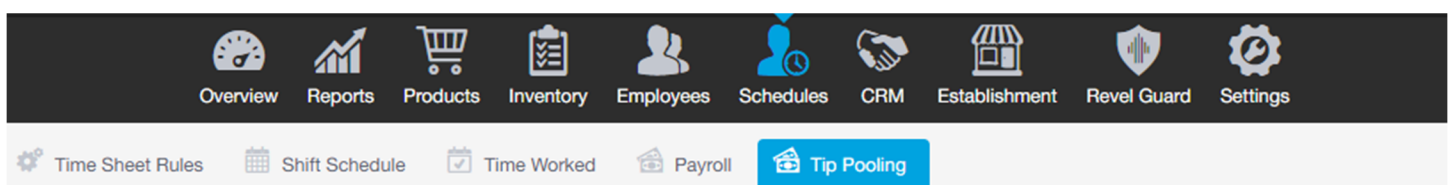


While Cash tips are handled differently at the store level and should not be included in the cash drawer, Credit Card tips are set up for **Tip Pooling** in Revel. Customers will have the ability to tip on your Adyen credit card processor or your Revel Customer Display (if equipped). Tip Pooling is the act of gathering your Credit Card Tips earned by your employees and kiosks (if equipped) and the redistributing based on the hours that they worked either by shift, day or week to eligible employees.

- Salaried Management and Ownership roles are not included in the Tip Pool pay outs but any tips earned while these roles are clocked in will contribute to the pool and be distributed accordingly. The roles that participate and will receive tip share are below
 - Cashiers
 - Keyholders
 - Manager (non-salaried)
- The calculations for Tip Pooling are set for weekly. If daily or by shift is needed, please email pos_support@brixholdings.com.
- All roles participating in the tip pool share are distributed based on an algorithm of hours worked for a specific employee as a percentage of total hours worked for those employees in the pool. The tips owed to the individual employees are this percentage applied to the total tips received during the Shift/Daily/Weekly time frame.
- For calculating the Tips Owed on a Shift/Daily/Weekly basis, go to your management console in Revel. Tip Pooling should only be done by a manager or above and only after all orders are closed, everyone has clocked out and end of day has been processed.
- Tip pooling needs to be checked for each shift, day or week depending on your process and the **SAVE** function is required and what brings these tips to the payroll report. **This step is the most important!**

The next several pages will illustrate the steps needed for weekly, daily and by shift processing. As a reminder you must **SAVE** tip pooling by week, day or shift to move this to payroll exports.

Access to all Tip Pooling is in your Revel Management Console under Schedules>Tip Pooling

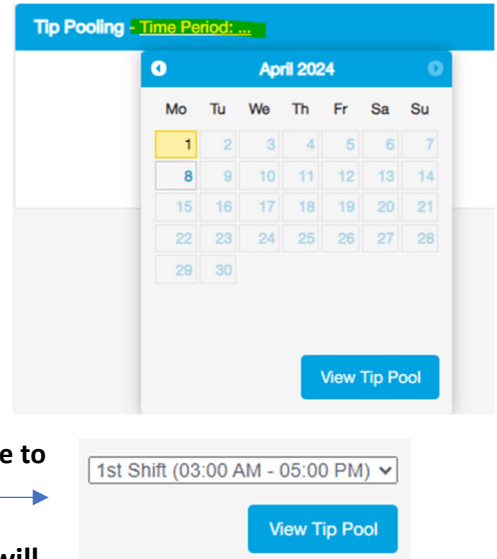


Tip Pooling

- NOTE: The Default week begins on Monday for weekly tip pooling. If your payroll week begins a different day of week, please email pos_support@brixholdings.com.

Step 1: Press Time Period to open the calendar

- Weekly Tip Pooling - Select the date that begins your week
 - Daily Tip Pooling – Select the actual day you need to process
 - Shift Tip Pooling – Select both the day and shift you need to process.
- When you select the day and an additional drop down will be available to select the shift



Step 2: After selecting View Tip Pool your distribution of the tip pool will show by employee the hours worked, original credit card tips received and ultimately the Tips Due Employee. Tips Due employee is adding all the tips received and equally distributing by the number of hours worked for ELIGIBLE employees during the week. You must click Save for each week you process. This moves the tip adjustments and final Tips Due Employee to your Payroll report for export and



| Name | Role | Hours | Sales | Declared Tips | Payment Tips | Tip In Amt. | Tip Share Amt. | Adj. Tip Share | Final Tips | Tips Due Employee | Tip Pool Results |
|-------------------------|-----------|-------|---------|---------------|--------------|-------------|----------------|----------------|------------|-------------------|------------------|
| Alecio-Escobar, Heraldo | Cashier | 16.09 | 632.93 | 0 | 10.51 | 10.51 | 23.30 | 23.30 | 23.30 | 23.30 | 12.79 |
| Base, Maria | Cashier | 17.38 | 1033.83 | 0 | 37.27 | 37.27 | 25.17 | 25.17 | 25.17 | 25.17 | -12.10 |
| Marte, Kylie | Cashier | 10.59 | 595.58 | 0 | 21.56 | 21.56 | 15.33 | 15.33 | 15.33 | 15.33 | -6.23 |
| Ortiz, Brandon | Cashier | 21.11 | 469.36 | 0 | 9.34 | 9.34 | 30.57 | 30.57 | 30.57 | 30.57 | 21.23 |
| Ponciano, Jasmine | Keyholder | 20.85 | 1170.81 | 0 | 45.87 | 45.87 | 30.18 | 30.18 | 30.18 | 30.18 | -15.69 |

processing.

The screenshot shows the 'Payroll' interface. The 'Payroll' button is highlighted. Below it, the payroll report is displayed. The 'Final Tips' column is highlighted with a red box. A red arrow points from the 'Final Tips' column in the Tip Pooling table to the 'Final Tips' column in the Payroll report.

| Employee | Overtime h. Worked | Doubtetime h. Worked | Regular Pay | Overtime Pay | Doubtetime Pay | Total h. Worked | Total Pay | Fees | Tip Pool Results | Final Tips |
|-------------------------|--------------------|----------------------|-------------|--------------|----------------|-----------------|-----------|------|------------------|------------|
| Alecio-Escobar, Heraldo | 9 | 0.00 | 228.54 | 0.00 | 0.00 | 16.09 | 228.54 | 0.00 | 12.79 | 23.30 |
| Base, Maria | 9 | 0.00 | 246.87 | 0.00 | 0.00 | 17.39 | 246.87 | 0.00 | -12.10 | 25.17 |
| Marte, Kylie | 9 | 0.00 | 150.32 | 0.00 | 0.00 | 10.59 | 150.32 | 0.00 | -6.23 | 15.33 |
| Ortiz, Brandon | 1 | 0.00 | 299.77 | 0.00 | 0.00 | 21.11 | 299.77 | 0.00 | 21.23 | 30.57 |
| Ponciano, Jasmine | 5 | 0.00 | 327.28 | 0.00 | 0.00 | 20.85 | 327.28 | 0.00 | -15.69 | 30.18 |
| Totals: 2 | 0.00 | 0.00 | 1252.78 | 0.00 | 0.00 | 86.02 | 1252.78 | 0.00 | 0.00 | 124.55 |