Toast Payroll & POS Integration Guide

Overview: Information flows back and forth between Toast Payroll and Toast POS. For this process to flow smoothly, and allow payroll to process accurately, it is essential that information is entered and updated in the appropriate places. Use this as a guide on where to update various information in **Toast POS** or **Toast Payroll**.

Where does it happen?

Toast Payroll – All employee related information such as personal information, job data, and pay rates are **entered and maintained in Toast Payroll**. **This information updates in Toast POS every 60 minutes.**

Create Employee

When you hire an employee and the following information is **entered in Payroll**, an employee profile is **automatically created in POS:**

First Name
Last Name
Email
Employee Number
Primary Location
Primary Job

Employee Maintenance

The following information is **updated in Payroll** and will **automatically update in POS**:

Payroll	POS
First Name ---------------------->	First Name
Last Name ----------------------->	Last Name
Primary Email ------------------->	Email
Employee Number ------------>	Employee ID
Secondary Location ----------->	NEW POS Profile
Secondary Job ------------------>	Jobs and Permissions
Pay Rate Change -------------->	Wage Override
Termination -------------------->	Profile Archived
Rehire -------------------------->	New Profile Creation

Terminate Employee in System

When you Terminate an employee in Toast Payroll, their **POS profile is automatically deactivated.**

Important Note: changes made to employee profiles in POS **do not** update in Payroll. Example: If I add a new job to an employee in POS that job **will not** show in Payroll which in turn will affect time and pay in Payroll. *All changes to employees must be done in the Payroll system.*

Toast POS – All labor related information such as time entries and tips are **entered and maintained in Toast POS.** **This information updates in Toast Payroll instantly.**

Employee's Clock In

Employee's punch in and out on a Toast POS Terminal.

Within Toast POS, the following hourly employee information is tracked:

Shift start time
Shift end time
Break time
Credit Card & Declared Tips

Employee Time Entry Information

The following information entered in Toast POS will flow to Toast Payroll via a timesheet associated with a payroll group and payroll period

POS	Payroll
Punch In Time -------------------->	Punch In Time
Break Out Time -------------------->	Break Out Time
Break In Time -------------------->	Break In Time
Break Type -------------------->	Break is Paid?
Punch Out Time -------------------->	Punch Out Time
Location Allocation ------------------>	Location Allocation
Job Allocation -------------------->	Job Allocation

Employee Time and Tip Maintenance

Within Toast POS, managers make changes to employee clock in/out times, credit card tips, and declared tips. Changes can be made from a Toast Terminal or in Toast's back-end and will instantly and automatically update in Toast Payroll.

Important Note: any updates to labor made directly in Toast Payroll will not be captured in Toast POS. *All changes to employee time and tips must be done in the POS system.*