

# Integrating Paychex to Teamwork

Last Modified on 03/04/2024 2:15 pm 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: 3:00am

Overtime Display:  Show as 0.5 times |  Show as 1.5 times

Salary Work Week: 40.00 hours | FLSA Payroll Period:  | AM to PM dividing time: 12:00pm

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: 0 % of Shift Length | Max Credits per Day: 1

Partial Shift Worked Pay: Start Date: | 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 60/20 Tipped Wage Compliance:  | AM PM Flip Roles Dividing Time:

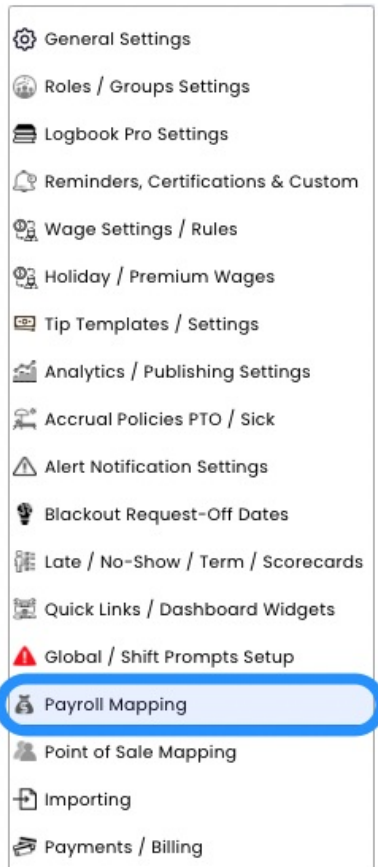
Work Spread Penalty Max Hours: 0 hours | Work Spread Penalty Wage: \$ 0.00 | Call-In Pay (set minimum punch length and rate):  | Call-In Pay Min Hours: 0 hours | Call-In Pay Wage: \$ 0.00

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:

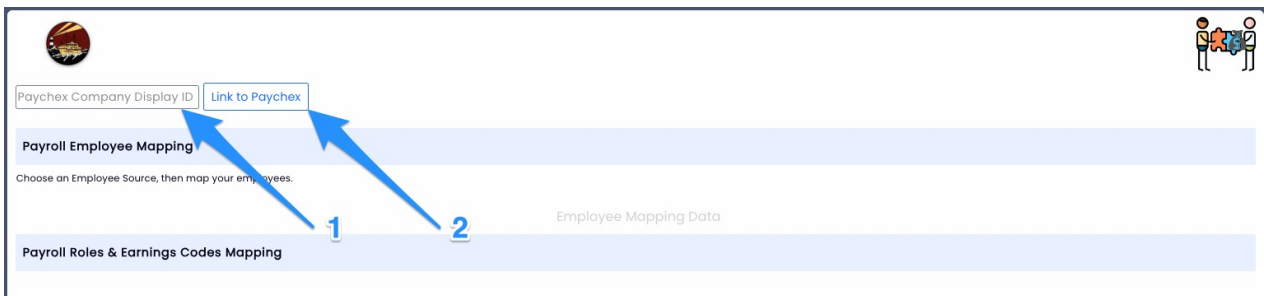
Show Deduction Earnings Codes in Payroll Mapping:  | Tips/Service-Fees as Deductions:  Always Send to Payroll as Deductions |  If deduction earnings code or 'Always Send' (above) checked make the Tip/Service-Fee Amount Negative | Report Only Tip Rates Payroll:  | Linked Payroll Sync Account: ADP (Ferry Village Market 1) | 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 ⚙️



