

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.

- **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:

Business Hours: 09:00 — 08:59 Export: PDF - CSV Shifts Hours Wage/Forecasting Breaks

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
<input type="checkbox"/> Eorogarred, Verriusor	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> Fitel, Caesarus	40.00	-	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> 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	-	-
<input type="checkbox"/> 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	-	-
<input type="checkbox"/> Heardredela, Caecus	40.00	2760.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-
<input type="checkbox"/> Helman, Vincal	40.00	3480.00	09:00 - 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

Eorogarred, Verriusor | 10/07/2019

Start Time (HH:MM)	End Time (HH:MM)	End status	Role	Department	Wage	Remarks	Actions
<input type="text" value="09:00"/>	<input type="text" value="12:00"/>	<input type="text" value="Clock Out"/>	<input type="text" value="Employee"/>		<input type="text" value="0.00"/>	<input type="text" value="Lunch"/>	<input type="button" value="delete"/>
<input type="text" value="13:00"/>	<input type="text" value="17:00"/>	<input type="text" value="Clock Out"/>	<input type="text" value="Employee"/>		<input type="text" value="-"/>	<input type="text" value="Lunch"/>	<input type="button" value="delete"/>

Business Hours: 09:00 — 08:59

3. Press **Save** when finished.

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

Business Hours: 09:00 — 08:59

Export: PDF - CSV Shifts Hours Wage/Forecasting Breaks

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	-	-
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	-	-
Folcnds, 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	-	-
Helman, Vireola	40.00	2480.00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	-	-

