Correcting Punch Exists in Newly Imported

Last Modified on 12/24/2023 1:56 pm MST

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 Teamwork 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"

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Week of Oct 18, 2	2021 📩 🖒	1 of 30 Schedules	Schedule Types	by I	Employee
Sort by: A-Z Roles AM/PM Roles Groups '		ВОН			
Newly Imported Employees,		Perdida WP-Perdida E			
		MGT	Draf		
Show Requirements	Mon Oct 18 24	Perdida WP-Perdida			Thu Oct 21
Unassigned		Above Company			
Hrs Worked:0.00		Admin			
		Administrative			
		Tech			
		Vewly Imported Employee	S		

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

Week of Oct 18, 2	2021 🛅 🖒	1 of 30 Schedules	Schedule Types by	Employee 🔒 b	y Time by Role	e 🕞 😪 🕒 Hide	- 6:30 am → 🕉 🎘					
Sort by: A-Z Roles AM/PM Roles Groups 😵 MDT												
- Newly Impor	rted Employees Filt	er on All	A	Draft: This sc	hedule is not visible to empl	oyees. 🗌 Publish 🛪	🔒 🖻 🕉 🚔 បំ					
Show Requirements	Mon Oct 18 24 🕞 💣	a Tue Oct 19 24 📑 🥅	Wed Oct 20 24 🛃 🚍	Thu Oct 21 🥸 🛃 🚍	Fri Oct 22 24 🕞 🚍	Sat Oct 23 🕸 📑 🚍	Sun Oct 24 완 🕞 🚍					
Unassigned Hrs Worked:0.00 Hrs: 0.00 Shifts: 0												
Brown, Megan Hrs Worked:5.16 Hrs: 0.00 Shifts: 0			General WALID ROLE 3: Schedule 3: Horm Now									
			5.2 hrs									

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