

Mapping Earning Codes

Last Modified on 05/28/2024 12:42 pm MDT

When utilizing Teamwork to export paydata to Gusto, it is essential to map the Teamwork earning type to the earnings codes in Gusto that you'd like that data to be associated with. This task ensures that our data points are landing in the correct columns, with the correct reporting when exporting to payroll. Teamwork has one of the most nuanced, detailed, and accurate modules for payroll mapping. See below!

1. From the **Gearwheel Menu > Payroll Mapping**
2. Under "**Payroll Roles & Earnings Codes Mapping**", click the Payroll Entity (as shown below)

o

Payroll Employee Mapping

Choose an Employee Source, then map your employees.

Gusto Payroll

Gusto (LLC-Gusto) SYNC - Bob's Burger's

Get the most recent employee payroll data

Payroll Roles & Earnings Codes Mapping

Gusto Payroll

Gusto (LLC-Gusto) SYNC Complex Role-Schedule Mapping Near Role GL Codes

Load Payroll Roles & Earnings Codes Mapping - Bob's Burger's

Employee Mapping Data

3. Teamwork presents the ability to map your roles to your payroll departments. The cool thing about Gusto, is **you don't need to map them!** Whatever role your employee worked / has hours for will carry over to. So let's focus on the section that says "**Payroll Earnings Codes Mapping**"
4. Correspond each earning type in the **Teamwork** column, with the appropriate earning code in the **Gusto** column, by opening the drop down menu and selecting the earning code.
 - o This happens automatically for Gusto customers, but we think it's a **really really good idea** to double check it!
 - o You may see a text warning "No Match for set Earnings Codes xxxxx". You can ignore this if the earning time doesn't apply to you. A good example: if you're Montana, there are no tipped wages. So you wouldn't need to map this!
5. Once complete, you're good to go! There's no save button!

Load Payroll Roles & Earnings Codes Mapping - Bob's Burger's

Roles Mapping

You must configure the Payroll Options 'Pay Allocation Mapping' and 'Pay Allocation Type' to use Role Mapping

SpotOn Teamwork Role	Gusto Payroll Department Description
Manager	<input type="text"/>
Owner	<input type="text"/>
Bartender	<input type="text"/>
Cocktail server	<input type="text"/>
Server	<input type="text"/>
Cook	<input type="text"/>
Host	<input type="text"/>
Expo	<input type="text"/>
Qc	<input type="text"/>
Dishwasher	<input type="text"/>

Payroll Earnings Codes Mapping

SpotOn Teamwork Payroll Type	Gusto Payroll Earnings Code	Description
Salary	<input type="text"/>	
1099 Contractor	<input type="text"/>	No Match for set Earnings Code '1099'. Please Re-Select
Regular Hourly	hourly - Regular Hours	
Regular Overtime	hourly - Overtime	
Regular Double Overtime	<input type="text"/>	No Match for set Earnings Code 'OVT'. Please Re-Select
Tipped Wage Hourly	<input type="text"/>	No Match for set Earnings Code 'TIPHOURS'. Please Re-Select
Tipped Wage Overtime	<input type="text"/>	No Match for set Earnings Code 'OTTIP'. Please Re-Select
Tipped Wage Double Overtime	<input type="text"/>	No Match for set Earnings Code 'OTTIP'. Please Re-Select
Training Hourly	hourly - Regular Hours	
Training OT	hourly - Overtime	
Credit Card Tips	fixed - Paycheck Tips	
Cash Tips	IGNORE	
Auto-Gratuity Tips	fixed - Paycheck Tips	
Service Fees	<input type="text"/>	
Sales Commissions	<input type="text"/>	
Tips Paid	<input type="text"/>	



" style="width: 600px;" controls>Your browser does not support HTML5 video.