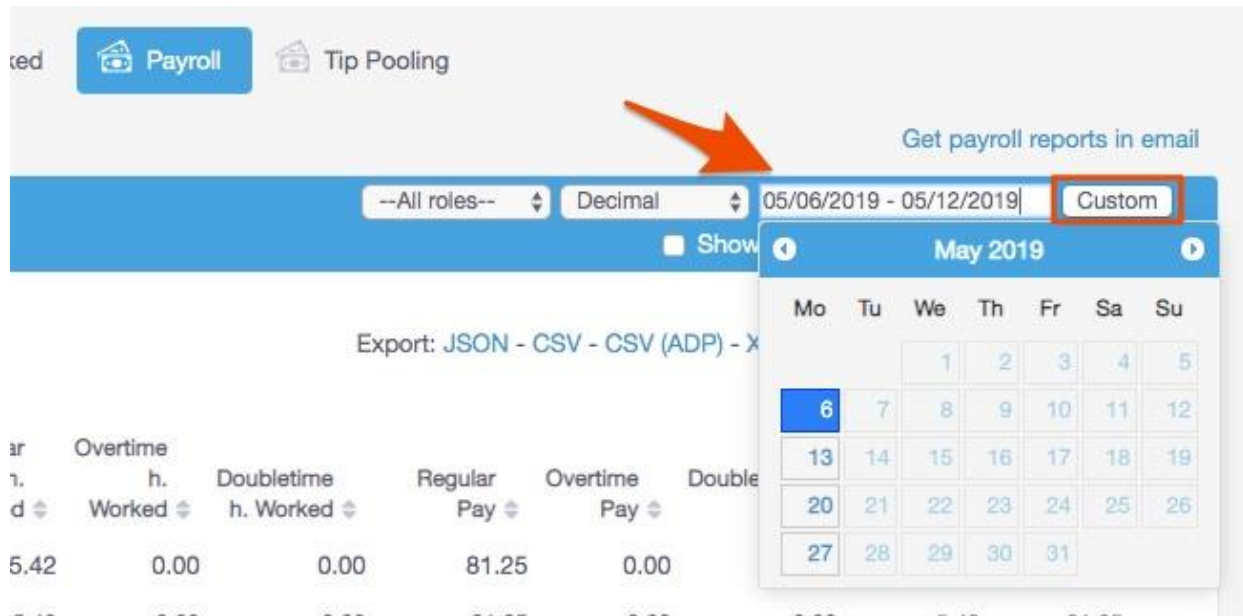
HOW TO USE PAYROLL

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:**

The screenshot shows the Revel management console with the 'Schedules' tab highlighted in the top navigation bar. Below it, the 'Payroll' sub-tab is also highlighted. The main content area displays a payroll report for the period 05/06/2019 05:00 AM - 05/13/2019 04:59 AM. The report includes a table with columns for Employee, Role, Wage, Regular h. Worked, Overtime h. Worked, Doubletime h. Worked, Regular Pay, Overtime Pay, Doubletime Pay, Total h. Worked, and Total Pay. A total row is visible at the bottom of the table.

- 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:**



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.

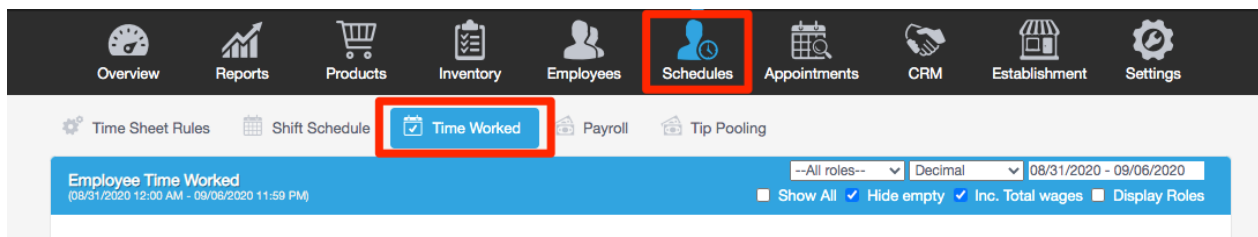
- **DECLARED TIPS – THESE ARE THE CASH TIPS THAT YOUR EMPLOYEE DECLARES UPON CLOCKING OUT EACH SHIFT**
- **NON-CASH TIPS- THESE ARE THE CREDIT CARD TIPS THAT YOUR EMPLOYEE RECEIVED. IF YOU ARE USING TIP POOLING, THIS AMOUNT WILL DIFFER FROM WHAT IS ON THE EMPLOYEES SALES SUMMARY AS THE TIPS GETS REDISTRIBUTED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

EDITING TIPS:

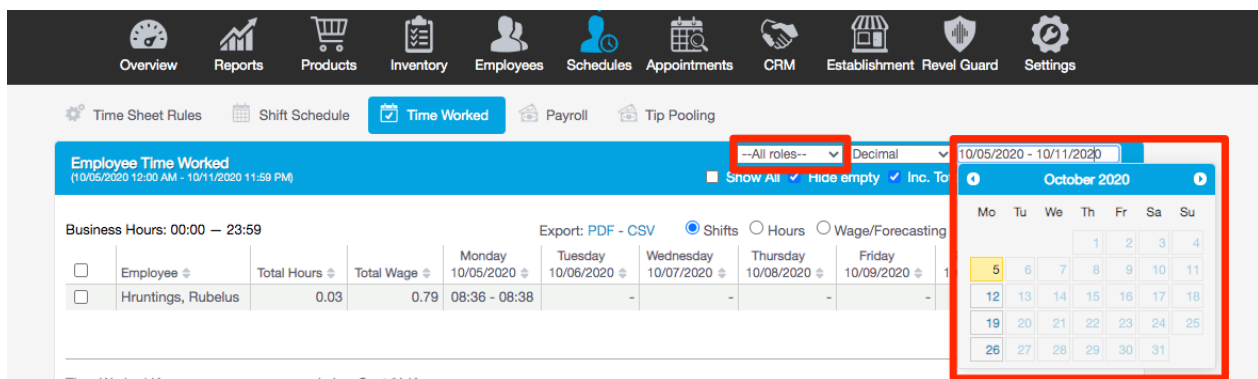
Store Managers can edit an employee's declared tips directly in the Management Console in the Time Worked page. Adjustments should only be done during the active pay week and prior to close of business related to your specific pay week.

