

# Managing Employee Tips View Options

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To set Tips Exposure options for employees

- Go to the Gearwheel Menu > General Settings
- Scroll to Other Settings

## Option #1 > Show Tips

**Employee Dashboard Tip Display**

- Show Tips
- Show CC Fee
- Show Bundle Tip Total
- Show Tips Detail
- Show Employees their Tip Bundles
- Show Exclusively Own Entries in Tip Details
- Show All Employees' Tip Totals for the Day

[Save All Changes](#)

From their Dashboard, an employee can see their personal Tips Total for each day

**My Clock-Ins & Tips**

[Last Pay Period was Wednesday Sep 23, 2020 6:00am to Tuesday Oct 6, 2020](#)  
[Current Pay Period is Wednesday Oct 7, 2020 6:00am to Tuesday Oct 20, 2020](#)

Week of [←](#) Sep 23, 2020 [→](#)

Thursday Sep 24th					
FOH Grails					
	Total	CC	AutoGr	Cash	Tips Paid
	\$96.11	\$22.39	\$73.72	\$0.00	\$0.00

## Option #2 > Show Tips + Show Tips Detail + Show Exclusively Own Tip Detail

**Employee Dashboard Tip Display**

- Show Tips
- Show CC Fee
- Show Bundle Tip Total
- Show Tips Detail
- Show Employees their Tip Bundles
- Show Exclusively Own Entries in Tip Details
- Show All Employees' Tip Totals for the Day

Save All Changes

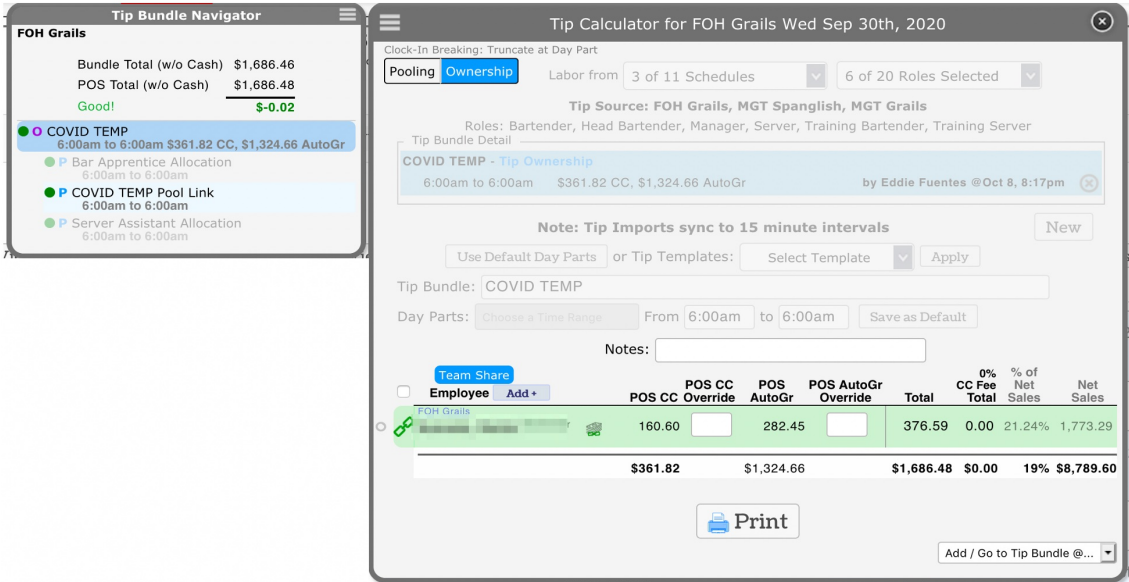
From their Dashboard, employees can select each day and view additional tips detail

### Tips

FOH Grails

- Tue - Oct 6, 2020 - View Tip Distribution
- Mon - Oct 5, 2020 - View Tip Distribution
- Thu - Oct 1, 2020 - View Tip Distribution
- Wed - Sep 30, 2020 - View Tip Distribution

- Employees can click on individual tips bundles from the Tip Bundle Navigator
- Employees will be able to view their contributions to pools, their tip-out, and the tips they receive
- Employees can NOT view other employees tips



The image shows two screenshots from a software interface. The left screenshot is the 'Tip Bundle Navigator' for 'FOH Grails'. It displays a summary of a tip bundle: 'Bundle Total (w/o Cash) \$1,686.46' and 'POS Total (w/o Cash) \$1,686.48', with a 'Good!' status and a '\$-0.02' adjustment. Below this, it lists several categories: 'COVID TEMP' (6:00am to 6:00am, \$361.82 CC, \$1,324.66 AutoGr), 'Bar Apprentice Allocation' (6:00am to 6:00am), 'COVID TEMP Pool Link' (6:00am to 6:00am), and 'Server Assistant Allocation' (6:00am to 6:00am).

The right screenshot is the 'Tip Calculator for FOH Grails Wed Sep 30th, 2020'. It shows a detailed view of a 'COVID TEMP - Tip Ownership' bundle. The bundle details include: '6:00am to 6:00am \$361.82 CC, \$1,324.66 AutoGr' by Eddie Fuentes @ Oct 8, 8:17pm. A note states: 'Note: Tip Imports sync to 15 minute intervals'. Below this, there are fields for 'Tip Bundle: COVID TEMP' and 'Day Parts: Choose a Time Range From 6:00am to 6:00am Save as Default'. A table shows the breakdown of the bundle:

Employee	POS	CC	Override	POS	AutoGr	Override	Total	CC Fee	% of Net Sales	Net Sales
FOH Grails	160.60			282.45			376.59	0.00	21.24%	1,773.29
	<b>\$361.82</b>			<b>\$1,324.66</b>			<b>\$1,686.48</b>	<b>\$0.00</b>	<b>19%</b>	<b>\$8,789.60</b>

At the bottom of the calculator, there is a 'Print' button and an 'Add / Go to Tip Bundle @...' dropdown menu.

