

Assigning Managers to Approve Payroll

Last Modified on 05/10/2019 11:51 am MDT

Gearwheel Menu > General Settings > Scroll below Payroll Settings > **Assign Managers....**

- Check the name(s) of any manager(s) who you intend to approve that a location's labor data is ready for payroll. Ie time-punches, tips, wages, etc.
- Manager approval is *per schedule*
- NOTE: The system will not allow a manager to approve payroll if they have not approved all punches or no-shows.

Payroll Settings

Assign Managers who must verify that all Time Punches are Approved for Payroll

Americana FOH	<div>Select Employees</div>
Americana BOH	<div><input type="checkbox"/> Bences, Adriana</div>
Americana MGT	<div><input checked="" type="checkbox"/> Robinson, Amanda</div>
Beverly Hills Cupcakes	<div><input type="checkbox"/> Leonard, Ashley</div>
Beverly Hills Ice Cream	<div><input type="checkbox"/> Alcas, Carla</div>
Beverly Hills BOH	<div><input type="checkbox"/> Alegria, Courtney</div>
	<div><input type="checkbox"/> Legh-Page, Daniel</div>
	<div><input type="checkbox"/> Villagran, Danielle</div>
	<div><input type="checkbox"/> Rosales, Dario</div>
	<div><input type="checkbox"/> Preece, Deanna</div>
	<div>...</div>

Manager sign-off is visible when running the payroll report. It is a visual indicator only, which does not actually prevent payroll from being run.

Payroll Approval Status				Tip Bundle Status													
Beverly Hills Cupcakes	Not Confirmed	<input type="checkbox"/> Martha Chang	<input type="checkbox"/> Julie Ward	29	30	1	2	3	4	5	6	7	8	9	10	11	12
Beverly Hills Ice Cream	Not Confirmed	<input type="checkbox"/> Martha Chang		29	30	1	2	3	4	5	6	7	8	9	10	11	12
Beverly Hills BOH	Not Confirmed	<input type="checkbox"/> Martha Chang		29	30	1	2	3	4	5	6	7	8	9	10	11	12
Beverly Hill MGR	Not Confirmed	<input type="checkbox"/> Martha Chang		29	30	1	2	3	4	5	6	7	8	9	10	11	12