If an employee [entered their declared tips](#) incorrectly on the Point of Sale, managers can edit the tips in the Management Console. To do this:

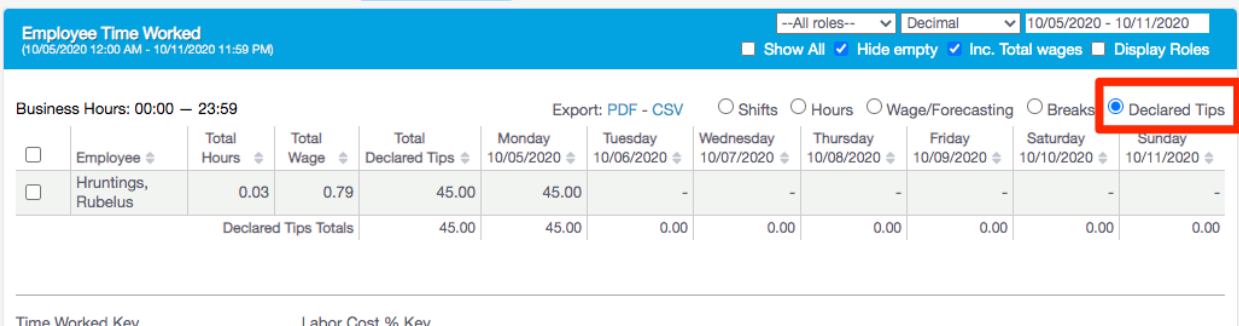
1. In the Management Console, go to the **Schedules** tab and then the **Time Worked** tab:



2. Use the role and date filters to find the correct employee and shift worked:



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



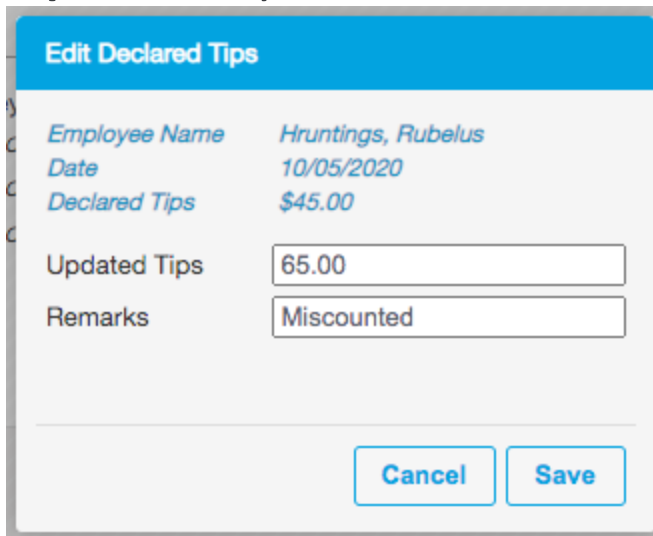
Employee Time Worked (10/05/2020 12:00 AM - 10/11/2020 11:59 PM) --All roles-- Decimal 10/05/2020 - 10/11/2020

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**:



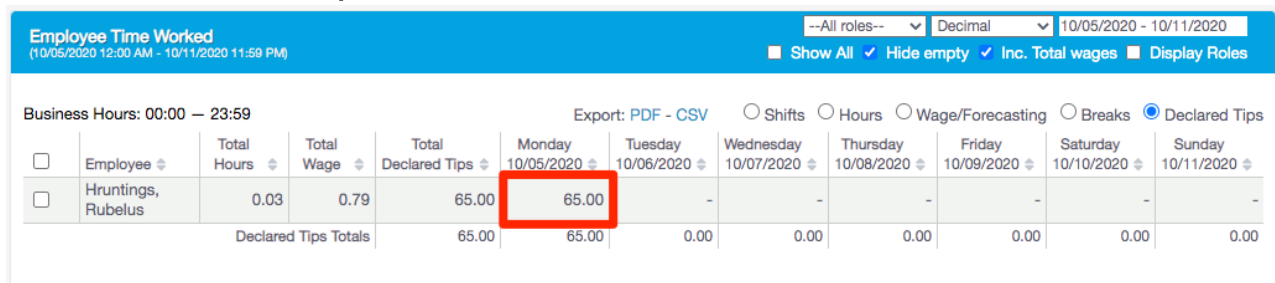
Edit Declared Tips

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

Updated Tips:

