

# Using the Tip Calculator

Last Modified on 05/22/2023 3:40 pm MDT

The tip calculator provides a simple way to allocate tips and add them to your payroll report.

To open the tip calculator, from the schedule, on the intended day, select **No Tips Run** after turning the time punches green.

		All 7 Clock-ins/NS Approved	
Add / Remove Employees		No Tips Run	
	Sched	Act	
Hours	34.5	24.8	
Sales	1,490	2,125	43%
% Hourly	9.3%	13.5%	
Tips	(\$257)		Note
Trans: 61 Guests: 75			
Resync Sales/Tips Resync Punches			

Entering time and tip amounts:

1. In the top left corner, the Tip Bundle Navigator will show the POS Total. From the Tip Template dropdown menu, select the template and then select Apply.

The screenshot displays the Tip Calculator interface for 'Poseidon Bar' on Thursday, October 27th, 2022. On the left, the Tip Bundle Navigator shows the following totals:

- Bundle Total Cash: \$0.00
- POS Total Cash: \$1,020.43
- Bundle Total CC: \$0.00
- Cash: \$0.00
- POS Total CC: \$4,517.18

The main Tip Calculator form includes the following fields and options:

- Tip Source: Poseidon Bar
- Roles: Banquet Server, Barback, Bartender, Bartender drawer - rooftop, Bartender Drawer - Nauti, Bartender drawer - oyster, Bartender Nauti Bar Time Clock, Bartender Oyster Bar Time Clock, Bartender Roof Top Time Clock, Bartender Time Clock, Foreman, Rate\_1
- Tip Bundle: Tip Bundle @ 1:35:05pm
- Choose a Time Range: From 8am to 2
- POS Tips: \$0.00
- AutoGrat: \$0.00
- Cash: \$0.00
- Total: \$0.00

The 'Select a Template' dropdown menu is open, showing the following options:

- Daily
- AM Host
- AM Oyster Bar / Nauti Bar
- AM Server
- Declared Cash
- PM Host
- PM Oyster Bar / Nauti Bar
- PM Rooftop Bar
- PM Server (Cocktail)
- PM Server (Generic)
- PM Server (High Top)
- Banquets
- Banquet Tips

After the template(s) have been run, the total will be distributed to the employees based on the rules you have set up. Don't forget to click **Save all** button.

Tip Bundle Navigator  
Thu Oct 27, 2022

Poseidon Bar

Save All Delete All

Bundle Total Cash	\$1,020.43
POS Total Cash	\$1,020.43
Good!	+\$0.00
Bundle Total CC	\$3,411.55
Cash	\$1,020.43
POS Total CC	\$4,517.18

Audit / Amt Off Help ⚠️ -\$1,105.63

1. Use the "Allocated" line to remove a percentage of the tip total (i.e. if a certain percentage of the total will go towards an entry in another department). In the example below, 10% of the tip amount is pulled from the present pool.
2. Make any adjustments to Hours, or use the "Multiplier" fields to use a "Point" allocation. If you would like to exclusively use "Points" and disregard hours, then enter "1" into the hours fields.

Team Share

Employee Add +  Equalize

	% Total	Multipl	Hours	CC	AutoGr	Cash	Total	-3% CC Fee	% of Net Sales	Net Sales
Giuseppi's FOH South, Antonio Cook	% or \$	1.00	7.70	0.00	0.00	0.00	5.13	0.15	0%	0.00
+ Allocated	0.0 % or \$			0.00	0.00	0.00	0.00		0%	0.00

The goal now is to see that we balance against the POS totals like below:

Tip Bundle Navigator  
Thu Oct 27, 2022

Poseidon Bar

Save All Delete All

Bundle Total Cash	\$1,020.43
POS Total Cash	\$1,020.43
Good!	+\$0.00
Bundle Total CC	\$4,517.17
Cash	\$1,020.43
POS Total CC	\$4,517.18

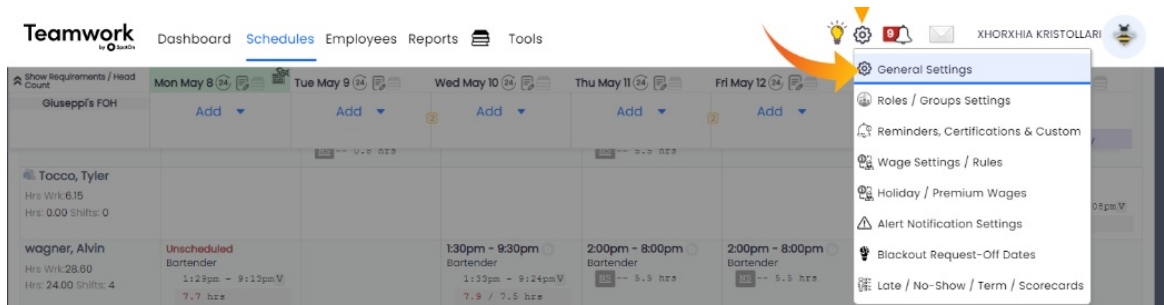
Audit / Amt Off Help Good! -\$0.01

Note: You may make multiple tip entries per day, and edit or delete entries.

