

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 28, 2023

Currency Symbol: US Dollar (\$) Currency Format: 1,000.00 Payroll Frequency: Weekly (52 periods) Starting Day of Week: Monday Start Time: 3:00am

Overtime Display: ☐ Show as 0.5 times ☒ Show as 1.5 times

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 and if wage < \$ 0.00 Day Overtime with Health Benefits starts after: 0 hours and if wage < \$ 0.00 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 ☐ Day ☐ Week ☐ Pay Period ☐ Include OT Premium Wages 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: ☐

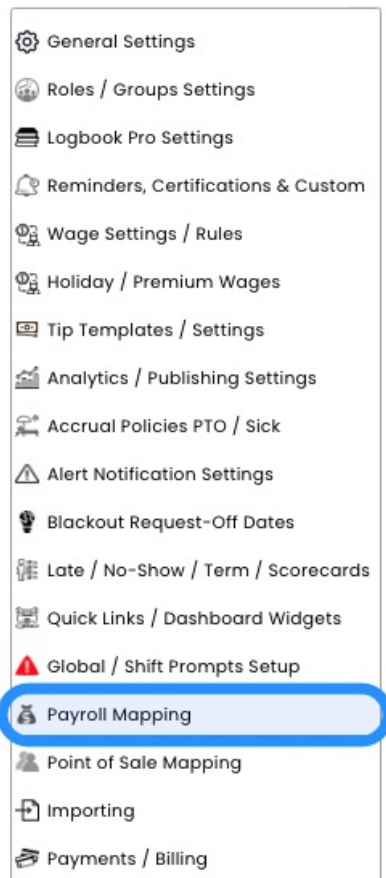
Work Spread Penalty Max Hours: 0 hours Work Spread Penalty Wage: \$ 0.00 Call-In Pay (set minimum punch length and rate): ☐ Call-In Pay Min Hours: 0 hours Call-In Pay Wage: \$ 0.00 Credit Card Processing Fee: Removed from Tips: 0 % Include Tips in Payroll: ☒ Must have Tip Bundles to Submit Payroll: ☐ 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 [Save Payroll Options](#) at the bottom.

Then navigate to "Payroll Mapping" from the Gearwheel Menu ⚙️



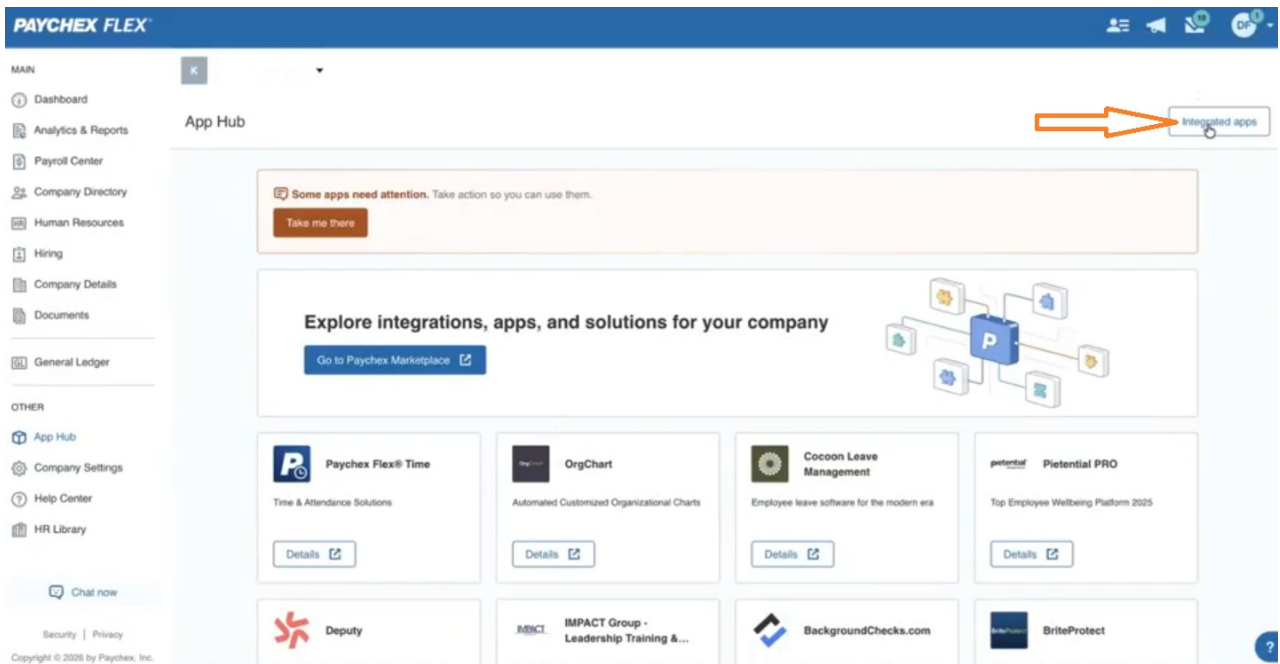
Enter your Paychex Company ID here, then click "Link to Paychex"



