

Mapping Employees

Last Modified on 05/27/2024 8:18 pm MDT

In Payroll Mapping, 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 (E [redacted] [redacted]) SYNC - [redacted]

Get most recent employee payroll data



The green section to the right are the proposed matches. Verify that the employee records from Gusto are matched properly with their counterpart in Teamwork.

Hide Inactive

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
- You'll now see the names matched
- Click "Complete Employee Mapping" to finalize.

Complete Employee Mapping

Check over the 'Matched Employees' list

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.