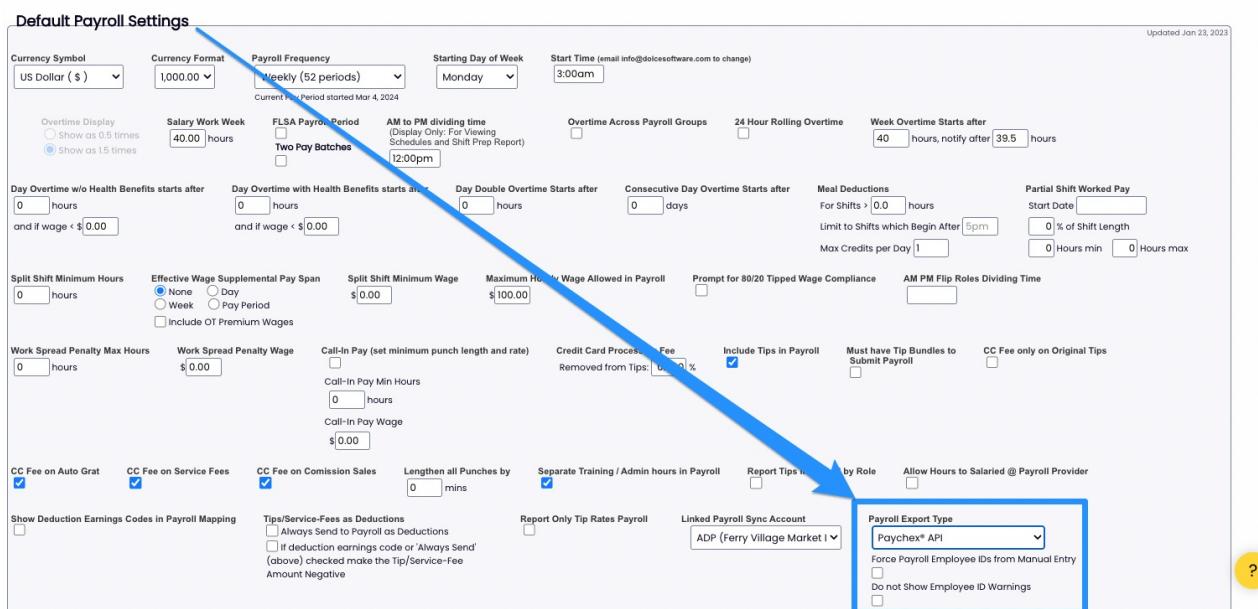


Integrating Paychex to Teamwork

Last Modified on 02/05/2026 9:27 am MST

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".



Default Payroll Settings

Updated Jan 23, 2023

Currency Symbol: US Dollar (\$)

Currency Format: 1,000.00

Payroll Frequency: Weekly (52 periods)

Starting Day of Week: Monday

Start Time (email info@dolesoftware.com to change): 3:00am

Current Pay Period started Mar 4, 2024

Overtime Display: Show as 0.5 times (radio button)

Salary Work Week: 40.00 hours

FLSA Payroll Period: Two Pay Batches

AM to PM dividing time (Display Only: For Viewing Schedules and Shift Prep Report): 12:00pm

Overtime Across Payroll Groups:

24 Hour Rolling Overtime:

Week Overtime Starts after: 40 hours, notify after 39.5 hours

Day Overtime w/o Health Benefits starts after: 0 hours

Day Overtime with Health Benefits starts after: 0 hours

Day Double Overtime Starts after: 0 hours

Consecutive Day Overtime Starts after: 0 days

Meal Deductions: For Shifts > 0.0 hours

Limit to Shifts which Begin After: 5pm

Max Credits per Day: 1

Partial Shift Worked Pay: Start Date: 0% of Shift Length

0 Hours min 0 Hours max

Split Shift Minimum Hours: 0 hours

Effective Wage Supplemental Pay Span: None (radio button)

Split Shift Minimum Wage: \$0.00

Maximum Hourly Wage Allowed in Payroll: \$100.00

Prompt for 80/20 Tipped Wage Compliance:

AM PM Flip Roles Dividing Time:

Work Spread Penalty Max Hours: 0 hours

Work Spread Penalty Wage: \$0.00

Call-In Pay (set minimum punch length and rate):

Call-In Pay Min Hours: 0 hours

Call-In Pay Wage: \$0.00

Credit Card Processing Fee:

