

Employee Direct Tips Share to a Pool

Last Modified on 03/14/2025 8:54 am MDT

Using the feature described below, employees will be able to affirm or customize tips allocations to **Tips Pools**. (Employee self-directed tip-out to individual employees is discussed here: <https://support.dolceclock.com/help/employee-directed-tip-out>)

Setup a Tips Rule– just as if tips allocations were to be fully automated. (Engage a Teamwork Specialist to assist, teamworksupport@spoton.com). In the following example, the policy suggests to Servers, a 1.5% / sales tip-out to the Bar, and. 2% tip-out to server assistants.

The screenshot displays the configuration interface for a Tips Rule. At the top, it shows the 'Server PM' template name and group. Below this, there are several sections of settings:

- General Settings:** Includes checkboxes for 'Use For Period Tips Only', 'Apply at Clock-Out', and 'Tips Paid' options (None, Cash Sales, etc.).
- Tip Calculator Setup:** Features a 'Bundle Type' dropdown set to 'Ownership', 'Equalizing' set to 'None', and 'Labor from' set to '6 of 6 Schedules'.
- Bar Rule Configuration:** Shows a 'Link Name' of '6 of 6 Schedules' and '1 of 28 Roles'. It includes options for 'Apply Team Filter', 'apply to Each Person', and a rate of '1.5 % or \$'.
- SA Rule Configuration:** Shows a 'Link Name' of '6 of 6 Schedules' and '1 of 28 Roles'. It includes options for 'Apply Team Filter', 'apply to Each Person', and a rate of '2 % or \$'. A 'Custom Day Part' is defined with a time range from 3:30pm to 6:00am.

Engage the following checkbox to engage the function to customize the result:

This close-up view of the 'Tip Calculator Setup' section highlights a specific checkbox. An orange arrow points to the checkbox labeled 'Display to Employee Tips Share if Role Match', which is currently checked. The surrounding settings include 'Bundle Type' set to 'Ownership', 'Equalizing' set to 'None', and 'Labor from' set to '6 of 6 Schedules'.

Workflow

- At clock-out (if using integrated clock-in with Spoton, or the Teamwork App for clock-in / OR from an employee's mobile device), IF an employee works a Role that the rule is setup for, in this example Servers, the employee will see the Rule (Template

Defaults), and can either "Apply Rule" or input a custom amount. In this case the Server overrode the suggesting with a fixed tip amount of \$16.00

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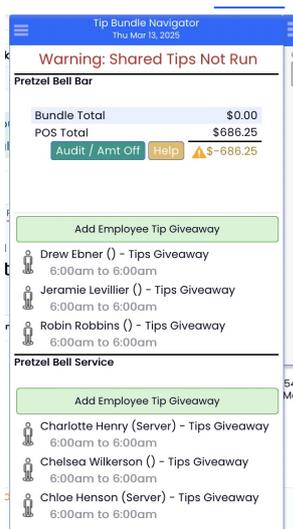
Tip Pools		
Cocktail Tips	Custom	Template Defaults
Bar Down – Sales Cat: Total	<input type="text"/> % or \$ <input type="text"/>	2% and \$0.00
SA – Sales Cat: Total	<input type="text"/> % or \$ <input type="text"/>	1.5% and \$0.00

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Server PM	Custom	Template Defaults
Bar – Sales Cat: Total	<input type="text" value="0"/> % or \$ <input type="text" value="16"/>	1.5% and \$0.00

- When Running Tips, Managers can view, and edit if necessary, employee inputs.

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- When the Template is run, the rule will only process a tip-out if an employee has actively confirmed the suggested amount, or overridden the amount. If the employee (server) does not make an active choice, then 0.00 tips will be allocated by the tips rule.

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No server tip entered

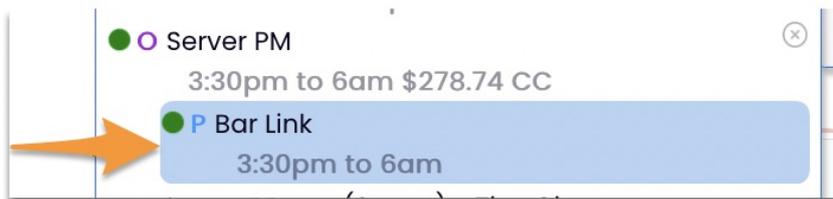
Employee	POS CC	POS	POS AutoGr	POS	POS Declared	Total	Net Sales	Net Sales
Pretzel Bell Service Ireland, Eve Server	41.85		0.00		0.00	41.85	20.82%	201.05
Pretzel Bell Service Bar Server Total	0.00		0.00		0.00	0.00	0%	201.05
Pretzel Bell Service Manor, Logan Server	236.89		0.00		0.00	236.89	18.87%	1,255.15
Pretzel Bell Service Bar Server Total	16.00		0.00		0.00	16.00	6.75419%	0.00

Custom server tip entered

NOTES

- Employees can be listed in the tips navigator, even if their entry is zero.
- **Tips must be run from each schedule where employee's are setup to utilize the direct share. For example, if tips are run from the Server Schedule, but there is a separate bar schedule, then the Bar Rule must be run from the Bar Schedule.**

Allocations Pools are generated per normal



To complete a day as approved, a Template which engages "**Pull In Employee Direct Tip-Outs**" must be run. It does not need roles to be specified. The purpose of the template is to ensure the consideration of a named-employee being tipped out a custom amount.

Tip Distribution (Run Second) Template Name: Visible Template Group: 3. Tip Distribution (Run Second) Notes:

Use For Period Tips Only
 Use Unallocated \$
 Pull in Employee Directed Tip-Outs
 Manual \$ Entry Zeroes All Values
 Calc Service Fee Allocation % from All Tip Types
 Apply at Clock-Out

Tips Paid: None
 [Cash Sales <= Tips]
 [Cash Sales]
 [(Cash Sales <= Tips) - Tip Out]
 [Cash Sales <= (Tips - Tip Out)]
 [Tips Paid = Declared Cash]
 [Tips Paid = All Tips]
 Show All

Schedules: Sales & Tips from POS Account: SpotOn (The Pretzel Bell Ann Arbor) SYNC
 Redistribute Cash to CC & Auto
 All Tips (CC, Auto, Cash)
 Cash Sales Only
 None

Use Role Tip Pts
 Use Role Tip Rates
 Use Role Pts WEIRD
 Apply Team Filter
 Tips Paid flows into Allocations and Pools

Truncate on Day Parts
 Include All if Starts in Day Part
 Intelligent Shift Categorization with 2 Day Parts
 Use Headers for Shift Categorization

Tip Calculator Setup

Bundle Type: Ownership
 Pool
 Equalizing
 None
 Collapse to One Shift
 with Multiple Shifts
 Labor from: 6 of 6 Schedules
 Roles: Select Roles

Choose a Time Range: From 6:00am to 6:00am Interval:
 Display to Employee Tips Share if Role Match

Add 0% of Cash Sales to Auto Grat Tips
 Cash Tips
 Select All Links with Name Containing All
 Min Punch Threshold mins (mins)

Tips
 Sales 0%
 Select Categories
 Use Sales Type: Net
 Gross
 To: Commissions
 CC

Include Entities: Select Entity
 None
 Filter tips on Service Fee types
 Filter tips on Order/Dining types

Setup Note:

Engage Feature in Schedule Settings: Gearwheel > General Settings, scroll down to schedule section. Click "+" to open any schedule with employees who will engage this feature as a direct tips earner who will tip-out the pool:

