



YOUR PAYROLL CAN EASILY BE MANAGED IN REVEL AS LONG AS YOU HAVE YOUR EMPLOYEES CLOCK IN AND CLOCK OUT FOR THEIR SHIFTS. YOU CAN SEE A DETAILED CHART OF YOUR EMPLOYEES' WAGES AND PAY, AS WELL AS HOURS WORKED - ALL INFORMATION THAT IS CALCULATED BASED ON YOUR TIME SHEET RULES.

NOTE: PARTS OF THE TIME RULES CAN BE MODIFIED TO YOUR STORE. PLEASE EMAIL <u>POS_SUPPORT@BRIXHOLDINGS.COM</u> TO CHANGE THE FOLLOWING:

- WEEK START DATE
- TIP POOLING (DAILY, WEEKLY)

The Time Worked Report allows managers to view the actual time worked for employees based on their clock ins/outs each week. These times are also used to calculate each employee's wage if you've set an hourly rate for the employee.

Viewing the Time Worked Report

To access the Time Worked Report:

1. From the Management Console, navigate to **Schedules** and choose **Time Worked**:

¢п	me Sheet Rules 🛄 S	hift Schedule	🗹 Time Wo	rked 🔞 P	ayroll 👘 1	ip Pooling				
Empl	оуее Time Worked 2019 09:00 AM - 10/14/2019 06:59	AM)			_		All roles \$ ow All ✓ Hide	-	 10/07/2019 - Total wages 	
Busine	ess Hours: 09:00 — 08:59					Export: PDF -	CSV O Shit	ts O Hours	Wage/Forecas	ting OBrea
0	Employee \$	Total Hours \$	Total Wage \$	Monday 10/07/2019 \$	Tuesday 10/08/2019 \$	Wednesday 10/09/2019 \$	Thursday 10/10/2019 \$	Friday 10/11/2019 \$	Saturday 10/12/2019 \$	Sunday 10/13/2019 (
	Eorogarred, Verriusor	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
	Fitel, Caesarus	40.00		09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
	Folcca, Varronus	40.00	960.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
0	Folcrds, Catulu	40.00	1640.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
0	Heardredela, Caecuus	40.00	2760.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
0	Helman, Vipsalo	40.00	3480.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
	Herein, Corvinalis	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
0	Hruntre, Albinuciabo	40.00	2	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
	Merewioiund, Vergiusus	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
0	Unfermod, Peraio	40.00	3160.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
īme V	Norked Key	Labor C	ost % Key				Break I	key		
*****	- Overtime	******	- Labor Cost %	≤ Labor Cost Goal				- Paid break		
*****	- Doubletime	******	- Labor Cost %	> Labor Cost Goal;	difference within 1	96		- Unpaid break		
*****	- Auto clocked out		- Labor Cost %	> Labor Cost Goal:	difference over 1	96				





2. Using the filters at the top to get the data you need:

All Roles	Allows filtering the Time Worked report for specific roles or departments.
Time Format	Choose to display data either in hours worked using decimal, (e.g. 3.5 hours) or HH:MM (03:30).
Date Range	By default, the Time Worked report will be broken down weekly. If you want to change the week, click the box and select the week you wish to view.
Show All	Displays all employees, both inactive and active employees.
Hide Empty	Hides any employees with zero hours worked
Total Wages	Displays a new column indicating employee's total wage based on hours worked.
Display Roles	Displays the roles of each employee and how long they were clocked in and out for each role.
Export	Select if you would like to keep a file on your computer as a PDF or CSV file.

- 3. Choose your view of the Report using one of the four options including:
 - Shifts: Displays the shifts the employees clocked in and out. For example, it will show 07:00 15:00.
 - Hours: Displays the exact number of hours worked as opposed to the shift time worked.
 - Wage/Forecasting: Displays at the bottom wage totals vs actual sales for each day.
 - Labor Cost % Goal, which can be set at the top right. For this example, the labor goal is set to 20%, this means the wage totals should not exceed 20% of the actual sales. If the labor cost is below 20% of sales, the color is green. If the labor cost is more than 20% of total sales, the color will be either orange or red.
 - Orange = Labor Cost % > Labor Cost Goal; difference within [X%]
 - Red = Labor Cost % > Labor Cost Goal; difference over [X%]
 - You can set the rule for minimum and maximum labor costs at the bottom of the screen by indicating how big the difference is from the labor goal. For example, if the labor cost is 10% more than the labor cost goal, it will be red.

Payroll Guide





• **Breaks**: Displays all breaks for the employee.