Removed from Tips: 0.0%

Include Tips in Payroll:

Must have Tip Bundles to Submit Payroll:

CC Fee only on Original Tips:

CC Fee on Auto Grat:

CC Fee on Service Fees:

CC Fee on Commission Sales:

Lengthen all Punches by: 0 mins

Separate Training / Admin hours in Payroll:

Report Tips by Role:

Allow Hours to Salaried @ Payroll Provider:

Show Deduction Earnings Codes in Payroll Mapping:

Tips/Service-Fees as Deductions: Always Send to Payroll as Deductions
 If deduction earnings code or 'Always Send' (above) checked make the Tip/Service-Fee Amount Negative

Report Only Tip Rates Payroll:

Linked Payroll Sync Account: ADP (Ferry Village Market I)

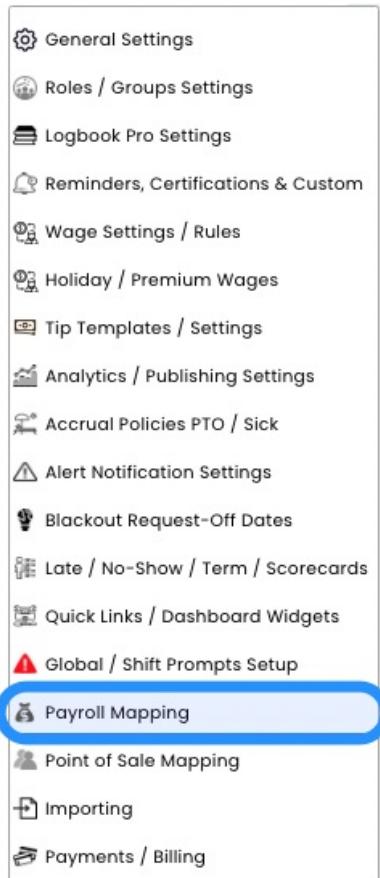
Payroll Export Type: Paychex® API

Force Payroll Employee IDs from Manual Entry:

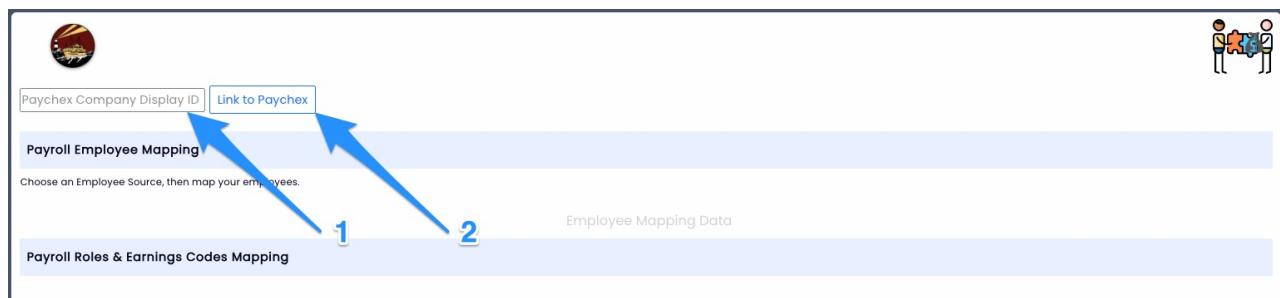
Do not Show Employee ID Warnings:

Be sure to click  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 **App Hub** in Paychex.

Log in to your Paychex account, and then under **App Hub** menu click **Integrated Apps** as shown below:

PAYCHEX FLEX

MAIN

- Dashboard
- Analytics & Reports
- Payroll Center
- Company Directory
- Human Resources
- Hiring
- Company Details
- Documents
- General Ledger

OTHER

- App Hub
- Company Settings
- Help Center
- HR Library

Chat now

Security | Privacy

Copyright © 2026 by Paychex, Inc.

App Hub

Some apps need attention. Take action so you can use them.

Take me there

Explore integrations, apps, and solutions for your company

Go to Paychex Marketplace



Paychex Flex® Time

Time & Attendance Solutions

Details

OrgChart

Automated Customized Organizational Charts

Details

Cocoon Leave Management

Employee leave software for the modern era

Details

Pay on Demand

powered by Payactiv®

Pending connection

Details

Deputy

Simplify Employee Scheduling and Payroll

Details

IMPACT Group - Leadership Training &...

