

YOUR PAYROLL CAN EASILY BE MANAGED IN REVEL AS LONG AS YOU HAVE YOUR EMPLOYEES CLOCK IN AND CLOCK OUT FOR THEIR SHIFTS. YOU CAN SEE A DETAILED CHART OF YOUR EMPLOYEES' WAGES AND PAY, AS WELL AS HOURS WORKED - ALL INFORMATION THAT IS CALCULATED BASED ON YOUR TIME SHEET RULES.

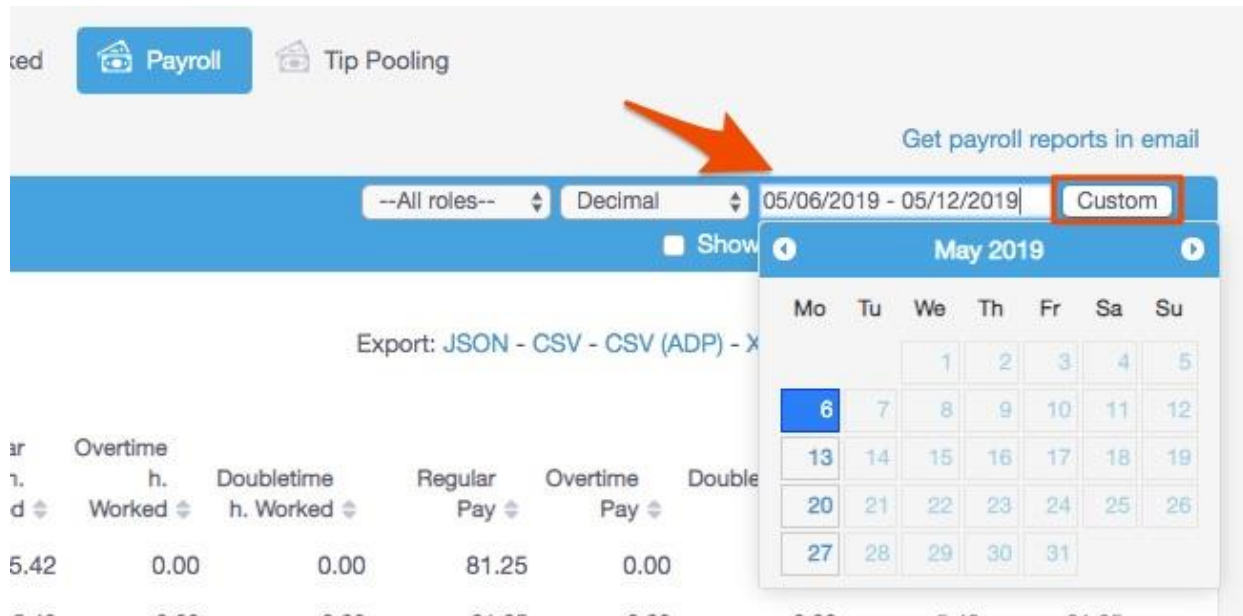
HOW TO USE PAYROLL

PAYROLL WILL GIVE YOU A SUMMARY OF YOUR EMPLOYEE TOTAL HOURS AND WAGES. IF YOUR ESTABLISHMENT ACCEPTS TIPS, YOU WILL ALSO BE ABLE TO VIEW YOUR EMPLOYEE TIPS IN THIS SECTION. TO VIEW THIS DATA:

- 1. FROM THE MANAGEMENT CONSOLE [FRIENDLYS.REVELUP.COM], NAVIGATE TO THE SCHEDULES TAB.**
- 2. CLICK PAYROLL:**

Employee	Role	Wage	Regular h. Worked	Overtime h. Worked	Doubletime h. Worked	Regular Pay	Overtime Pay	Doubletime Pay	Total h. Worked	Total Pay	Decla
			5.42	0.00	0.00	81.25	0.00	0.00	5.42	81.25	1
Totals			5.42	0.00	0.00	81.25	0.00	0.00	5.42	81.25	

- 3. USING THE CALENDAR FILTER, YOU CAN ADJUST THE TIMEFRAME FOR THE PAYROLL DATA YOU WOULD LIKE TO SEE, USING A STANDARD RANGE FROM SUNDAY TO SATURDAY OR INPUT A CUSTOM RANGE:**



HOW TO VIEW DECLARED TIPS AND NON-CASH TIPS

DECLARED TIPS ARE USED BY RESTAURANTS AND QUICK-SERVICE RESTAURANT ESTABLISHMENTS TO KEEP RECORD OF CASH TIPS. WHEN ENABLED, EMPLOYEES CAN INPUT THE VALUE OF CASH TIPS RECEIVED ON THE POINT OF SALE.

ADDITIONALLY, YOU CAN VIEW ANY CREDIT TIPS THAT WERE ACCOUNTED FOR IN THE SYSTEM, BASED ON THE INFORMATION SERVERS INPUT UPON COMPLETING A CREDIT TRANSACTION; THESE WILL SHOW AS NON-CASH TIPS.