Remarks:

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

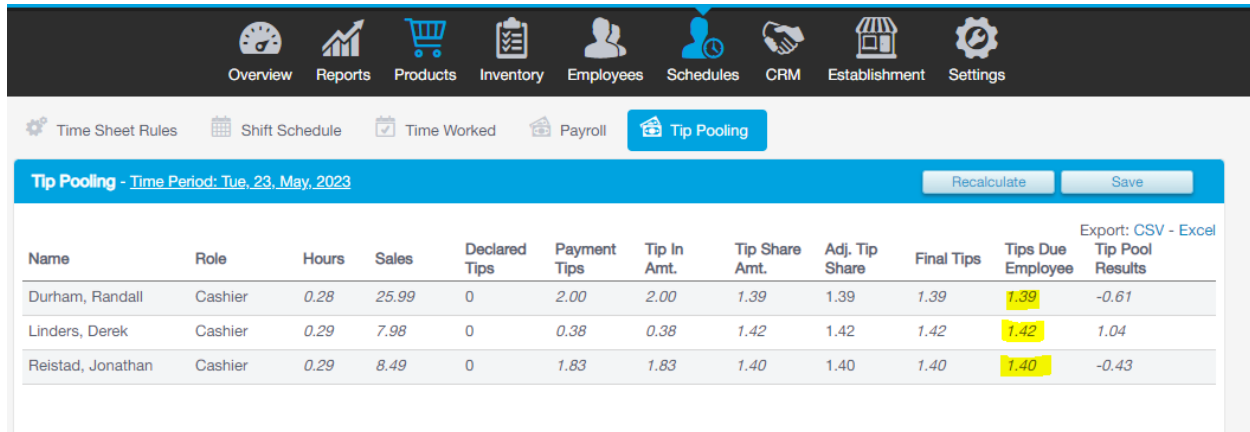
Any edits of declared tips as well as remarks will be saved in the **Action Log (Reports > Action Log)**

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.



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
Durham, Randall	Cashier	0.28	25.99	0	2.00	2.00	1.39	1.39	1.39	1.39	-0.61
Linders, Derek	Cashier	0.29	7.98	0	0.38	0.38	1.42	1.42	1.42	1.42	1.04
Reistad, Jonathan	Cashier	0.29	8.49	0	1.83	1.83	1.40	1.40	1.40	1.40	-0.43

- **TIP POOLING NEEDS TO BE CHECKED. ANY TIME YOU MAKE A CHANGE YOU NEED TO HIT RECALCULATE AND THEN SAVE. 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:**

Time 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:
- Require Manager approval for late clockin:
- Prevent employee clock-in before break end:
- Consider seventh-worked day as overtime:
- Display Declared Tips in Payroll:
- Display Payment Tips in Payroll:

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

Payroll (05/06/2019 05:00 AM - 05/13/2019 04:59 AM)

Export: JSON - CSV - CSV (ADP) - XLSX (ADP) - PDF - Export To Paychex

Employee	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 Name]	0	81.25	0.00	0.00	5.42	81.25	0.00*	0.00*	0.00	0.00
Totals: 0	0.00	81.25	0.00	0.00	5.42	81.25	0.00*	0.00*	0.00	0.00

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.
CUSTOM	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:

⚙️ Time Sheet Rules
📅 Shift Schedule
📋 Time Worked
🏠 Payroll

Payroll
(05/01/2017 07:00 AM - 05/08/2017 06:59 AM)

 --All roles-- ▾
 Decimal ▾
 05/01/2017 - 05/07/2017 ▾
 Custom ▾

Show All
 Hide empty
 Expand Roles

[Export: JSON - 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- Cash Tips
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.