

# Contractor Employee Setup and Use

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

## Step #1: Designate Contractor Status

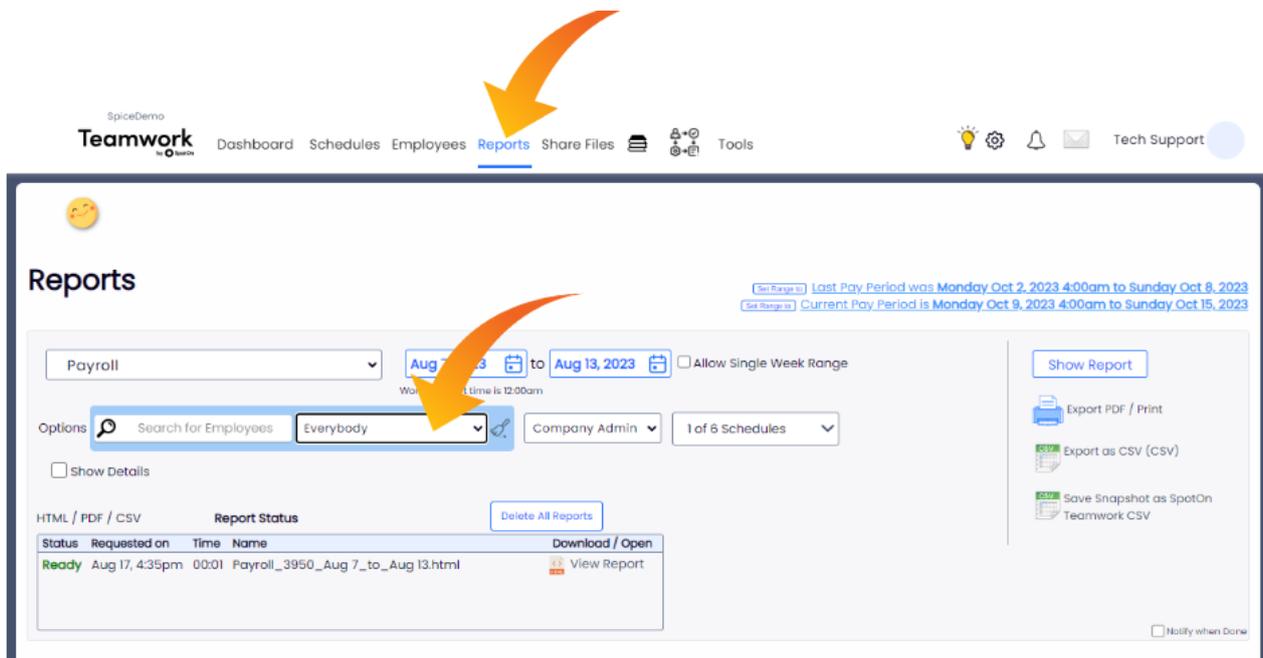
Navigate to the Salary / Wages tab in the employee's profile that you'd like to designate as a contractor.

Here you can see the relevant setting.

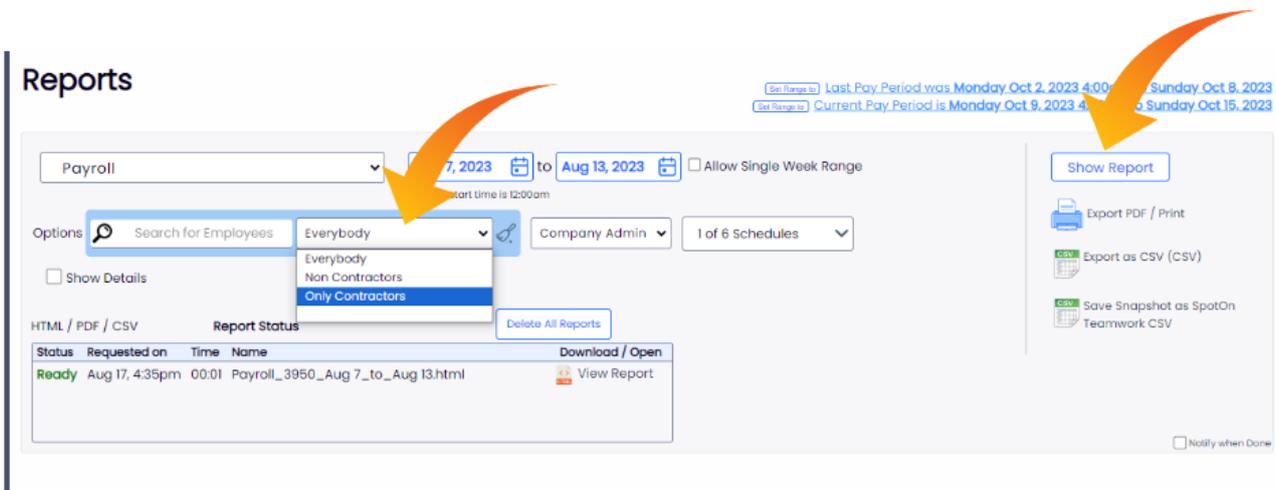
The screenshot shows the 'Salary / Wages' tab of an employee profile. The 'Contractor (no OT)' checkbox is highlighted with an orange arrow and the text 'Check this box to designate contractor status'. Other settings include 'Part Time / Full Time' (Full Time), 'If Salaried Auto Clock-In / Out of all Shifts', 'Exclude Employee from' (Meal Deductions, Payroll Export / API, Tip Pooling, Auto Clock-Out, Employee Tips View), '4-10s (No 40 hr OT, OT After 10 hrs)', 'Receives Health Benefits', 'Merit Points (added to Tip Multiplier)' (0), and 'Current Pay Period: Sunday Oct 8, 2023 - Saturday Oct 21, 2023'. A 'New Wage / Salary' form is also visible, with 'Hourly Employee' selected and 'Add Wage / Salary' button.

### 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.



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



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](mailto:teamworksupport@spoton.com)