TO VIEW EITHER DECLARED TIPS AND/OR NON-CASH TIPS:

- FIRST, ENSURE THAT TIP REPORTING IS ACTIVATED ON YOUR PAYROLL REPORT. TO DO SO, NAVIGATE TO TIME SHEET RULES AND, DEPENDING ON YOUR BUSINESS NEEDS, MAKE SURE THAT THAT DISPLAY DECLARED TIPS IN PAYROLL AND/OR DISPLAY PAYMENT TIPS IN PAYROLL ARE ACTIVATED:**

Sheet Rules

Maximum regular hours per day	8.0
Maximum overtime hours per day	4.0
Overtime rate multiplier	1.5
Doubletime rate multiplier	2.0
Maximum regular hours per week	40.0
Allow clock-in before shift	<input checked="" type="checkbox"/>
Enable limit clockin before shift	<input type="checkbox"/>
Require Manager approval for late clockin	<input type="checkbox"/>
Prevent employee clock-in before break end	<input type="checkbox"/>
Consider seventh-worked day as overtime	<input type="checkbox"/>
Display Declared Tips in Payroll	<input checked="" type="checkbox"/>
Display Payment Tips in Payroll	<input checked="" type="checkbox"/>

2. CLICK SAVE.

3. NOW, YOU CAN NAVIGATE TO SCHEDULES AND SELECT PAYROLL AND ANY TIP REPORTING SHOULD DISPLAY. NOTE: YOU MAY HAVE TO SCROLL TO THE RIGHT TO SEE THE TIP COLUMNS

Payroll (05/06/2019 05:00 AM - 05/13/2019 04:59 AM)

Export: JSON - CSV - CSV (ADP) - XLSX (ADP) - PDF - Export To Paychex

Employee	Doubletime h. Worked	Regular Pay	Overtime Pay	Doubletime Pay	Total h. Worked	Total Pay	Declared Tips	Non-Cash Tips	Tip Pool Results	Final Tips
	0	81.25	0.00	0.00	5.42	81.25	0.00*	0.00*	0.00	0.00
Totals:	0	81.25	0.00	0.00	5.42	81.25	0.00*	0.00*	0.00	0.00

HOW TO USE FILTERS & OTHER OPTIONS IN PAYROLL

IN PAYROLL, YOU CAN ADJUST THE DIFFERENT OPTIONS LISTED ON THE RIGHT TO DISPLAY THE DATA BY HOURS WORKED OR BY HH:MM. YOU CAN ALSO FILTER THE VIEW BY ROLES OR DEPARTMENTS. IF YOU WOULD LIKE TO CHANGE THE DATE, SELECT THE DATE RANGE ON THE TOP RIGHT OF THE PAGE. THEN SELECT THE DESIRED WEEK YOU WOULD LIKE TO VIEW.

SETTING	DESCRIPTION
ALL ROLES DROP DOWN	ALLOWS FILTERING OF THE PAYROLL REPORT FOR SPECIFIC ROLES OR DEPARTMENTS.
DECIMAL	DISPLAYS THE DATA IN EITHER HOURS WORKED (3.5) OR HH:MM (03:30) FORMAT.
DATE RANGE	BY DEFAULT, THE PAYROLL REPORT WILL BE BROKEN DOWN WEEKLY. IF YOU WANT TO CHANGE THE WEEK, PLEASE CLICK THE BOX AND SELECT THE WEEK YOU WISH TO VIEW.
CUSTOM	SELECT CUSTOM TO SELECT A CUSTOM TIME RANGE. THEN SELECT THE START DATE AND END DATE.
SHOW ALL	DISPLAYS ALL EMPLOYEES, BOTH INACTIVE AND ACTIVE EMPLOYEES. THE NAMES OF EMPLOYEES WHO WERE INACTIVE DURING THE DATE RANGE, DEACTIVATED AT A POINT INSIDE THE DATE RANGE, OR HAD NO ASSIGNED ROLE INSIDE THE DATE RANGE WILL BE GRAYED OUT.
HIDE EMPTY	HIDES ANY EMPLOYEES WITH ZERO HOURS WORKED.

EXPAND ROLES

DISPLAYS THE ROLES OF EACH EMPLOYEE AND TIME WORKED IN EACH ROLE. FOR EXAMPLE IF SOMEONE HAD TWO ROLES, WAITER AND BARTENDER. YOU MUST CHECK THIS BOX.

YOU CAN ALSO CHOOSE TO EXPORT A LIST OF YOUR PAYROLL DATA TO SAVE LOCALLY OR TO PRINT, USING ONE OF THE MANY EXPORT OPTIONS:

Time Sheet Rules | Shift Schedule | Time Worked | **Payroll**

Payroll (05/01/2017 07:00 AM - 05/08/2017 06:59 AM) | --All roles-- | Decimal | 05/01/2017 - 05/07/2017 | Custom

Show All Hide empty **Expand Roles**

Export: JSON - CSV - PDF - Export To Paychex

Employee	Role	Wage	Regular h. Worked	Overtime h. Worked	Doubletime h. Worked	Regular Pay	Overtime Pay	Doubletime Pay	Total h. Worked	Total Pay	Declared Tips	Non-Cash Tips
Snow, John			0.74	0.00	0.00	0.00	0.00	0.00	0.74	0.00	23.00*	0.00*
Van Pelt, Lucy			0.07	0.00	0.00	0.00	0.00	0.00	0.07	0.00	0.00*	0.00*
York, Charlotte			16.00	7.17	5.24	0.00	0.00	0.00	28.41	0.00	15.00*	0.00*
Totals:			16.81	7.17	5.24	0.00	0.00	0.00	29.22	0.00	38.00*	0.00*

* Total declared tips for employee, regardless of role.



Do not forget to select the Expanded Roles box.