## Contractor Employee Setup and Use

Last Modified on 10/12/2023 9:13 am MDT

Teamwork provides functionality to handle Contractor / 1099 employees. This include functionality to exclude from overtime, as well as unique payroll reporting options specifically for contractors.

Step #1: Designate Contractor Status

Navigate to the Salary / Wages tab in the employee's profile that you'd like to designate as a contractor.

Here you can see the relevant setting.

rofile Schedules / Role	es Salary / Wages Pr	ermissions Alerts Admir	n Alerts Remines, Cert	s & Custom Input Manager Notes
Wage / Salary Infe Part Time / Full Time Full Time • Since Hired	ormation If Salaried Auto Clock-In / Out of all Shifts (stops POS Time Punc syncing)	of Exclude Employee from h Meal Deductions Payroll Export / AP Tip Pooling Auto Clock-Out Employee Tips Vie	Contractor (no OT)	No Overtime Calculated eck this box to ignate
4-10s (No 40 hr OT, OT After	10 hrs) Receives Health	Benefits Merit Points (added	to Tip Multiplier)	tractor status
New Wage / Salary—	Set Wages / Salaries	for Location Choose a Location	•	
Hourly Employee     Employee's Roles     Select Roles	Salaried Employee Hourly Wage Sta	rt Date Notes		
Tipped Wage				Add Wage / Salary

History:

Now, when you are in Payroll Reports, from the drop down menu next to "Options", you can key up reports that are specific to your Contract labor. The applicable options are 1) Everybody, 2) Non-Contractors, and 3) Contractors. These options will help you send the exact data you need to payroll.

SpiceDemo Teamwork Dashboard Schedules Employees Reports Share Files E	
Reports	/ Oct 2, 2023 4:00am to Sunday Oct 8, 2023 Oct 9, 2023 4:00am to Sunday Oct 15, 2023
Payroll     Aug 1 4 to Aug 13, 2023 to Aug 13, 2023 to Allow Single Week Range       Wo     Unre is 12.00am       Options     Search for Employees       Everybody     Company Admin v       Show Details	Show Report Export PDF / Print Export as CSV (CSV)
HTML / PDF / CSV     Report Status     Delete All Reports       Status     Requested on     Time     Name       Ready     Aug 17, 4:35pm     00:01     Payroll_3950_Aug 7_to_Aug 13.html     Wiew Report	Save Snapshot as SpotOn

Be sure to select the applicable option before clicking "Show Report"

Reports	(Senflewere) Last Pay, Period was	Monday Oct 2, 2023 4:00 Sunday Oct 8, 202
Payroll       Options     Search for Employees       Show Details       HTML / PDF / CSV     Report State		Show Report Export PDF / Print Export as CSV (CSV) Save Snapshot as SpotOn Teanwork CSV
Status Requested on Time Name	Download / Open	
Ready Aug 17, 4:35pm 00:01 Payroll_3	950_Aug 7_to_Aug 13.html	Didify when Cor

As always, your feedback is essential to us at Teamwork. If you have any additional questions, please don't hesitate to reach us at teamworksupport@spoton.com