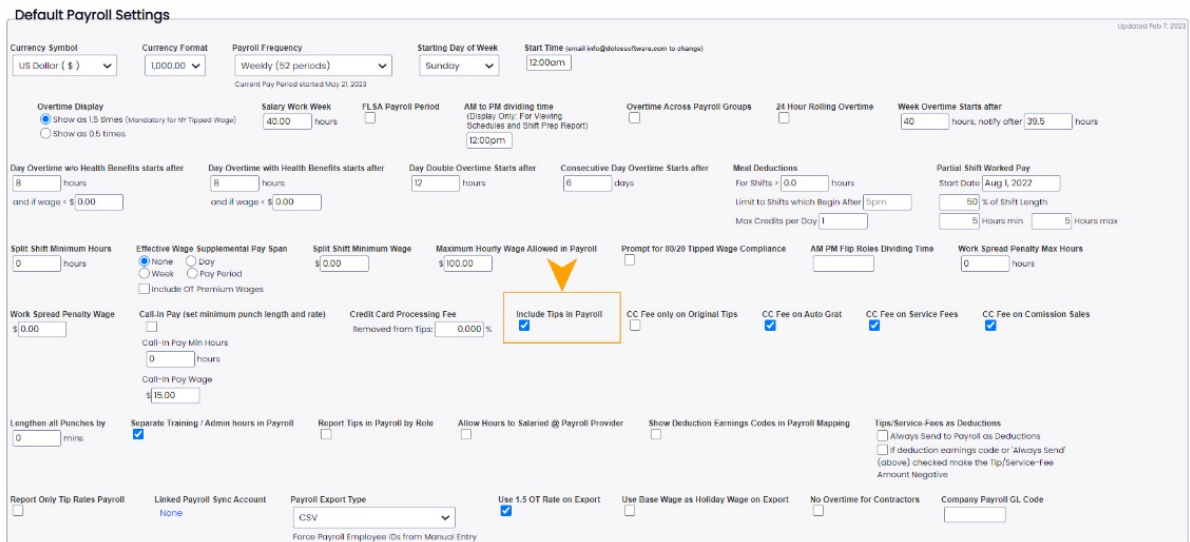
Note: Employees' own tip amounts will be visible from their dashboard.

### Set tips to carry into your Payroll Report

1. From the gearwheel menu, goto **General Settings**.

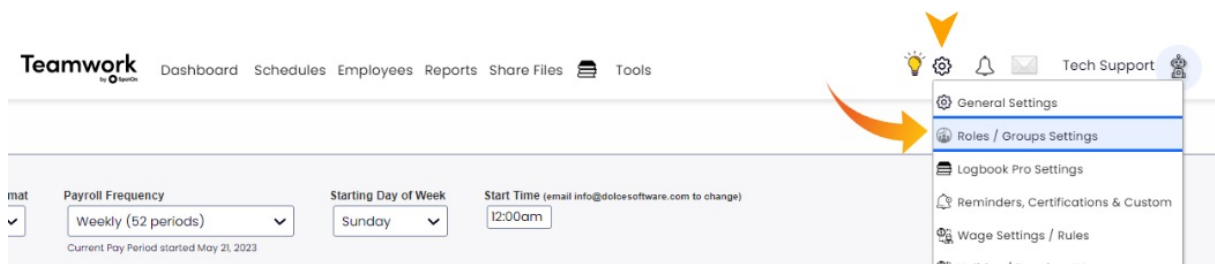


2. Scroll to Default Payroll Settings section, and check **Include Tips in Payroll** check box.



## Set default Point Values for Roles

1. From the gearwheel menu go to **Roles / Group Settings** as shown below.



2. Press the settings gearwheel next to a Role, and enter a default tip multiplier unique to the Role.

### Roles


Click 'Create a role' to get started. Select Options to setup Manager On Duty (MOD), Training roles and Colors Create a Role

36 Roles

2nd hourly rate	<input checked="" type="checkbox"/>	3rd hourly rate	<input checked="" type="checkbox"/>	Above store	<input checked="" type="checkbox"/>
Assistant Kitchen Manager	<input checked="" type="checkbox"/>	Bar - lead	<input checked="" type="checkbox"/>	Bar Back	<input checked="" type="checkbox"/>
Base wage	<input checked="" type="checkbox"/>	Chef	<input checked="" type="checkbox"/>	Cook	<input checked="" type="checkbox"/>
Cook(P)	<input checked="" type="checkbox"/>	Cook(R)	<input checked="" type="checkbox"/>	Foh manager	<input checked="" type="checkbox"/>
Kitchen manager	<input checked="" type="checkbox"/>	LUNCH Bartender	<input checked="" type="checkbox"/>	Maintenance	<input checked="" type="checkbox"/>
Sanitation specialist	<input checked="" type="checkbox"/>	Server	<input checked="" type="checkbox"/>	Server - lead	<input checked="" type="checkbox"/>
Togo	<input checked="" type="checkbox"/>	Training & setup	<input checked="" type="checkbox"/>		

Show 4 Inactivated Roles

Update Roles with Matching Name



Mgr on Duty  
 Hide Wage  
 Never Auto Clock-Out  
 Training  
 Tip Multiplier  
 Exclude from Holiday Pay  
 Auto Break Insert on Clock-Out (one per day)

**Use Alternate Earnings Mapping**

CC Tips  
 Auto-Grat Tips  
 Cash Tips  
 Service Fees  
 Sales Commissions

**Use Alternate Break Rules**

Use Alternate Break Rules

**Tips Visibility**

Use Employee Tip Visibility Rules  
 Don't Associate Tips to this Role

**Break Buttons:** Default

Standard Paid  
  Standard Unpaid

10 Minute Paid  
 15 Minute Paid  
 10 Minute Unpaid  
 60 Minute Unpaid