

Confirming Employee Import from POS or Payroll

Last Modified on 12/24/2023 1:37 pm MST

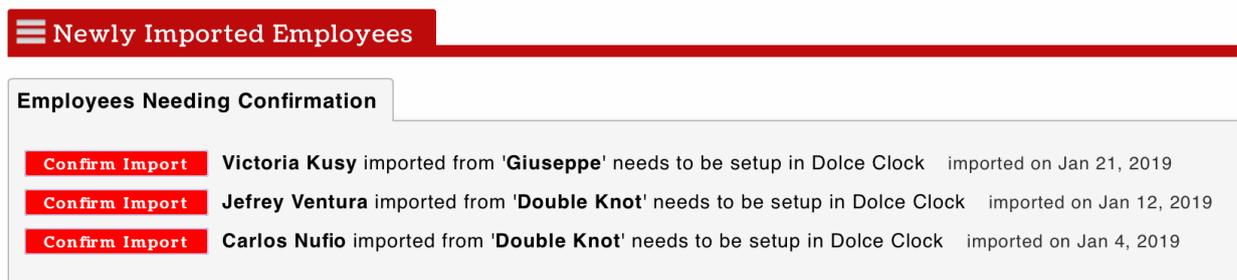
Confirming Employees

Teamwork will prompt you to "Confirm" an employee - which is to verify that the employee does not already exist in the company / Teamwork, and provides an opportunity to specify which location(s) / schedule(s) and roles the employee can work.

On the Schedule, employees needing confirmation will show the following button



From the Dashboard, employees needing confirmation are also listed listed:

A screenshot of a dashboard section titled "Newly Imported Employees". Below the title is a sub-section titled "Employees Needing Confirmation". This section contains a list of three employees, each with a red "Confirm Import" button and a text description of their import details.

Employees Needing Confirmation	
Confirm Import	Victoria Kusy imported from 'Giuseppe' needs to be setup in Dolce Clock imported on Jan 21, 2019
Confirm Import	Jefrey Ventura imported from 'Double Knot' needs to be setup in Dolce Clock imported on Jan 12, 2019
Confirm Import	Carlos Nufio imported from 'Double Knot' needs to be setup in Dolce Clock imported on Jan 4, 2019

To "Confirm" an employee

1. Press the **Confirm** button
2. You will be prompted to review possible matches and **Merge**, or or **Add as New**.

Employee Imported from 'Giuseppe'
Confirm if NEW or MATCHES EXISTING NAME below

Last Name Middle Name First Name
Kusy Victoria

Employee Might be:

Employee Name	Matched Name
Trama, Victoria	t rama k usy, victoria
Victoria, Ryan	kusy, v ictoria, r yan
Ruby, Brian	r kub s y, b victoria r ian
Tabb, Richard	t abb k usy, r vicha t ordia
Ashby, Brian	a kush b y, b victoria r ian
Tien, Vince	t ien k usy, v in c etoria
Caro, Virginia	c aro k usy, v ictor g inia
Fanelli, Mia	f anelli k usy, m victoria
Reyes, Feliciano	r eye k usy, f el v ictorian e

3. After **Confirming**, you will be directed to the verify the employees schedules and roles.

Edit Profile for Victoria Kusy

Edit Availability & Days Off

Profile | **Schedules / Roles** | Salary / Wages | Permissions | Employee Alerts | Employee R...

Filter by Location: Giuseppe

Schedules - Primary Schedule is Giuseppe - FOH: Giuseppe Server

	Primary	Working	View
Giuseppe			
FOH			
Giuseppe Server	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Giuseppe Host	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Bartender	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Barback	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Runner	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Busser	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Cleaner	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giuseppe Training for Import Only	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOH			
Giuseppe BOH	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGT			
Giuseppe MGT FOH	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roles

Employee's Roles: (drop here) | All Roles: (drag from here)

4. Lastly, from the employee's Profile tab, verify phone and email, and INVITE.

Edit Profile for Victoria Kusy

Edit Availability & Days Off Back to Employee

Profile Schedules / Roles Salary / Wages Permissions Employee Alerts Employee Reminders & Certifications

ON
Active

Essential Contact Information

First Name (or nickname) Victoria	Email Address victoria.kusy@gmail.com	Employee Login Kusy, V	Invite
Legal First Name (payroll)	Verification Key: <input type="text"/>	Current Password <input type="password"/>	Send Password Reset
Middle Name	<input type="text"/> Email Me the Key <small>Verification key must be entered to</small>	New Password <input type="password"/>	Password must contain at least: 6

Editing Wages

Wages and roles are unique between locations.

When applying wages or roles, begin by using the **Location Filter**.

Then apply wages per usual.

Salary / Wages Profile Schedules / Roles Permissions Employee Alerts Em

Wage / Salary Info

Part Time / Full Time: **Full Time** Auto Clock-In / Out of all Shifts Exclude Employee from Payroll Exp
Since Hired Exclude Employee from Tip Pooling
Filter by Location: **Giuseppe** **Current Pay Period: Monday Jan 21, 2019 - Monday Fe**

New Salary / Wage

Hourly Employee - Warning: At this time, no 'Default Wage' wage is in effect Salaried Emp

Employee's Roles Select Roles	Hourly Wage \$	Start Date <input type="text"/>	Notes
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