

Correcting Punch Exists in Newly Imported

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1 Punch exist in 'Newly Imported Employees'

Please DO NOT run payroll

Punches: Fout, Bailie (SYNC, Toast (RiNo-Park Burger))

[Show the Newly Imported Schedule](#)

This error occurs when Dolce does not have enough information to place a time punch into a schedule. This can situation results when either of the following occur:

- A time punch from the POS did not contain a role
- An employee is not assigned to a schedule
- A salary manager or owner is not properly setup to have their POS clock-ins ignored

To location the offending time punch, go to the Schedules page, and open the schedule titled "Newly Imported"

The screenshot shows the 'GASTAMO GROUP' Schedules page. The 'Week of' is set to 'Oct 18, 2021'. The 'Sort by' is 'A-Z'. The schedule 'Newly Imported Employees' is selected. A dropdown menu is open, showing a list of roles: BOH, MGT, Above Company, Admin, and Newly Imported Employees. The 'Newly Imported Employees' role is checked. An orange arrow points from the error message above to the dropdown menu, and another orange arrow points from the dropdown menu to the 'Newly Imported Employees' role.

Look in the applicable workweeks until the punch(es) are located

The screenshot shows the 'Newly Imported Employees' schedule for the week of 'Oct 18, 2021'. The schedule is currently in 'Draft' status. The 'Unassigned' section shows 'Hrs Worked: 0.00' and 'Shifts: 0'. The 'Brown, Megan' section shows 'Hrs Worked: 5.16' and 'Shifts: 0'. A punch is visible on 'Wed Oct 20' for '5.2 hrs' with the role 'General' and a note 'INVALID ROLE (Schedule)'. An orange arrow points from the punch to the 'INVALID ROLE' note.

To correct for an Hourly employee

- Edit the employee, and from their Schedules & Roles Tab, verify they are assigned to the correct schedule(s) with the intended role(s). Remove (uncheck) "Newly Imported" as a Working location
- Return to the schedule, and EDIT the time punch. Adjust its Location, then Role, and SAVE

To correct for a Salary / Unintended Admin or Owner

- Delete the time punch (Edit > Delete)
- Edit the Salary Employee. (Requires an ADMIN)
 1. Set Employee as Salary
 2. Check "Salary-Auto-Clock"

<https://support.dolceclock.com/help/adding-salary-wages>
