

How to View Tips Detail as an Employee

Last Modified on 03/19/2024 5:28 pm MDT

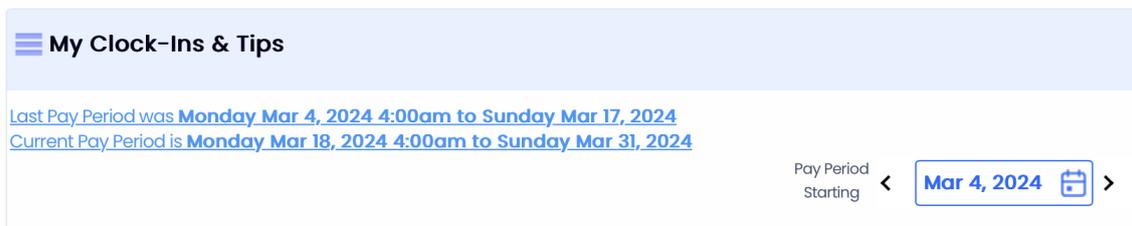
Notes:

Viewing tips detail requires that tips rules have been "run" by a manager.

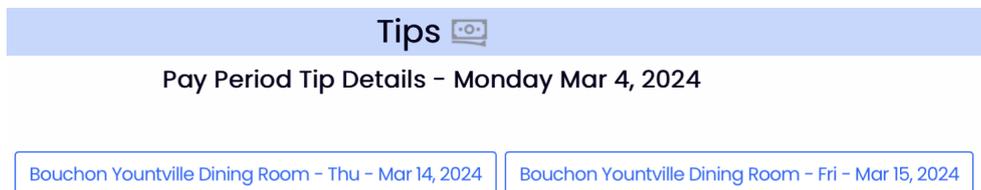
The range of detail that is visible varies by location and tips rules.

From Desktop

1. Click **Dashboard** from the top toolbar
2. **Scroll to My Clock-Ins and Tips**, and select the **date/workweek** you wish to review



3. Scroll to Tips section, and **select a date**



4. Select Tip "Bundle" (based on restaurant rules)

Tips detail will be shown, and varies depending upon whether being viewed by a direct or indirect tips earner. The example shown below is from the perspective of a direct tip earner who tips a % of tips to various support pools:

Tip Bundle: Server PM

Choose a Time Range From 5:00PM to 4am Save as Default

Notes:

Employee	POS CC	POS CC Override	POS AutoGr	POS AutoGr Override	Total	% of Net Sales	Net Sales
None							
Bouchon Yountville Dining Room Server Charles, Rebecca	769.94		0.00		769.94	22.09%	3,485.75
Bouchon Yountville Dining Room Support Server	Total Sales	177.09	0.00		177.09	23%	0.00
Bouchon Yountville Dining Room Sommelier Server	Wine	34.65	0.00		34.65	4.5%	0.00
Bouchon Yountville Dining Room Kitchen Server	Total Sales	169.39	0.00		169.39	22%	0.00
Bouchon Yountville Dining Room Bar Server	Total Sales	38.50	0.00		38.50	5%	0.00

The amount and % tipped to support pools are shown above in the grey rows.

From Mobile

From the Teamwork Classic App (the new Teamwork App does not yet provide this function)

1. Press **Dashboard / Tips** from side menu
2. Select **Date**
3. Select Tip "Bundle" (based on restaurant rules)

Tips detail will be shown, and varies depending upon whether being viewed by a direct or indirect tips earner. The example shown below is from the perspective of a direct tip earner who tips a % of tips to various support pools:

Employee	POS CC	POS CC Override	POS AutoGr	POS AutoGr Override	Total	% of Net Sales	Net Sales
None							
Bouchon Yountville Dining Room Server	65.00		0.00		65.00	21.36%	304.25
Support Server Total Sales	14.95		0.00		14.95	23%	0.00
Sommelier Server Wine	2.92		0.00		2.92	4.5%	0.00
Kitchen Server Total Sales	14.30		0.00		14.30	22%	0.00
Bar Server Total Sales	3.25		0.00		3.25	5%	0.00

The amount and % tipped to support pools are shown above in the grey rows.

On some mobile devices, the screen may need to be turned horizontally for the image to

show clearly. The new mobile version will provide an easier to read visual. If viewing is difficult on mobile, see the preceding section on viewing from desktop.