



## Adjusting Declared Tips (Cash only)

This is found under HRM  $\rightarrow$  Payroll Management  $\rightarrow$  Declared Tips

SynergySuite									
Cash - Financial -	HRM ~ Inventory	<ul> <li>Location Daily Summary</li> </ul>	y Operations ~ Purc	hasing - Quick Reports					
Home > Labor Budget	Budget Setup	Clocking Management	Payroll Management	Schedule Management	Staff Management				
Labor Budget S	Sales and Labor	Clocking Exceptions Clocking Reports	Declared Tips Payroll Reports	Budget Targets Employee Requests	Employees				
Location 24220- Naugatuck				End of Night Forecasting Calculator Labor Allocation					
Settings				Labor Report Schedule Editor					

If you need to adjust any employee declared cash tips, there are two options:

- Adjust the tip amount by clicking on the pencil, editing the amount, and then checking the green check mark to accept the change.
- Add a missing declared tip by choosing the orange "add missing". This will bring down a bar that will allow you to choose the date, employee, and amount.

Date	Employee		Declaration Time	Amount	Actions
9/5/23	Select Employee	¥	Select Day Part 👻		✓ ×

Note: Credit Cards tips should not be edited. If a credit card tip is showing on the wrong person, that means proper procedures were not followed in Revel.