Manually Adjusting Time Worked

There may be times you will need to adjust your employee's hours, whether they forgot to clock in or out for the day or for lunches and/or breaks. Employees hours can be adjusted using the Time Worked report. To do so, use the steps below:

1. From the Time Worked report, click on the box for the time worked you need to edit; be sure to choose the appropriate employee:

Busin	ess Hours: 09:00 - 08:59					Export: PDF -	CSV OShi	fts O Hours (Wage/Forecas	sting OBreaks
	Employee \$	Total Hours \$	Total Wage \$	Monday 10/07/2019 \$	Tuesday 10/08/2019 \$	Wednesday 10/09/2019 \$	Thursday 10/10/2019 \$	Friday 10/11/2019 \$	Saturday 10/12/2019 \$	Sunday 10/13/2019 \$
	Eorogarred, Verriusor	-40.00		<u>09:00 - 17:00</u>	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
	Fitel, Caesarus	40.00		09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
0	Folcca, Varronus	40.00	960.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
0	Folcrds, Catulu	40.00	1640.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	
	Heardredela, Caecuus	40.00	2760.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
0	Helman Vinselo	40.00	3480.00	00.00 - 17.00	09.00 - 17.00	09.00 - 17.00	09.00 - 17.00	09-00 - 17-00	-	-

- 2. A separate window will appear for you to make adjustments to your employee's time.
 - If modifying an existing time, change the HH:MM under the appropriate section, add a remark, and select save.
 - Select "Add New" if adding new hours
 - Input the start time, end time, end status (break or clock out), role, and the remark

Start Time (HH:MM)	End Time (HH:MM)	End status	Role	Department	Wage	Remarks	Actions
09:00 -	12:00	Clock Out	Employee \$		0.00	Lunch	delete
13:00 -	17:00	Clock Out	Employee \$		-	Lunch	delete
Add New	urs: 09:00 —						

3. Press **Save** when finished.





4. The changes will now appear in the Time Worked report:

Busin	ess Hours: 09:00 - 08:59					Export: PDF -	CSV Shi	fts O Hours (Wage/Foreca	sting 🔿 Breaks
0	Employee 😄	Total Hours \$	Total Wage \$	Monday 10/07/2019 \$	Tuesday 10/08/2019 \$	Wednesday 10/09/2019 \$	Thursday 10/10/2019 \$	Friday 10/11/2019 \$	Saturday 10/12/2019 \$	Sunday 10/13/2019 \$
	Eorogarred, Verriusor	39.00		09:00 - 12:00 13:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
0	Fitel, Caesarus	40.00	4	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
	Folcca, Varronus	40.00	960.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
0	Folcrds, Catulu	40.00	1640.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
	Heardredela, Caecuus	40.00	2760.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
0	Holmon Vincolo	40.00	2490.00	00-00 - 17-00	00.00 17.00	00.00 - 17.00	00.00 17.00	00.00 17.00		

How to Use Payroll

PAYROLL WILL GIVE YOU A SUMMARY OF YOUR EMPLOYEE TOTAL HOURS AND WAGES. IF YOUR ESTABLISHMENT ACCEPTS TIPS, YOU WILL ALSO BE ABLE TO VIEW YOUR EMPLOYEE TIPS IN THIS SECTION. TO VIEW THIS DATA:

- **1. FROM THE MANAGEMENT CONSOLE, NAVIGATE TO THE SCHEDULES TAB.**
- **2. CLICK PAYROLL:**

Overview	Reports	Products	Inven	-	Anployees S		CRM	Establishm		2 ttings	
🌮 Time Sheet Rules	Shift Schedule	😨 Tin	ne Worked	🗟 Payro	III 🙃 Tip Po	ooling					
									Get pay	vroll reports in	n email
					-	All roles	Decimal	\$ 05/06/20	19 - 05/12/2	019 Custo	om
Payroll (05/06/2019 05:00 AM - 05/1	3/2019 04:59 AM)							Show All 🔽 F	lide empty	Expand Residue	oles
	3/2019 04:59 AM)				Ex	port: JSON - (Show All ✓ H ADP) - XLSX (AD			
	3/2018 04:59 AM) Role ≑	Wage \$	Regular h. Worked \$	Overtime h. Worked ≑	Ex Doubletime h. Worked \$	port: JSON - Regular Pay ≑					chex
(05/06/2019 05:00 AM - 05/1		Wage \$	h.	h.	Doubletime	Regular	CSV - CSV (# Overtime	ADP) - XLSX (AD Doubletime	P) - PDF - E Total h.	xport To Payo Total Pay ≑	chex Decla 1

