

Add Employee Payroll IDs in Teamwork

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Overview

If your business uses a **custom CSV file for payroll**, you may need to manually enter a Payroll ID for each employee in SpotOn Teamwork.

A Payroll ID helps identify the employee in your payroll records and can be used to match employee information when preparing payroll data.

This article explains how to manually add or update an employee's Payroll ID.

Before You Begin

Make sure you have:

- Access to your Teamwork account with permission to edit employee information.
- The correct Payroll ID for each employee, provided by your payroll administrator or payroll provider.
- Confirmation of the Payroll ID format required for your custom CSV payroll file.

Add or Update an Employee Payroll ID

1. Sign in to your **Teamwork URL**
2. Navigate to **Employee** menu from the top toolbar
3. Locate and select the employee whose Payroll ID you want to add or update.
4. Open their profile.
5. Find the **Employee Payroll ID** field like show in the image below.
6. Enter the employee's Payroll ID exactly as it appears in your payroll records.
7. Select **Update Account** button to save your changes.

Edit Profile for Lee Aquino

[Edit Availability, Days Off and Activate/Inactivate](#)

Profile Schedules / Roles Salary / Wages Permissions Alerts Admin Alerts Reminders, Certs & Custom Input Manager Notes

Contact Information

Change Move ID#, Patches, Wages, Roles, Tips and PTO from to the Employee: [Change](#) [ON](#) [Active](#)

Notification Methods

Push Notifications: [No Device Detected](#)
 Download the PushNotif App for Apple or
 Android phones to get notifications
 Email Address: [Send New Device?](#)
 Verification Key: [Send Password](#)
 Email Me the Key: [Send](#)
 Verification key must be entered to receive alerts
 Phone Number (with areacode): [Send New Device?](#)
 Verification Key: [Send](#)
 Email Me the Key: [Send](#)
 Verification key must be entered to receive alerts

Employee Login

Employee Login: [Send New Device?](#)
 New Password: [Send Password](#)
 Confirm New Password: [Send](#)
 Password must contain at least 6 characters, 1 number, 1 uppercase letter, 1 lowercase letter, no more than three identical consecutive characters.

Update Account

Employee Preferences

☐ Notify when your shift is mins from ending
☐ New Onboarding List Again
☐ Use Tip Entry - No Login Allowed ☐ Self Direct Tip Out
☐ Timeout Session
☐ Auto Logout after Clock in/Out
☐ My Profile Private
☐ Show employee on schedule
☐ Use this to deactivate an employee
☐ Charge for this employee
☐ Add employee from Message Directory
☐ Alerts

Security

Choose between 2 Multi-Factor Authentication Methods

☐ 2-Step Secure Login. This makes your Squirtle Teamwork login extra secure. You will receive a code received by a text message sent to you.
☐ Google Authenticator App

Extended Contact Information for Payroll

Address: State/Province: Effective Hire Date: Emergency Contact Name:
 City: ZIP/Postal Code: Original Hire Date: Emergency Contact Relationship:
 City: Alternative Phone Number: Birthday: Emergency Contact Phone #:
 Employee Payroll ID: [Update Account](#)

Important: Verify that each Payroll ID is assigned to the correct employee. An incorrect or missing ID may cause employee information to be mismatched when preparing or importing payroll data.

Verify the Payroll ID

After saving, reopen the employee's information and confirm that the Payroll ID appears correctly.

If you're preparing a custom CSV payroll file, make sure the employee's Payroll ID matches the identifier expected by your payroll system.

Frequently Asked Questions

Do I need to add a Payroll ID for every employee?

This depends on the requirements of your payroll provider and custom CSV configuration. Check with your payroll administrator to determine which employees need Payroll IDs.

Can I update an existing Payroll ID?

If the Payroll ID field is editable, you can update it when an employee's payroll identifier changes. Confirm the new identifier with your payroll administrator before making changes.

Is the Payroll ID the same as the employee's Teamwork ID?

Not necessarily. The Payroll ID is intended to correspond to the identifier used by your payroll system. Do not assume that it matches another employee identifier in Teamwork.

Will adding a Payroll ID automatically sync employee information with my payroll provider?

No automatic synchronization is implied by these instructions. This article covers manually entering Payroll IDs for a custom CSV payroll workflow.

Need Help?

If you cannot locate the Payroll ID field or save your changes, contact Teamwork Support for assistance at teamworksupport@spoton.com.