Maximizing human potential in an increasingly tech enabled world

Details

BackgroundChecks.com

Background checks for your company

Details

BriteProtect

Employee protection and safety solutions

Details

Integrated apps

Integrated apps

Get the most out of Paychex Flex. Connect apps, integrations, and solutions.

Go to Paychex Marketplace

Action needed

Pay on Demand

Powered by Payactiv®

Pending connection

Created by your company

Create app

Paychex Marketplace

Already included at no extra cost

Details

Once the right menu is visible, click **Paychex Marketplace** and then the **Dolce App** underneath it (Teamwork used to be called "Dolce Software")

PAYCHEX FLEX

MAIN

- Dashboard
- Analytics & Reports
- Payroll Center
- Company Directory
- Human Resources
- Hiring
- Company Details
- Documents
- General Ledger

OTHER

- App Hub
- Company Settings
- Help Center
- HR Library

Chat now

Security | Privacy

Copyright © 2026 by Paychex, Inc.

App Hub

Some apps need attention. Take action so you can use them.

Take me there

Explore integrations, apps, and solutions for your company

Go to Paychex Marketplace



Paychex Flex® Time

Time & Attendance Solutions

Details

OrgChart

Automated Customized Organizational Charts

Details

Cocoon Leave Management

Employee leave software for the modern era

Details

Pay on Demand

Powered by Payactiv®

Pending connection

Details

Deputy

Simplify Employee Scheduling and Payroll

Details

IMPACT Group - Leadership Training &...

Maximizing human potential in an increasingly tech enabled world

Details

BackgroundChecks.com

Background checks for your company

Details

BriteProtect

Employee protection and safety solutions

Details

Integrated apps

Get the most out of Paychex Flex. Connect apps, integrations, and solutions.

Go to Paychex Marketplace

Action needed

Pay on Demand

Powered by Payactiv®

Pending connection

Created by your company

Create app

Paychex Marketplace

Already included at no extra cost

Details

Integrated apps

Get the most out of Paychex Flex. Connect apps, integrations, and solutions.