3. Using the calendar filter, you can adjust the timeframe for the payroll data you would like to see, using a standard range from Sunday to Saturday or input a custom range:





								Get p	ayroll	repo	rts in	emai
			All roles	Decimal	¢ (05/06/2	019 -	05/12/	2019		Custo	m
				1	Show	0		Ma	iy 201	9		0
						Мо	Tu	We	Th	Fr	Sa	Su
		E	xport: JSON -	CSV - CSV (A	ADP) - X			1	2	3	4	5
						6	7	8	1.9	10	11	12
	Overtime	Devision	Desides	Questiers	Devible	13	14	15	16	17	18	19
\$	h. Worked \$	Doubletime h. Worked \$	Regular Pay \$	Overtime Pay \$	Double	20	21	22	23	24	25	26
.42	0.00	0.00	81.25	0.00		27	28	29	30	31		

HOW TO VIEW DECLARED TIPS AND NON-CASH TIPS

DECLARED TIPS ARE USED BY RESTAURANTS AND QUICK-SERVICE RESTAURANT ESTABLISHMENTS TO KEEP RECORD OF CASH TIPS. WHEN ENABLED, EMPLOYEES CAN INPUT THE VALUE OF CASH TIPS RECEIVED ON THE POINT OF SALE. ADDITIONALLY, YOU CAN VIEW ANY CREDIT TIPS THAT WERE ACCOUNTED FOR IN THE SYSTEM, BASED ON THE INFORMATION SERVERS INPUT UPON COMPLETING A CREDIT TRANSACTION; THESE WILL SHOW AS NON-CASH TIPS.

- DECLARED TIPS THESE ARE THE CASH TIPS THAT YOUR EMPLOYEE DECLARES UPON CLOCKING OUT EACH SHIFT
- NON-CASH TIPS- THESE ARE THE CREDIT CARD TIPS THAT YOUR EMPLOYEE RECEIVED. IF YOU ARE USING TIP POOLING, THIS AMOUNT WILL DIFFER FROM WHAT IS ON THE EMPLOYEES SALES SUMMARY AS THE TIPS GETS REDISTRIBUTED BASED ON YOUR TIP POOLING SETTING.



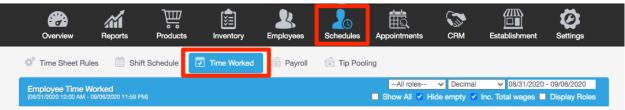


EDITING TIPS:

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 pay week and prior to close of business related to your specific pay week.

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:

	Overview Rep			y Employees	Schedules	Appointments	CRM E	Establishment	Revel G		1	e ttings			
🕫 Tir	ne Sheet Rules	Shift Schedul	e 闭 Time	Worked	Payroll 💮	Tip Pooling									
							All roles	Decimal	✓ 10	0/05/20	20 - 1	0/11/202	þ		
	oyee Time Worked	11:59 PM)				🗆 S	now All 🗹 Hide	empty 🖌 Ir	ic. To	•		Octobe	2020	0	e
(10/05/2				E	Export: PDF - C		Now All ✓ Hide			3 Mo		Octobe We Th	Fr	r Sa	Su
(10/05/2	2020 12:00 AM - 10/11/2020		Total Wage ≑	E Monday 10/05/2020 ≑	Export: PDF - C Tuesday 10/06/2020 ≎				sting				Fr		Su 4
(10/05/2	of20 12:00 AM - 10/11/202 ss Hours: 00:00 — 23	:59 Total Hours \$		Monday 10/05/2020 \$	Tuesday	SV © Shifts Wednesday	◯ Hours ◯ Thursday	Wage/Foreca Friday	sting				1 Fr	r Sa 2 3 9 10	Su 4 11
(10/05/2 Busine	6220 12:00 AM - 10/11/202 ss Hours: 00:00 — 2: Employee ≑	:59 Total Hours \$		Monday 10/05/2020 \$	Tuesday	SV © Shifts Wednesday	◯ Hours ◯ Thursday	Wage/Foreca Friday	sting	Mo 5	Tu 6	We Tr 7 14 1	1 Fr 8 5 1	r Sa 2 3 9 10	Su 4 11 18





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

usine	ess Hours: 00:00	- 23:59			Expo	ort: PDF - CSV	O Shifts	Hours Owa	age/Forecasting	O Breaks	Declared Tip
	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 4
	Hruntings, Rubelus	0.03	0.79	45.00	45.00	-	-	-	-	-	
		Declared	d Tips Totals	45.00	45.00	0.00	0.00	0.00	0.00	0.00	0.

