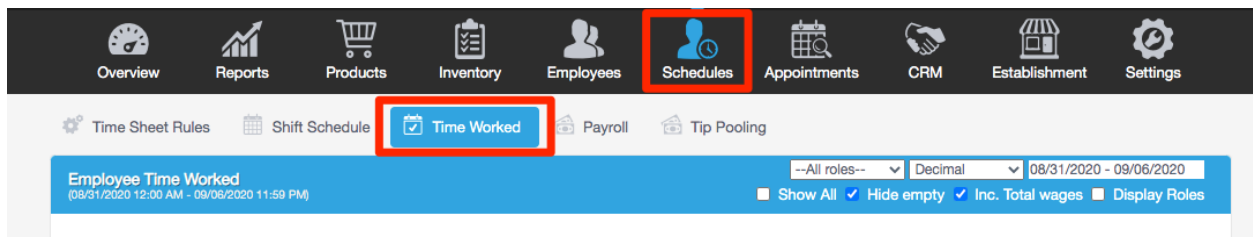


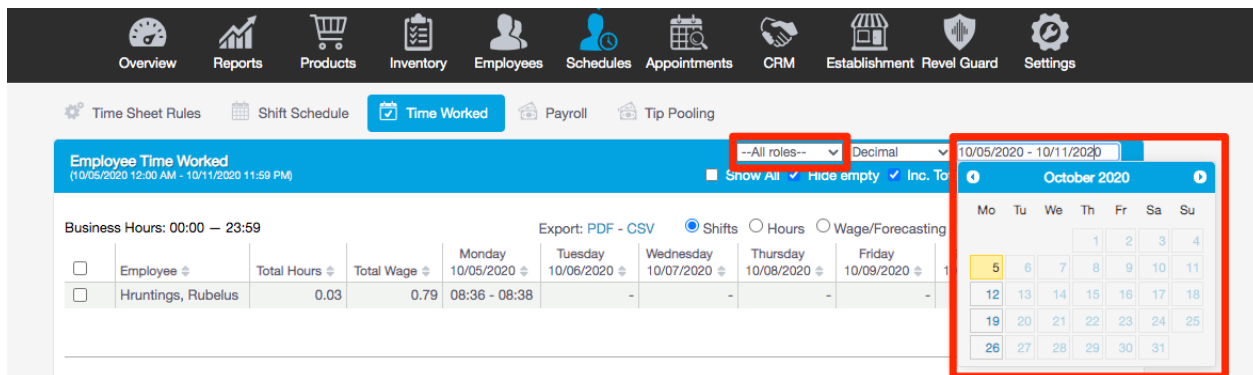
Store Managers can edit an employee's declared tips directly in the Management Console in the Time Worked page. Adjustments should only be done during the active payweek and prior to close of business on Sunday.

If an employee [entered their declared tips](#) 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:



3. Next, check the **Declared Tips** option:

Employee Time Worked (10/05/2020 12:00 AM - 10/11/2020 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 Shifts Hours Wage/Forecasting 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	-	-	-	-	-	-
Declared Tips Totals			45.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00

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**:

Edit Declared Tips

Employee Name: Hruntings, Rubelus
 Date: 10/05/2020
 Declared Tips: \$45.00

Updated Tips:

Remarks:

Cancel Save

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

Employee Time Worked (10/05/2020 12:00 AM - 10/11/2020 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 Shifts Hours Wage/Forecasting 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	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)**