

Proving Payroll Setup with Integrated Partners

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Best Practices for Confirming Payroll Setup

Before testing in Teamwork

Before testing sending pay-data from Teamwork to the payroll provider, prepare a TEST CASE directly into the payroll provider, manually, for at least a single

employee. Include all possible earnings codes in the test, such as overtime, cash tips, credit tips owed, and meal break penalties. After sample data is entered for a single employee or two, ideally with a specialist from the payroll company, review the output in the Payroll Register (equivalent to viewing the actual paycheck). Verify that the data is processing correctly. For example, verify that Cash Tips and Credit Tips Owed are flowing properly to the paycheck, what should be paid is paid, what should only be taxed is taxed, but not paid on the paycheck. Verify that overtime and tipped wage overtime is showing properly

Reach a specialist at the payroll processor if any of the following are missing or incorrect

- Earnings codes not available (i.e. lacking an earnings code for Tips Owed, Service Charges, Meal or Spread Penalties etc.)
- Results in the payroll register are incorrect, including tips results, overtime calculations, make-up pay, etc.

Testing the send from Teamwork to Payroll Provider

1. Ensure all employees are mapped to payroll

provider: <https://support.dolceclock.com/help/mapping-employees>

2. Map Roles to Departments or Cost

Centers: <https://support.dolceclock.com/help/mapping-earning-codes>

3. Test moving pay-data of a single employee, to test all fields that will be used, including overtime, cash tips, credit card tips owed, break penalties etc. Do this in successive rounds if needed to cover all possible earnings.

- Filter the payroll report on a single employee, and push the paydata to the provider.

4. Verify in the Run Payroll Grid that the data looks correct. Adjust mapping as needed.

5. Verify in the PAYROLL REGISTER (equivalent of paycheck preview) that the data is processing correctly. For example, verify that Cash Tips and Credit Tips Owed are flowing properly to the paycheck, what should be paid is paid, what should only be taxed is

taxed, but not paid on the paycheck. Verify that overtime and tipped wage overtime is showing properly

Best Practices – For All Future Payrolls

Always audit totals of hours, overtime, tips, and penalties from the Teamwork screen report vs the Payroll Entry Grid and THE PAYROLL REGISTER

Please reach teamworksupport@spoton.com for any configuration assistance needed.