Go to Paychex Marketplace

Action needed

Pay on Demand

Powered by Payactiv®

Pending connection

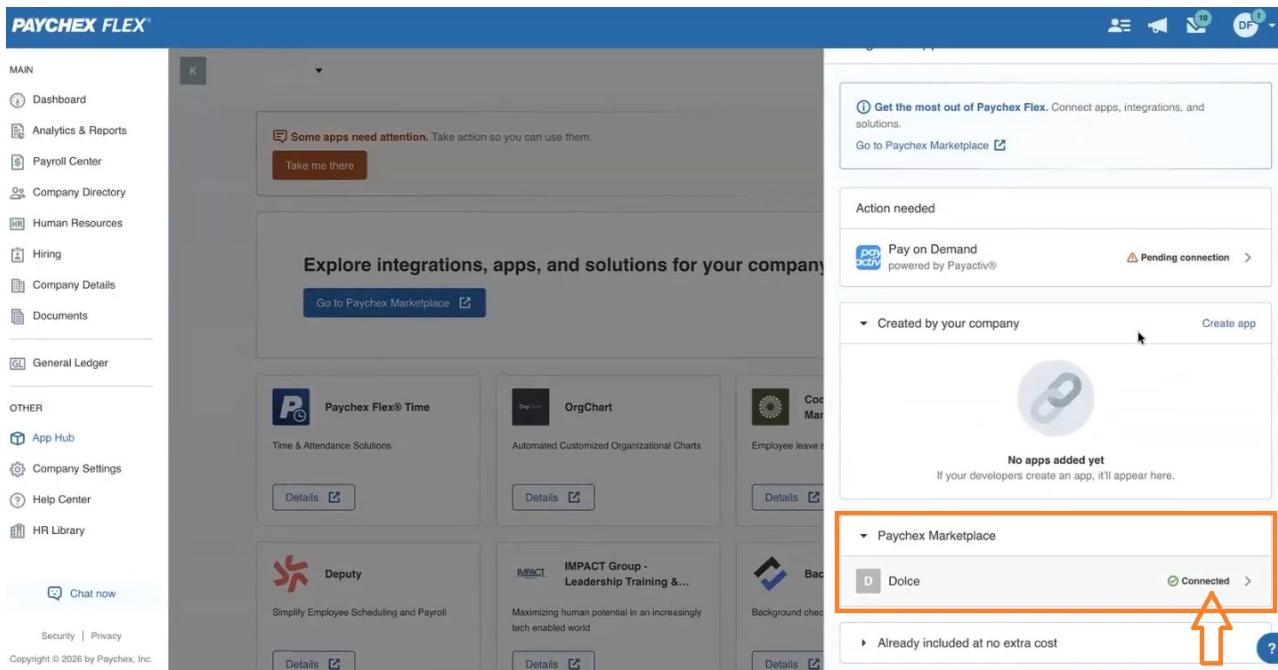
Created by your company

Create app

Paychex Marketplace

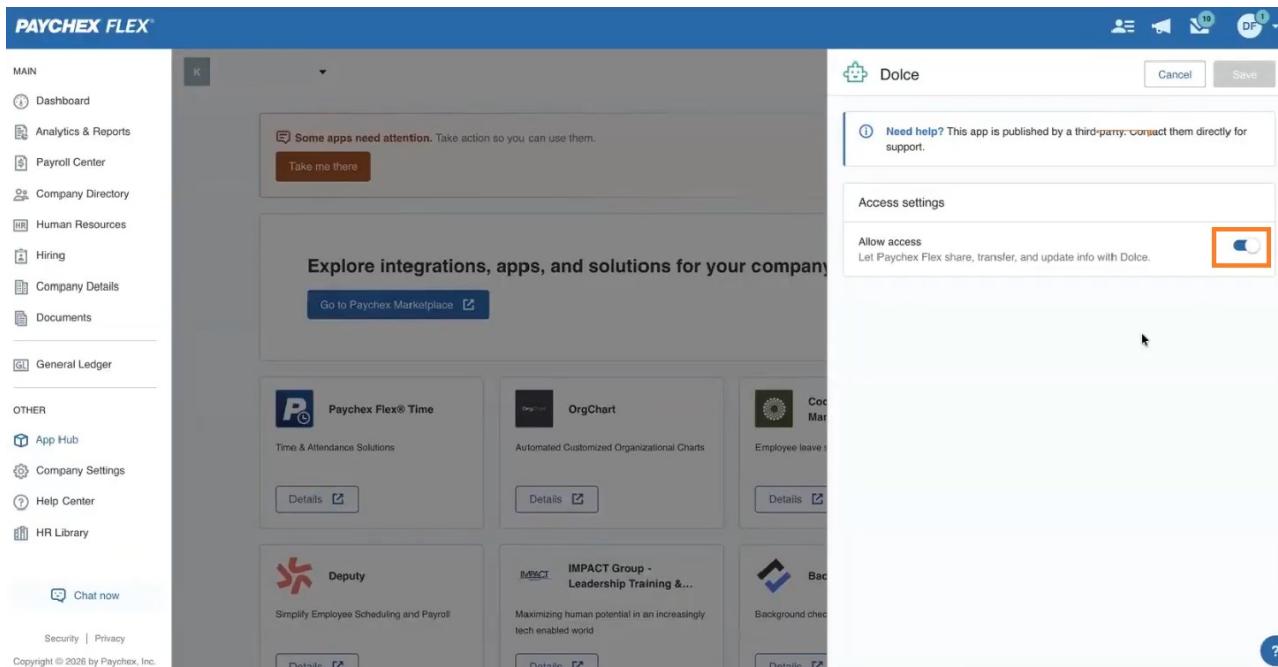
Already included at no extra cost

Details



The screenshot shows the Paychex Flex Marketplace. On the left, a sidebar lists various company management modules. The main area displays a grid of integration apps. One specific app, 'Dolce', is highlighted with an orange box and an arrow pointing to its 'Connected' status. The 'Connected' status is indicated by a blue checkmark icon and the text 'Connected'.

Make sure that **Allow Access** under access settings is checked **on** as indicated below. If it's not, please check it and hit the **Save** button.



The screenshot shows the 'Dolce' app settings page within the Paychex Flex Marketplace. The 'Access settings' section contains a toggle switch labeled 'Allow access'. This toggle switch is highlighted with an orange box and an arrow pointing to it, indicating it should be checked. The 'Save' button is also visible in the top right corner of the settings panel.

Finally, please email teamworksupport@spoton.com that the steps to grant access have been complete.