Mapping Employees with Payroll

Last Modified on 12/24/2023 9:59 am MST

When you are finalizing payroll, you may encounter this warning:

Employees not Mapped to Payroll Provider 4 Employees

Hours and Tips will NOT be sent to your payroll provider

Show First Missing Employee

It is easily resolved. Click on "Show First Missing Employee," and you will be delivered to your new hire. Click the "Resolve" button to the top left of their payroll line items.



Provided the employee is a real person and their data should be carried into the payroll export, click "Match Name with Payroll"

This will deliver you to Payroll Mapping, which can also be accessed from Gear Wheel > Payroll Mapping (4th option from the bottom of the gearwheel menu). Click the below payroll sync account to access the employee mapping module.

Payroll Employee Mapping
Choose an Employee Source, then map your employees.
Gusto Payroll
Gusto (El Hard Bay and Brando) SYNC - Katis a sinch
Get most recent employee payroll data 🖸

Verify that the names in the green column, Payroll vs Teamwork are matched properly:

Gusto Payroll Sourced Employees	Dolce Clock Employees	Hide Inactive
Bergerson, Anthony	Unmatch Bergerson, Anthony	Edit
Bowden, Cody (J) bowden, cody (j)	Unmatch Bowden, Cody	Edit
Proselle, Christine	Unmatch Broselle, Christine	Edit
🔗 Browne, Blakely	Unmatch Browne, Blakely	Edit
<i>P</i> Burton, Jay	Unmatch Burton, Jay	Edit
🔗 Cerny, Hannah	Unmatch Cerny, Hannah	Edit
🔗 Chalfant, Emily	Unmatch Chalfant, Emily	Edit
🜮 Dahlstrom, Jaxon	Unmatch Dahlstrom, Jaxon	Edit
🔗 Dejong, Stephanie	Unmatch Dejong, Stephanie	Edit
🔗 Deming, Elisabeth (A)	Unmatch Deming, Elisabeth (A)	Edit
🔗 Garcia, David	Unmatch Garcia, David	Edit
🔗 Gonzales, Jazzie	Unmatch Gonzales, Jazzie	Edit
🔗 Grospe, Elizabeth	Unmatch Grospe, Elizabeth	Edit

If the name spelling in payroll is not exactly the same as the name spelling in Teamwork, then a manual match is required. See below:

• Click the Payroll name in the red column, then match it by clicking on the corresponding Teamwork name in the Pink column

Import Checked Employees	Available Emp
SHIFT-CUCK checkbox to select multiple employees ADP Sourced Employees From ADP (Paligroup-VP4-ADP) SYNC	Active - Unmatched SpotOn Teamwork Employees Silver Lake Pool & In I-Marco Polo FOH
Import Beltrand, Nixon	Silver Lake Pool & In Fridace Pool Pool Burton, Bobby Silver Lake Pool & An-Marco Polo BOH Nowak, Tracy Sime hette FOH Chang, Morgun Emmanuel, Ostraar Losano, Christen Macario, Allan Romero, Briande Wells, Ian Newly Imported Employees Gidosh, Lulu
Vasquez, Alberto	

• You'll now see the names matched

		Hide Inactive
ADP Sourced Employees	SpotOn Teamwork Employees	
Paxtor Macario, Allan	Unmatch Macario, Allan	Edit
🖂 🔗 Alejo, German	Unmatch Alejo, German	Edit
🗞 🔗 Allen, Kemar	Unmatch Allen, Kemar	Edit
🗞 🔗 Ayala, Miguel	Unmatch Ayala, Miguel	Edit

SpotOn Teamwork or ADP Sourced Employees names should be corrected

• Click "Complete Employee Mapping" to finalize.

Complete Employee Mapping Check over the 'Matched Employees' list

When you re-run your payroll report, you'll see that the warning has resolved.

If you don't happen to see a corresponding account for an employee that has hours in Teamwork, please verify that they have been fully set up and onboarded into your payroll provider.

If you have any questions, you are always welcome to reach out to teamworksupport@spoton.com for assistance.