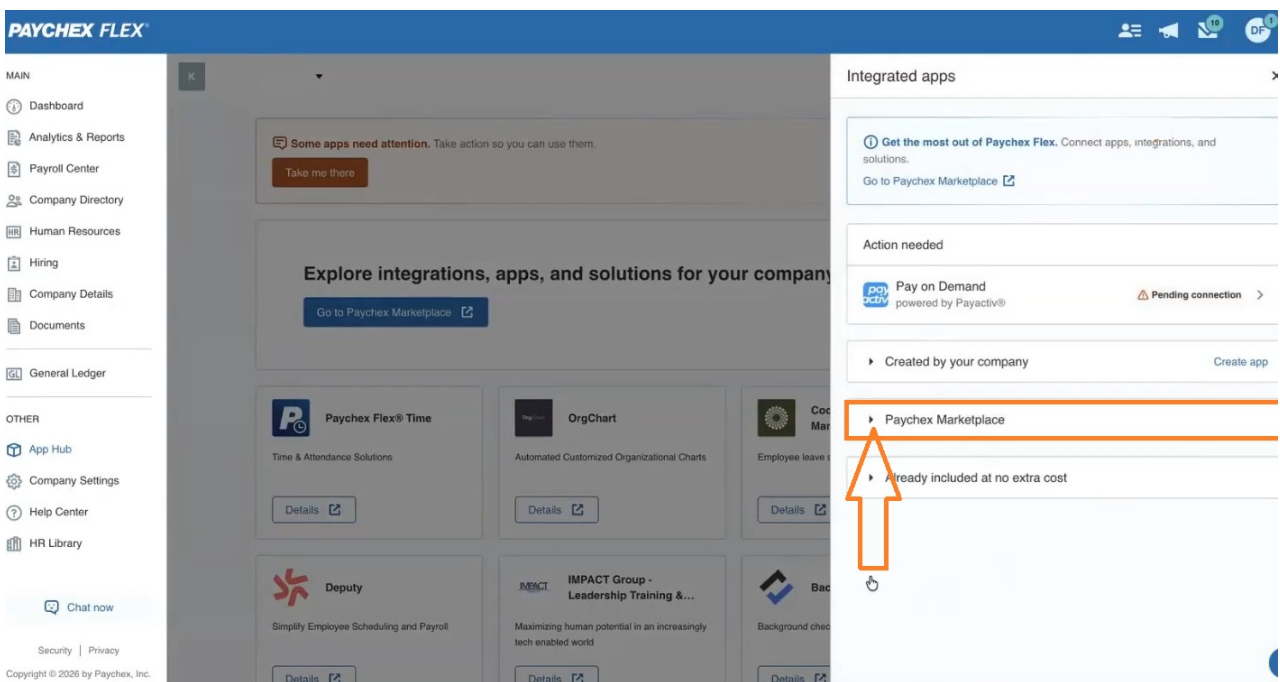
Granting Access

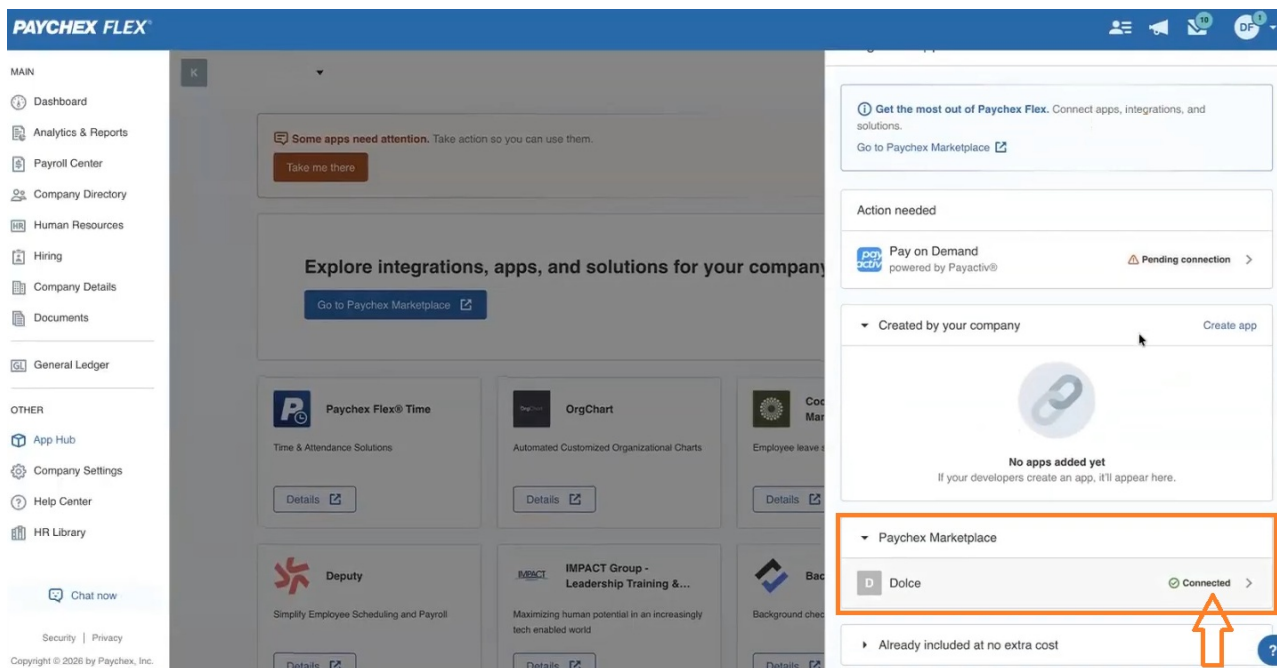
Upon confirmation from Teamwork that the integration has been added, access must be granted by a Flex user with Super Admin rights or higher who has access to **App Hub** in Paychex.

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

