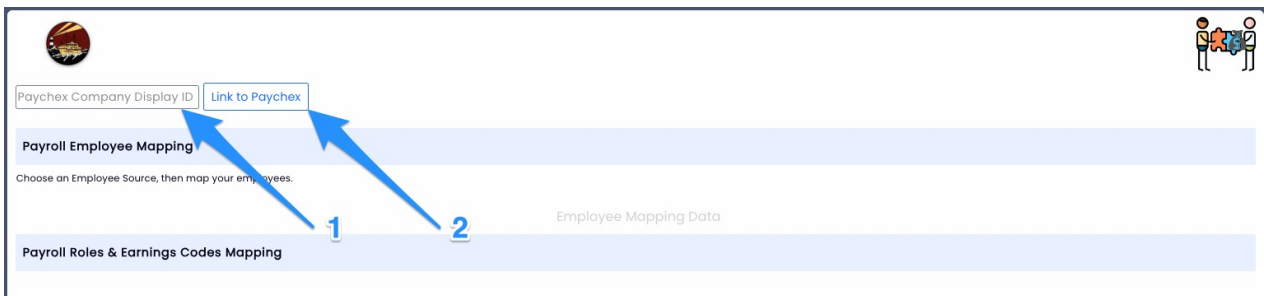
Granting Access

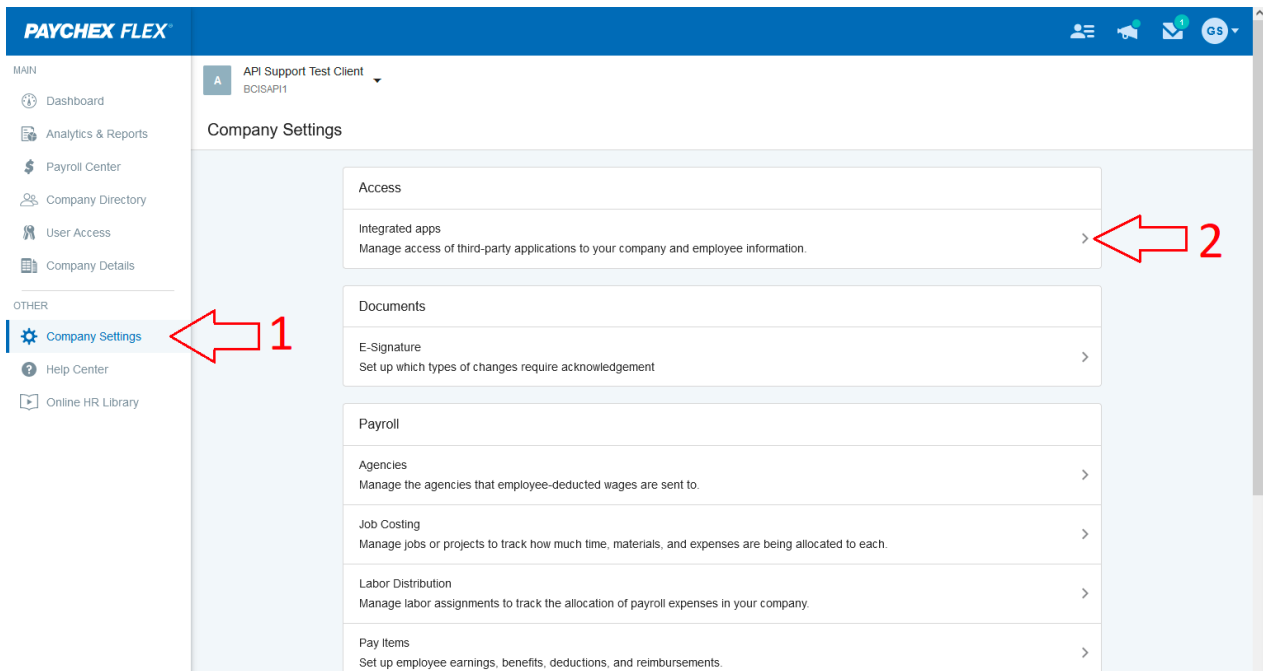Upon confirmation from Teamwork that the integration has been added, access must be granted by a Flex user with Super Admin rights or higher who has access to **Company Settings / Other - Connected Applications** in Paychex

Select **Company Settings**, and then **Connected Applications** as shown below

Click the **Access Requested** button for the Dolce App (Teamwork used to be called "Dolce Software")
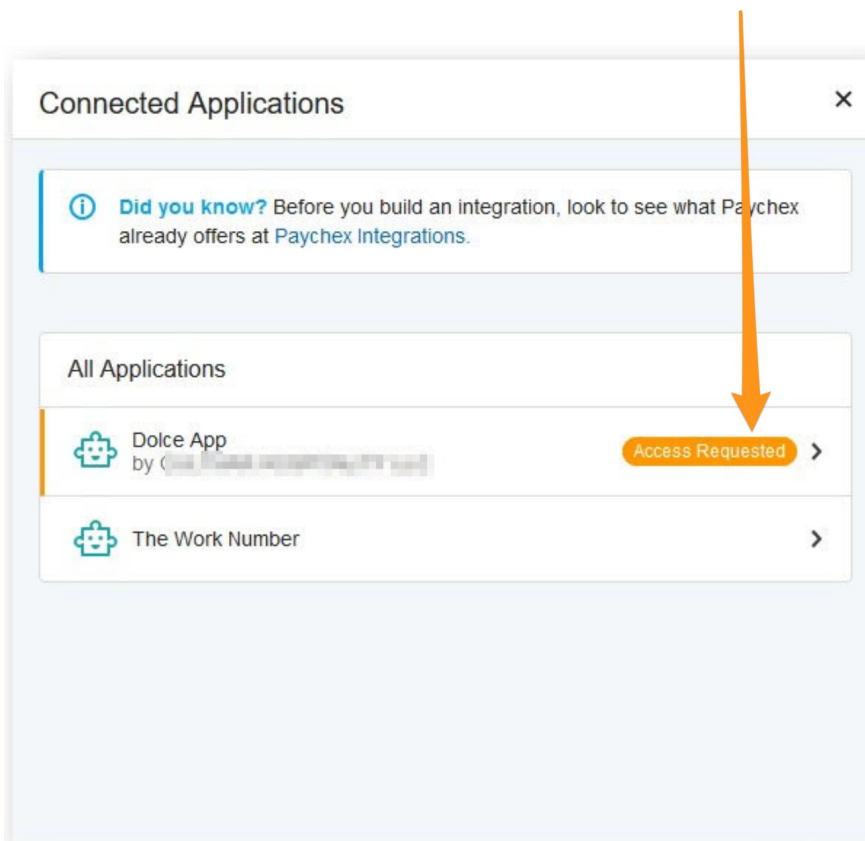
Set **Full Read/Write Access** for both **Company/People & Payroll** portions of the API, as indicated below.

Once access is selected, click the **legal notice box** and **save** their changes.

Please email teamworksupport@spoton.com that the steps to grant access have been complete.