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	3
Employee Name Date Declared Tips	Hruntings, Rubelus 10/05/2020 \$45.00
Updated Tips	65.00
Remarks	Miscounted
	Cancel Save

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

Emplo (10/05/2	Dyee Time Worke	ed /2020 11:59 PM)								▲ 10/05/2020 - 1 otal wages 🔲 I	
Busine	ss Hours: 00:00 -	- 23:59 Total	Total	Total	Expo	rt: PDF - CSV Tuesday	O Shifts	Hours OWa	age/Forecasting	Breaks	Declared Tips Sunday
	Employee \$	Hours \$	Wage 👙	Declared Tips \$	10/05/2020 👙	10/06/2020 🖨	10/07/2020 🗇	10/08/2020 🖨	10/09/2020 🗇	10/10/2020 🗇	10/11/2020 \$
	Hruntings, Rubelus	0.03	0.79	65.00	65.00	-	-	-	-	-	-
		Declare	d 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**)





TIP POOLING:

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. Once you have converted to Adyen, your customer facing credit card device will prompt customers to tip when the payment process begins. Tip Pooling is the act of gathering your Credit Card Tips earned by your employees and the redistributing based on the hours that they worked.

- MANAGEMENT AND OWNERSHIP IS NOT INCLUDED IN THE TIP POOL. THE ROLES THAT PARTICIPATE ARE:
 - CASHIERS / CREW MEMBERS
 - Keyholders
 - MOD's (NON-SALARIED)
- THE CALCULATIONS FOR TIP POOLING ARE SET BASED ON THE INFORMATION PROVIDED DURING INITIAL POS SET UP. IT CAN BE SET TO PER SHIFT (SET SHIFT EACH DAY), DAILY OR WEEKLY, IF YOU WOULD LIKE THIS CHANGED, PLEASE EMAIL POS_SUPPORT@BRIXHOLDINGS.COM
- ALL ROLES 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 DAILY/WEEKLY TIME FRAME.
- FOR CALCULATING THE TIPS OWED ON A DAILY/WEEKLY BASIS, GO TO YOUR MANAGEMENT CONSOLE IN REVEL. TIP POOLING SHOULD ONLY BE DONE BY A





MANAGER AND ONLY AFTER ALL ORDERS ARE CLOSED AND EVERYONE HAS CLOCKED OUT.

	Overvie	ew Report	s Product	ts Inventory	Employee	es Schedu	ules CRM	Establishme	nt Setting	gs	
Fime Sheet Rules	s 🗰 Shift	Schedule	🔽 Time	Worked	Payroll	窗 Tip Po	oling				
Tip Pooling - <u>Time F</u>	Period: Tue, 23,	<u>May, 2023</u>							Recald	culate	Save
											Export: CSV - Excel
lame	Role	Hours	Sales	Declared Tips	Payment Tips	Tip In Amt.	Tip Share Amt.	Adj. Tip Share	Final Tips	Tips Due Employee	Tip Pool Results
lame Durham, Randall	Role Cashier	Hours 0.28	Sales 25.99						Final Tips		
				Tips	Tips	Amt.	Amt.	Share		Employee	Results

- TIP POOLING NEEDS TO BE CHECKED. <u>ANY TIME YOU MAKE A CHANGE YOU NEED</u> <u>TO HIT RECALCULATE AND THEN SAVE</u>. PRESSING SAVE BRINGS THESE TIPS TO THE PAYROLL REPORT.
- NOTE: YOU CAN CHOOSE TO ADD CASH TIPS INTO YOUR TIP POOL IF YOU DECIDE THAT IS SOMETHING YOU'D LIKE TO DO. PLEASE REACH OUT TO

TO VIEW EITHER DECLARED TIPS AND/OR NON-CASH TIPS:

1. FIRST, ENSURE THAT TIP REPORTING IS ACTIVATED ON YOUR PAYROLL REPORT. TO DO SO, NAVIGATE TO TIME SHEET RULES AND, DEPENDING ON YOUR BUSINESS NEEDS, MAKE SURE THAT THAT DISPLAY DECLARED TIPS IN PAYROLL AND/OR DISPLAY PAYMENT TIPS IN PAYROLL ARE ACTIVATED:





	Land Land Land Land Land Land Land Land		Schedules	CRM	Establishment	Settings
🍄 Time Sheet Rules 🧮 Shift Schedule	Time Worked	Payroll 💮 ·	l'ip Pooling			
Sheet Rules						
Maximum regular hours per day 💿	8.0					
Maximum overtime hours per day 🔊	4.0					
Overtime rate multiplier 🕐	1.5					
Doubletime rate multiplier 💿	2.0					
Maximum regular hours per week 🤊	40.0					
Allow clock-in before shift 💿						
Enable limit clockin before shift 💿	0					
Require Manager approval for late clockin 🕐						
Prevent employee clock-in before break end 💿						
Consider seventh-worked day as overtime 💿	0					
Display Declared Tips in Payroll 💿						
Display Payment Tips in Payroll 💿	0					