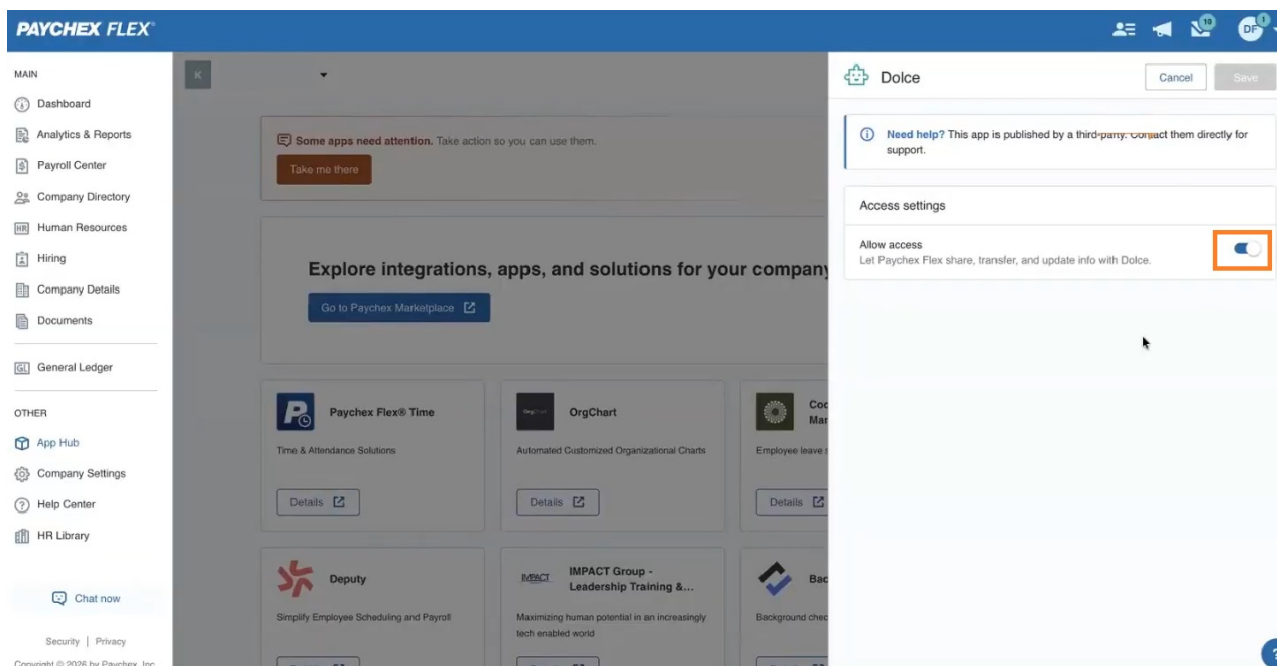


Once the right menu is visible, click **Paychex Marketplace** and then the **Dolce App** underneath it (Teamwork used to be called "Dolce Software")





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.



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