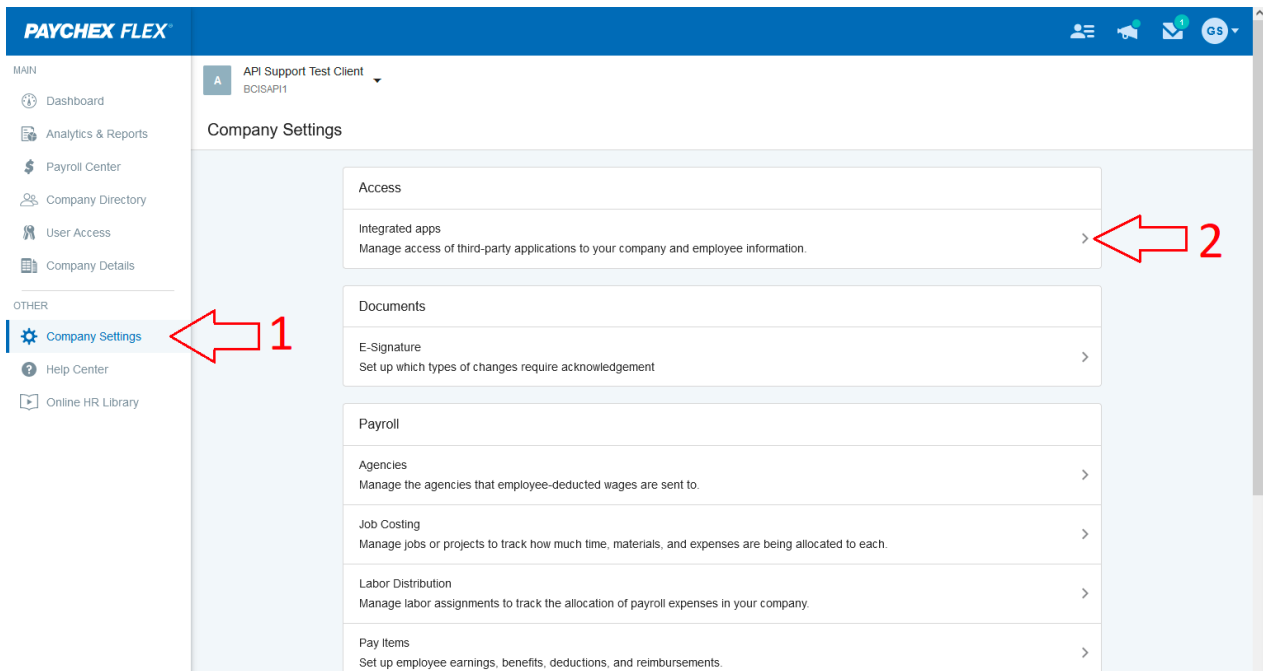
Enter your Paychex Company ID here, then click "Link to Paychex"



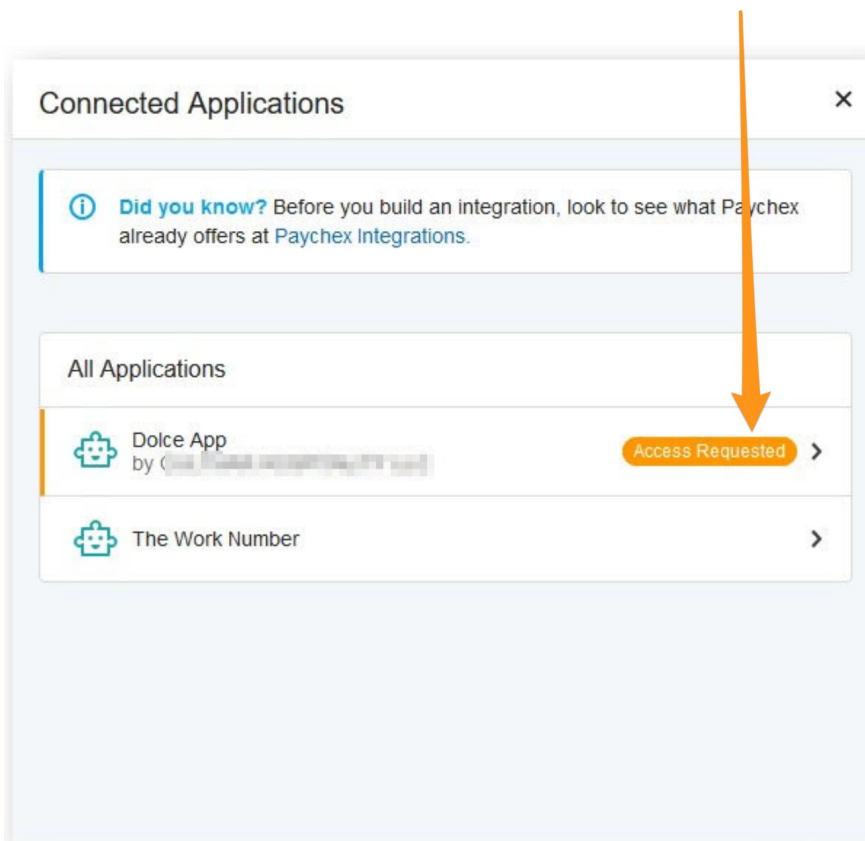
## Granting Access

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 **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.

< Connected Applications ×


 **Dolce App**  
by CULTIVAR HOSPITALITY LLC


Access Settings

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Company & People Select One ▾ 

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Payroll Select One ▾ 

I've read and accept the [Legal Notice](#).\* 

Please email [teamworksupport@spoton.com](mailto:teamworksupport@spoton.com) that the steps to grant access have been complete.