

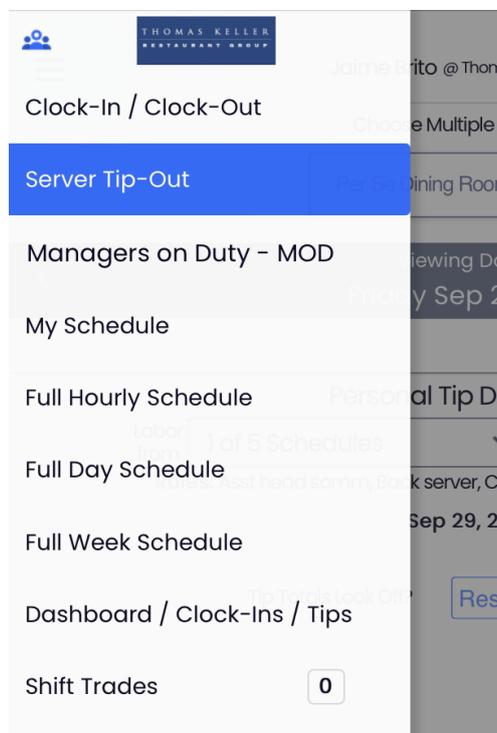
# Employee Guide to Self Directed Tips to Other Employees

Last Modified on 12/15/2023 11:37 am MST

Employees are able to tip other employees discretionary amounts (providing company administrators have engaged self-directed tips settings), from the Teamwork App, Teamwork Desktop, or from POS Clock-Out if using SpotOn or other integrated clock-in POS.

## From the Teamwork App:

From Mobile Menu, select **Server Tip Out**



1. Set (My) location
2. Set the schedules and roles of the employees who I may wish to tip

*Note: Teamwork will remember filtering choices as a starting point on subsequent days*

Set filters for potential tips recipients, schedules & roles

Working Location / Schedule

Viewing Day of:  
Wednesday Jul 26, 2023

Personal Distribution

Roles: Asst head somm, Back server, Coffee server, Host/ess, Sommelier

Jul 26, 2023 4:16:26pm

Tip Totals Look Off? [Resync Sales/Tips](#)

Captain

\$750.00 of your \$1,050.00 tips remain.  
(\$1,050.00 Credit, No AutoGrat, No Srvc Fee, No Cash)  
You have distributed \$300.00 (28%) of your tips

Name	Tip % or Tip \$
<b>Per Se Dining Room</b>	
<b>Asst head somm</b>	%
Jansma, John 2:46pm (09:34 hrs)	0 % or \$
<b>Back server</b>	%
Patrick, Katherine 3:13pm (09:43 hrs)	0 % or \$

Note: If your tip totals look off, be sure to click the Resync Sales / Tips button prior to completing the next step. If you had worked two roles in one day, you will need to scroll down the page to reach the second role's tip share.

3. Enter tips to be shared

Name	Tip % or Tip \$
<b>Back server</b>	%
Katherine 3:13pm (09:43 hrs)	0 % or \$
z, Adrian 3:53pm (06:44 hrs)	% or \$ 100 (\$100.00)
Mahmud 2:47pm (09:04 hrs)	0 % or \$
, Iryna 3:00pm (08:52 hrs)	0 % or \$
Benigno 3:46pm (06:41 hrs)	0 % or \$
Obaidul 3:12pm (08:40 hrs)	% or \$ 50 (\$50.00)

4. Click **Save** (at the bottom of the tip-out view)

Host/ess		%
Alicia	2:21pm (08:39 hrs)	0 % or \$
Celine	2:02pm (09:30 hrs)	0 % or \$
Sommelier		%
Luis	2:00pm (10:07 hrs)	0 % or \$
<b>Total</b>		<b>(\$150.00)</b>

[Save](#)

NOTE the following controls and functions:

If Tips data does not reflect tips at close-out, press Resync

Tip Totals Look Off? [Resync Sales/Tips](#)

Captain

**\$654.96** of your **\$824.96** tips remain.  
(\$824.96 Credit, No AutoGrat, No Srvc Fee, No Cash)  
 You have distributed **\$170.00 (20%)** of your tips

[Toggle tips shared vs all potential recipients](#)

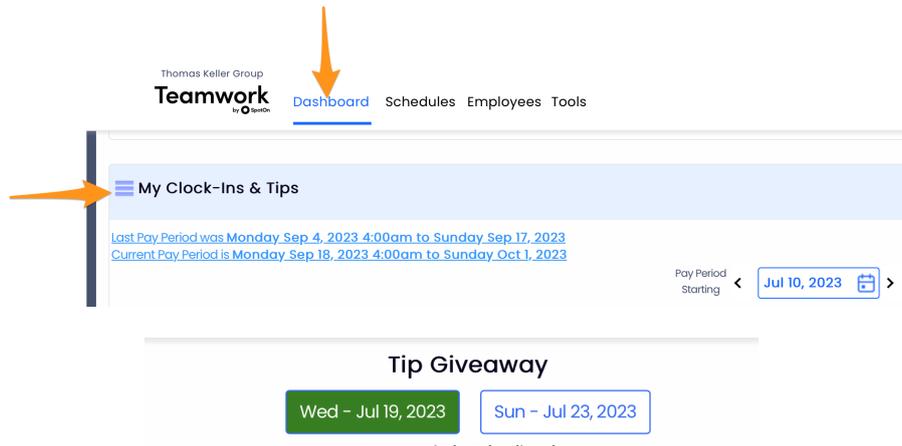
Name	Tip % or Tip \$
Per Se Dining Room	
Back server	
Adrian	2:17pm (09:09 hrs) % or \$ 20 (\$20.00)
Coffee server	
Moshiul	2:27pm (05:53 hrs) % or \$ 150 (\$150.00)
<b>Total (\$170.00)</b>	

[Save](#)

Note: **You must click the Save button at the bottom of the page to save all adjustments.**

## From Desktop:

From the top toolbar > Dashboard > Scroll to Clock-Ins & Tips > Tip Giveaway > Select Date



## From POS:

For Spoton or other POS integrated to Teamwork at clock-in / out, the Tips Share module will appear at clock-out. Follow the steps under App.