



Store Managers can edit an employee's declared tips directly in the Management Console in the Time Worked page. Adjustments should only be done during the active payweek and prior to close of business on Sunday.

If an employee <u>entered their declared tips</u> incorrectly on the Point of Sale, managers can edit the tips in the Management Console. To do this:

1. In the Management Console, go to the **Schedules** tab and then the **Time Worked** tab:



2. Use the role and date filters to find the correct employee and shift worked:

riew Repor	ts Produc	ts Inventory	y Employees	Schedules	Appointments	CRM	Establishment	Revel Gu	Jard	Setting)s			
et Rules	Shift Schedule	Time V	Worked	Payroll 👘	Tip Pooling									
ma Workod						All roles	✓ Decimal	✓ 10/	/05/2020	- 10/11	1/2020			
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3. Next, check the **Declared Tips** option:

Employee Time Worked All roles Decimal 10/05/2020 - 10/11/2020 (10/05/2020 12:00 AM - 10/11/2020 11:59 PM) Show All Hide empty Inc. Total wages Display Roles													
Busine	Business Hours: 00:00 - 23:59 Export: PDF - CSV O Shifts O Hours O Wage/Forecasting O Breaks									Declared Tips			
	Employee 🖨	Total Hours \$	Total Wage ≑	Total Declared Tips \$	Monday 10/05/2020 \$	Tuesday 10/06/2020 \$	Wednesday 10/07/2020 \$	Thursday 10/08/2020 \$	Friday 10/09/2020 \$	Saturday 10/10/2020 \$	Sunday 10/11/2020 \$		
	Hruntings, Rubelus	0.03	0.79	45.00	45.00	-	-	-	-	-	-		
		Declare	d Tips Totals	45.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00		
Time V	Time Worked Key Labor Cost % Key												

4. Find the day/shift where the tips were entered incorrectly.Click the cell. A new window will appear. Enter the Updated Tips and any Remarks. Click Save:

Employee Name Date	Hruntings, Rubelus 10/05/2020
Declared Tips	\$45.00
Jpdated Tips	65.00
Bomarke	Miscounted

5. You'll see the updated amount in the cell:

Emplo (10/05/2	oyee Time Worke	ed 2020 11:59 PM)			All roles ✓ Decimal ✓ 10/05/2020 - 10/11/2020 Show All ✓ Hide empty ✓ Inc. Total wages Display Roles						
Business Hours: 00:00 - 23:59 Export: PDF - CSV O Shifts O Hours O Wage/Forecasting O Breaks O De										Declared Tips	
	Employee \$	Total Hours 💠	Total Wage 🌲	Total Declared Tips \$	Monday 10/05/2020 \$	Tuesday 10/06/2020 \$	Wednesday 10/07/2020 \$	Thursday 10/08/2020 \$	Friday 10/09/2020 \$	Saturday 10/10/2020 \$	Sunday 10/11/2020 \$
	Hruntings, Rubelus	0.03	0.79	65.00	65.00	-	-	-	-	-	-
Declared Tips Totals 65.00					65.00	0.00	0.00	0.00	0.00	0.00	0.00

Any edits of declared tips as well as remarks will be saved in the **Action Log (Reports > Action Log**)