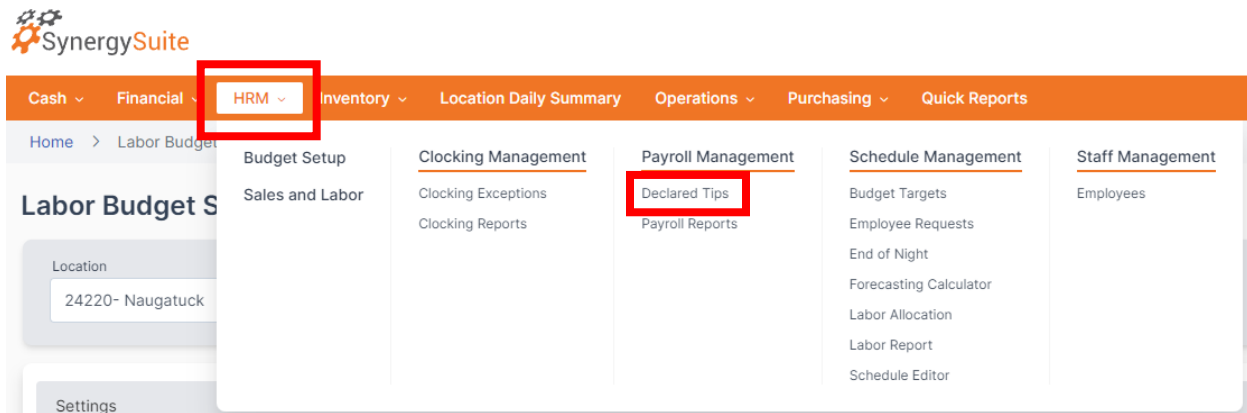


Adjusting Declared Tips (Cash only)

This is found under HRM → Payroll Management → Declared Tips



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	<input type="text"/>	✓ ✕

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.