

# How to Enter Role GL Codes in Teamwork

Last Modified on 07/02/2026 10:19 am MDT

## Entering Role GL Codes in Teamwork

Role GL codes let you print a custom coded CSV from Teamwork that uses numbers or characters instead of role name. Here's how to set them up.

### Steps

1. Click the **gear wheel icon**, then go to **Roles and Group Settings**.
2. If your account has multiple locations, use the **Filter by Location** dropdown to pick the location you're setting up. **Note:** GL codes are location-specific. You'll need to repeat this process separately for each location.
3. You'll see a list of roles tied to the selected location, each with a **GL Code** field.
4. Enter the GL code next to each role that needs one. **Best practice:** assign one role per schedule, not multiple, and make sure every role is assigned to a schedule.
5. That's it – there's no save button. Your entries save automatically. Move on to the next location and repeat as needed.

