

Running a Payroll Report

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To Run a Payroll Report

1. From the main toolbar, go to **Reports**
2. Select **Payroll Report** from the dropdown menu
3. Choose a **Payroll Period (date range)**
4. Select **All** / Intended Locations

Press **Show Report!**

You will see a screen report. You can download a CSF file or a PDF by using the links on the page

The screenshot shows the Teamwork Reports page. The top navigation bar includes Dashboard, Schedules, Employees, Reports (highlighted), Share Files, and Tools. A 15-day trial badge is visible. The Reports section is active, showing a dropdown menu for 'Payroll' and a date range selector set to 'Jun 4, 2023' to 'Jun 17, 2023'. A 'Show Report' button is present. Below the date range, there are options for 'Search for Employees' (set to 'Everybody') and 'Payroll Test'. A '3 of 3 Schedules' dropdown menu is open, showing 'All Schedules', 'Locations', 'BOH', 'Departments', 'Support', and 'Server'. A table lists report status with columns for Status, Requested on, Time, Name, and Download / View Report. The table shows three reports, all with a 'Ready' status. At the bottom, there is a 'Lock Payroll - Shifts, Clock-Ins & Tip Bundles, PTO, etc' button, an 'Email Addresses' input field, and a 'Send Payroll CSV CSV to Email' button. A 'Payroll Approval Status' table shows 'BOH', 'Support', and 'Server' all as 'Not Confirmed'. A 'Daily Tip Bundle Status' table shows a grid of numbers from 4 to 17, with a red '12' in the 'Support' row.

Teamwork by **Teamwork** Dashboard Schedules Employees **Reports** Share Files Tools 15 day Trial Tech Support

Reports

Set Range to Last Pay Period was Sunday May 21, 2023 12:00am to Saturday Jun 3, 2023
Set Range to Current Pay Period is Sunday Jun 4, 2023 12:00am to Saturday Jun 17, 2023

Payroll Jun 4, 2023 to Jun 17, 2023 Allow Single Week Range
Workday start time is 12:00am

Options Search for Employees Everybody Payroll Test
☐ Show Details

HTML / PDF / CSV Report Status Delete All Reports

Status	Requested on	Time	Name	Download / View Report
Ready	Jun 8, 1:31pm	00:01	Payroll_3895_Jun 4_to_Jun 17.html	View Report
Ready	Jun 8, 1:31pm	00:01	Payroll_3895_May 7_to_May 20.html	View Report
Ready	Jun 8, 1:31pm	00:01	Payroll_May 21_to_Jun 3.html	View Report

3 of 3 Schedules
☒ All Schedules
☒ Locations
☒ BOH
☒ BOH
☒ Departments
☒ Support
☒ Server

Export PDF / Print
Export as CSV (CSV)
Save Snapshot as SpotOn Teamwork CSV

Lock Payroll - Shifts, Clock-Ins & Tip Bundles, PTO, etc Email Addresses Send Payroll CSV CSV to Email

Payroll Approval Status		Daily Tip Bundle Status													
BOH	Not Confirmed	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Support	Not Confirmed	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Server	Not Confirmed	4	5	6	7	8	9	10	11	12	13	14	15	16	17

After running the Payroll report, you will be shown any concerns that the system has in red while everything in green detected no concerns.

None

None

None

Locations - BOH, Locations - Departments: Support, Locations
- Departments: Server

[illegible]