- **2.** CLICK SAVE.
- **3.** Now, you can navigate to Schedules and select Payroll and any tip reporting should display. **NOTE:** You may have to scroll to the right to see the tip columns

Payroli (05/06/2019 05:00 AM - 05/13/2019 04:59 AM)						All roles							
						Export: JSON - CSV - C		SV (ADP) - XLS	SX (ADP) - P	DF - Export To	Paychex		
		Doubletime h. Worked 🖨	Regular Pay ≎	Overtime Pay \$	Doubletime Pay \$	Total h. Worked \$	Total Pay \$	Declared Tips \$	Non- Cash Tips ≎	Tip Pool Results \$	Final Tips (
Employee 💠		n. montod y											
Employee \$	D	0.00	81.25	0.00	0.00	5.42	81.25	0.00*	0.00*	0.00	0.0		

HOW TO USE FILTERS & OTHER OPTIONS IN PAYROLL

IN PAYROLL, YOU CAN ADJUST THE DIFFERENT OPTIONS LISTED ON THE RIGHT TO DISPLAY THE DATA BY HOURS WORKED OR BY HH: MM. YOU CAN ALSO FILTER THE VIEW BY ROLES OR DEPARTMENTS. IF YOU WOULD LIKE TO CHANGE THE





DATE, SELECT THE DATE RANGE ON THE TOP RIGHT OF THE PAGE. THEN SELECT THE DESIRED WEEK YOU WOULD LIKE TO VIEW.

Setting	DESCRIPTION
All Roles Drop Down	ALLOWS FILTERING OF THE PAYROLL REPORT FOR SPECIFIC ROLES OR DEPARTMENTS.
DECIMAL	DISPLAYS THE DATA IN EITHER HOURS WORKED (3.5) OR HH:MM (03:30) FORMAT.
Date Range	BY DEFAULT, THE PAYROLL REPORT WILL BE BROKEN DOWN WEEKLY. IF YOU WANT TO CHANGE THE WEEK, PLEASE CLICK THE BOX AND SELECT THE WEEK YOU WISH TO VIEW.
Сизтом	SELECT CUSTOM TO SELECT A CUSTOM TIME RANGE. THEN SELECT THE START DATE AND END DATE.
SHOW ALL	DISPLAYS ALL EMPLOYEES, BOTH INACTIVE AND ACTIVE EMPLOYEES. THE NAMES OF EMPLOYEES WHO WERE INACTIVE DURING THE DATE RANGE, DEACTIVATED AT A POINT INSIDE THE DATE RANGE, OR HAD NO ASSIGNED ROLE INSIDE THE DATE RANGE WILL BE GRAYED OUT.
HIDE EMPTY	HIDES ANY EMPLOYEES WITH ZERO HOURS WORKED.
Expand Roles	DISPLAYS THE ROLES OF EACH EMPLOYEE AND TIME WORKED IN EACH ROLE. FOR EXAMPLE IF SOMEONE HAD TWO ROLES, WAITER AND BARTENDER.





You can also choose to export a list of your payroll data to save locally or to print, using one of the many export options:

Payroll						All ro	les 🗘		05/01/20			Custom
(05/01/2017 07:00 AM - 05/08/2	017 06:59 AM)							S	ihow All 🔽 I	Hide en	npty 🔲 Exp	band Rol
								Export: J	ISON - CSV	- PDF ·	- Export To	Paychex
Employee	Role	Wage	Regular h. Worked	Overtime h. Worked	Doubletime h. Worked	Regular Pay	Overtime Pay	Doubletime Pay	Total h. Worked	Total Pay	Declared Tips	Non Casl
\$	\$	\$	\$	\$	\$	\$	¢	\$	\$	\$	\$	+ Tip
Snow, John			0.74	0.00	0.00	0.00	0.00	0.00	0.74	0.00	23.00*	0.00
Van Pelt, Lucy			0.07	0.00	0.00	0.00	0.00	0.00	0.07	0.00	0.00*	0.00
York, Charlotte			16.00	7.17	5.24	0.00	0.00	0.00	28.41	0.00	15.00*	0.00
Totals:			16.81	7.17	5.24	0.00	0.00	0.00	29.22	0.00	38.00*	0.00

* Total declared tips for employee, regardless of role.