

Payroll CSV Format Examples

Last Modified on 10/18/2023 1:48 pm MDT

Following are 3 general payroll template formats. Heading and earnings code can be customized per merchant needs.

Please submit formatting requests based on format type 1, 2 or 3, or related questions to teamworksupport@spoton.com

All custom formats should be tested to merchants at least one week ahead of payroll deadline.

Format 1

	A	B	C	D	E	F	G
1	Emp ID	Name	E/D	Hours	Rate	Amount	Dept
2	2903	Last, First	REG	40	15		OEP17
3	2903	Last, First	OT	10.31	15		OEP17
4	2903	Last, First	CCTIP			1903.98	OEP17
5	2903	Last, First	SOH			30	OEP17
6	3112	Last, First	TIPREG	32.5	10		OEP20
7	3112	Last, First	CASHTIP			210.25	OEP20
8							
9							

Format 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Emp ID	Name	Hours	OT Hours	Rate	HOURS1 CODE	HOURS1	AMOUNT1 CODE	AMOUNT1	AMOUNT2 CODE	AMOUNT2	AMOUNT3 CODE	AMOUNT3	Dept
2	2903	Last, First	40		15									OEP17
3	2903	Last, First		10.31	15									OEP17
4	2903	Last, First								CCTIP	1903.98			OEP17
5	2903	Last, First					SOH		30					OEP17
6	3112	Last, First			10	TIPREG	32.5							OEP20
7	3112	Last, First									CASHTIP		210.25	OEP20

Format 3

	A	B	C	D	E	F	G	H	I	J	K
1	Emp ID	Name	Hours	OT Hours	TIPREG	TIPOT	Rate	SOH	CC Tips	CASHTIP	Dept
2	2903	Last, First	40				15				OEP17
3	2903	Last, First		10.31			15				OEP17
4	2903	Last, First							1903.98		OEP17
5	2903	Last, First						30			OEP17
6	3112	Last, First			32.5		10				OEP20
7	3112	Last, First								210.25	OEP20

Earnings Codes and Column Headings can be customized.

Other data sets include Week Start - End Dates, PTO related fields, Commission related fields, Custom Tips & Service Fee fields, Sales fields.

Headings and Employee Names can be shown or hidden as desired.

Departments and Cost Centers can include individually or combinations of Location, Department, and Position (role).

Teamwork will ingest Payroll IDs.