**Tip Bundle Navigator**

FOH Grails

Bundle Total (w/o Cash) \$1,686.46  
 POS Total (w/o Cash) \$1,686.48  
 Good! \$-0.02

COVID TEMP  
 6:00am to 6:00am \$361.82 CC, \$1,324.66 AutoGr

Bar Apprentices Allocation  
 6:00am to 6:00am

COVID TEMP Pool Link  
 6:00am to 6:00am

Server Assistant Allocation  
 6:00am to 6:00am

**Tip Calculator for FOH Grails Wed Sep 30th, 2020**

Clock-In Breaking: Truncate at Day Part

Pooling Ownership Labor from 2 of 11 Schedules 4 of 19 Roles Selected

Tip Source: FOH Grails, MGT Grails  
 Roles: Bartender, Head Bartender, Manager, Server

Tip Bundle Detail

COVID TEMP Pool Link - Tip Pooling  
 6:00am to 6:00am \$1,433.50 Linked by Eddie Fuentes @ Oct 8, 8:17pm

Links pulled in from these bundles:  
 COVID TEMP - 6:00am to 6:00am @ FOH Grails

Note: Tip Imports sync to 15 minute intervals

Use Default Day Parts or Tip Templates: Select Template Apply

Tip Bundle: COVID TEMP Pool Link

Day Parts: Choose a Time Range From 6:00am to 6:00am Save as Default

POS	Linked	
Credit \$ 0.00	307.53	10 of 12 Tip Links Select
AutoGrat \$ 0.00	1,125.95	
Cash \$ 0.00	0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$1,433.48</b>

Notes:

Employee	Add	% Total	Multipl	Hours	CC	AutoGr	Cash	Total	0% CC Fee Total	% of Net Sales	Net Sales
FOH Grails					0.00	0.00	0.00	376.59	0.00	0%	0.00
Bartender		% or \$	376.5		80.79	295.80	0.00				
				60.84	\$0.00	\$0.00	\$0.00	\$1,433.48	\$0.00		
					\$307.52	\$1,125.96	\$0.00				


Print

Add / Go to Tip Bundle @...

### Option #3 > Show Tips + Show Tips Detail

(Show exclusively own tip detail is UNCHECKED)

**Employee Dashboard Tip Display**

- Show Tips
- Show CC Fee
- Show Bundle Tip Total
- Show Tips Detail
-   Show Employees their Tip Bundles
- Show Exclusively Own Entries in Tip Details
- Show All Employees' Tip Totals for the Day

**Save All Changes**

Tips bundles are opened from the dashboard as in Option#2 above

### Tips

FOH Grails

- Tue - Oct 6, 2020 - View Tip Distribution
- Mon - Oct 5, 2020 - View Tip Distribution
- Thu - Oct 1, 2020 - View Tip Distribution
- Wed - Sep 30, 2020 - View Tip Distribution

- Employees have complete visibility to all tips activity, including the contributions to pools and tips received by all employees.
- Employee view is essentially what a manager sees, but employees cannot adjust or save any data.

The screenshot displays a software interface for managing tip bundles. On the left, a sidebar shows a list of bundles under the heading 'FOH Grails'. The main area shows the details for a 'Bar Apprenticeship Allocation - Tip Pooling' bundle, including its time range (6:00am to 6:00am) and total amount (\$272.19). Below this, there are fields for 'Day Parts' and 'POS' (Point of Sale) information. A table at the bottom shows the allocation of tips to employees, with columns for Employee, % Total, Multip, Hours, CC, AutoGr, Cash, Total, CC Fee, % of Net Sales, and Net Sales. The table lists employees Jaime and Serra, along with an 'Allocated' row. The total for the bundle is \$272.19, with a total of 24.47 hours and a total of \$64.40 in CC fees.

## Allowing Managers To Decide When Tips are Viewable to Employees:

- Go to the Gearwheel Menu > General Settings
- Other Settings > check the box below

### Tips Only Viewable to Employees after Mgr Approval



Once checked, it gives the manager the ability to decide when tips are viewable. This is a valuable tool. It will ensure that employees don't accidentally see tips while the distribution is incomplete. This checkbox becomes available at the bottom of each day after tips have been balanced. Once "Viewable" is checked, the employees can access the tip templates based on the above options you have set.

All 16 Clock-Ins Approved			All 18 Clock-Ins Approved			All 17 Clock-Ins/NS Approved		
Tips ✓ <input checked="" type="checkbox"/> Viewable			Tips ✓ <input checked="" type="checkbox"/> Viewable			Tips ✓ <input checked="" type="checkbox"/> Viewable		
Sched	Act		Sched	Act		Sched	Act	
78.5	68.0		97.5	93.3		66.5	80.7	
0	17,648	↗	0	23,066	↗	0	14,573	↗
0.0%	1.2%		0.0%	1.3%		0.0%	1.8%	
↗	(\$2,964)	<b>Note</b>	↗	(\$3,473)	<b>Note</b>	↗	(\$1,935)	<b>Note</b>
Trans: 152 Guests: 314			Trans: 151 Guests: 512			Trans: 101 Guests: 236		
Resync Sales/Tips Resync Punches			Resync Sales/Tips Resync Punches			Resync Sales/Tips Resync Punches		