TIP SHARING SET UP

At this restaurant the Server is Tip Sharing with the Bartender and the Busser. You must use the time clock for Tip Sharing. You can't do Tip Sharing by shift. It is by day only.

• Go to *Register Setup*, *Register Options By Terminal*, *Time Clock/Misc*.
• In *Time Clock* box put a checkmark on "***Enable Tip Out Deductions***".
• Click on the *Full Service* tab and checkmark on "***Withhold Charge Tips for Payroll"*** and *Save.*

• **Note:** If you're using tip sharing and check the above option, then a bracket will be created on the daily balance sheet called "tip share collected" that will inflate the "account for" total and make it match the "accounted for" total and keep the day in balance. If this is not checked then Microsale will consider that amount an exempt sale and make the day be out of balance.

• Go to *Register Setup*, *Tenders-Paid Outs-Customer Request*
• Touch ***Employee Job Titles*** at bottom of the screen.
• In this example, select ***Bartender*** and enter ***Tip Pool %***. (If 1%, enter 1).
• Make sure *Job Code Requires Audit* is checked.
• Touch ***Link Tip Out to Dept Sales*** for Bartender.
• Put a checkmark on each appropriate department that should be tip shared and *Save*.

• Select the Job Title ***Busser*** and enter ***Tip Pool %***. (If 2%, enter 2).
• Touch ***Link Tip Out to Dept Sales*** for Busser.
• Put a checkmark on each appropriate department that should be tip shared and *Save*.

• Select the Job Title ***Server***. The ***Tip Pool %*** should be **0.** (This represents percentage received from another Job Title.)
• Touch ***Link Tip Out to Job Code*** for Server.
• Put a checkmark beside ***Bartender*** and ***Busser***. Touch *Save*.
• If Busser leaves before the end of the day, it will show "*Busser not tipped out*." (If no one working, the Server keeps it.)

• **Note:** Tip sharing is calculated on total sales for the day.
Tip sharing prints on *Balance Sheet*, *Daily Close* and *Payroll.*