Payroll is completed under the Daily Checklist Feature or Schedule Editor.

To finalize Payroll, you will need to submit all End of Night reports, review hours through timekeeping, and send the final completed schedule and then Send to Payroll You can either do it on the checklist or the schedule editor:

We recommend using the schedule editor. On the right side is a blue button labeled "send to payroll".
This will let your owner or corporate know that you are all set and will send to the correct location for processing.

Notes:

- For Corporate Locations: All Tip Adjustments & Time Edits must be made in SynergySuite.
- For Franchise Locations: You can adjust tips and time edits for the current day ONLY in Revel.
- Never can you do a previous day in Revel for any adjustments.