

Payroll Employee Mapping

Choose an Employee Source, then map your employees.

Gusto Payroll

Gusto (E [redacted] [redacted]) SYNC - [redacted]

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	
 Bergerson, Anthony	<input type="button" value="Unmatch"/>	<u>Bergerson, Anthony</u>	<input type="button" value="Edit"/>
 Bowden, Cody (J) bowden, cody 	<input type="button" value="Unmatch"/>	Bowden, Cody	<input type="button" value="Edit"/>
 Broselle, Christine	<input type="button" value="Unmatch"/>	Broselle, Christine	<input type="button" value="Edit"/>
 Browne, Blakely	<input type="button" value="Unmatch"/>	<u>Browne, Blakely</u>	<input type="button" value="Edit"/>
 Burton, Jay	<input type="button" value="Unmatch"/>	Burton, Jay	<input type="button" value="Edit"/>
 Cerny, Hannah	<input type="button" value="Unmatch"/>	Cerny, Hannah	<input type="button" value="Edit"/>
 Chalfant, Emily	<input type="button" value="Unmatch"/>	Chalfant, Emily	<input type="button" value="Edit"/>
 Dahlstrom, Jaxon	<input type="button" value="Unmatch"/>	<u>Dahlstrom, Jaxon</u>	<input type="button" value="Edit"/>
 Dejong, Stephanie	<input type="button" value="Unmatch"/>	Dejong, Stephanie	<input type="button" value="Edit"/>
 Deming, Elisabeth (A)	<input type="button" value="Unmatch"/>	Deming, Elisabeth (A)	<input type="button" value="Edit"/>
 Garcia, David	<input type="button" value="Unmatch"/>	<u>Garcia, David</u>	<input type="button" value="Edit"/>
 Gonzales, Jazzie	<input type="button" value="Unmatch"/>	Gonzales, Jazzie	<input type="button" value="Edit"/>
 Grospe, Elizabeth	<input type="button" value="Unmatch"/>	Grospe, Elizabeth	<input type="button" value="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
 SHIFT-CLICK checkbox to select multiple employees
 ADP Sourced Employees
 From ADP (Paligroup-VP4-ADP) SYNC

ADP Sourced Employees	Import
Beltrand, Nixon	<input type="checkbox"/>
Chang, Joo Yeon	<input type="checkbox"/>
De Los Angeles, Abel	<input type="checkbox"/>
Duncan, Tyecha	<input type="checkbox"/>
Garcia Miguel, Rosa (Imelda)	<input type="checkbox"/>
Hernandez, Elvira	<input type="checkbox"/>
Hernandez, Maria	<input type="checkbox"/>
Kallisa, Faith	<input type="checkbox"/>
Lopez, Juan	<input type="checkbox"/>
Lwin, Zin Mi Mi	<input type="checkbox"/>
Martinez, Kevin	<input type="checkbox"/>
Martinez Perez, Jeny	<input type="checkbox"/>
Maya, Leonel	<input type="checkbox"/>
Mendoza, Miguel (Angel)	<input type="checkbox"/>
McFerrubio, Martha	<input type="checkbox"/>
Morales, Miriah	<input type="checkbox"/>
Pappas, Jade	<input type="checkbox"/>
Paxtor Macario, Allan	<input checked="" type="checkbox"/>
Perez, Mario	<input type="checkbox"/>
Salazar, Maria	<input type="checkbox"/>
Vasquez, Alberto	<input type="checkbox"/>

Available Employees

SpotOn Teamwork Employees
Active - Unmatched
Silver Lake Pool & Inn-Marco Polo FOH
Burton, Bobby
Silver Lake Pool & Inn-Marco Polo BOH
Nowak, Tracy
Simone, Simenette FOH
Chang, Morgun
Emmanuel, Oscar
Losano, Christopher
Macario, Allan
Romero, Briande
Wells, Ian
Newly Imported Employees
Gidosh, Lulu

- You'll now see the names matched

SpotOn Teamwork or ADP Sourced Employees names should be corrected

ADP Sourced Employees	SpotOn Teamwork Employees
Paxtor Macario, Allan	Macario, Allan
Alejo, German	Alejo, German
Allen, Kemar	Allen, Kemar
Ayala, Miguel	Ayala, Miguel

- 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.