

# Tips Withheld

*Enabling this option will change the handling of charged tips within the audit as it will not deduct that amount from Net Cash Due on the audit. Instead, this amount will now display on the Time Clock reports and Daily Sales Summary screen.*

## How to Configure:

There are two parts to configuring Tips Withheld: *Employee Maintenance* and *Register Options*.

### Employee Maintenance

- Make sure all appropriate employees have “Hourly” and “Tipped” enabled in the Job Code/Pay Rates section at the bottom of the Employee Maintenance screen

### Register Options

- In the “Full Service” tab enable the option “Withhold Charge Tips for Payroll”

**NOTE:** **Sites that withhold charged tips for payroll MUST enter the charge tip totals each day on the Daily Close Out screen within one of the “Deposit” fields. This makes it so the site balances correctly (neither over nor short) on their reports.**

## New Fields that Appear within MicroSale:

- In the “*Daily Sales Summary*” area of the Reports Menu you will find an additional field appears in the last row called “Tips Withheld” which will show you the overall withheld tips total.
- In the “*Time Records Preview*” report within the Time Clock Reports area you will see that the “T-Tips” and “Tip Sales” will be populated with that specific employee’s charged tips from their shift.
- In the “*Daily Labor Report*” report within the Time Clock Reports area you will see that the “Total Tips” and “Tip Sales” will be populated with that specific employee’s charged tips from their shift.

## Databases that are affected by enabling this option:

- Time Records.mdb
- TimeHistory.mdb
- ServerHistory.mdb
- Approvals.mdb
- Audits.mdb

## Examples:

The **Preview Time Records** report will display the charge tips in the column “T-Tips” per employee, per shift worked:

| Name            | Gary Allen      | SSN      |                       |   |              |                |           |        |                      |
|-----------------|-----------------|----------|-----------------------|---|--------------|----------------|-----------|--------|----------------------|
| Work Date/Time  | Break Out       | Break In | Out                   | Req   | OT           | Total Hours    | Tip Sales | T-Tips | Job                  |
| 10/09 5:00      |                 |          | 11:52                 | 6.87  | 0.00         | 6.87           | 0.00      | 10.00  | Server               |
| Department Name |                 |          | Regular Hours         |   |              | Over Time      |           |        |                      |
| Server          |                 |          | 6.87                  |   |              | 0.00           |           |        |                      |
| Total Hours     |                 |          | 6.87                  |   |              | 0.00           |           |        |                      |
| Sign :          |                 |          | I                     | here by acknowledge that this is a true and complete record of my time. |              |                |           |        |                      |
| Summary         | Gross Pay 22.33 |          | Tip Sales 0.00        |   |              | % Sales 0.00   |           |        |                      |
| Summary Tips    | Declared 10.00  |          | Gratuity Charged 0.00 |   | cc Tips 0.00 | Tips Paid 0.00 |           |        | Net Total Tips 10.00 |
| Totals          | Regular Hours   |          | Over Time             |   |              | Dollars        |           |        | Percentage           |
| Server          | 6.87            |          | 0.00                  |   |              | 22.33          |           |        |                      |

The **Daily Labor Report** will display an employee's charge tips in the column labeled "Total Tips":

| Daily Labor Report 10/9/2014 To 10/9/2014               |            |                |          |                   |              |                  |             |
|---|------------|----------------|----------|-------------------|--------------|------------------|-------------|
| Report Date 10/10/2014 04:15 PM Printed By New Employee |            |                |          |                   |              |                  |             |
| NAME  | Department | In Time        | Out Time | HOURS             | DOLLARS      | Total Tips       | Tip Sales   |
| Gary Allen  | Server     | 05:00          | 11:52    | 6.87              | 22.33        | 10.00            | 0.00        |
| <b>Total</b>  |            |                |          | <b>6.87</b>       | <b>22.33</b> | <b>10.00</b>     | <b>0.00</b> |
| <b>Department Labor</b>                                 |            | <b>Dollars</b> |          | <b>Percentage</b> |              | <b>Hour Used</b> |             |
| Cashier   |            | \$0.00         |          | %0.00             |              | 0.00             |             |
| Server  |            | \$22.33        |          | %0.00             |              | 6.87             |             |
| <b>TOTAL LABOR</b>                                      |            | <b>\$22.33</b> |          | <b>%0.00</b>      |              | <b>6.87</b>      |             |
| <b>TOTAL NET SALES</b>                                  |            | <b>\$0.00</b>  |          |                   |              |                  |             |

The **Employee Payroll Summary / Labor Report** will display an employee's charge tips in the column labeled "Tips". The column for cash tips that were claimed is the "Declared" column:

| Employee Payroll Summary<br>Period 10/9/2014 To 10/10/2014 |        |           |           |          |             |           |         |          |         |          |       |           |
|--|--------|-----------|-----------|----------|-------------|-----------|---------|----------|---------|----------|-------|-----------|
| Report Date 10/10/2014 04:13 PM Printed By New Employee    |        |           |           |          |             |           |         |          |         |          |       |           |
| Emp Name   | Emp Id | Job Code  | Rate      | Req Hrs  | OT Hrs      | Total Hrs | Wages   | Declared | Tips    | Gratuity | Total | Tip Sales |
| Gary Allen   |        | Server    | 3.25      | 6.87     | 0.00        | 6.87      | 22.33   | 10.00    | 20.00   | 0.00     | 30.00 | 100.00    |
|  |        | - Total   |           | 6.87     | 0.00        | 6.87      | 22.33   | 10.00    | 20.00   | 0.00     | 30.00 | 100.00    |
| Req Hrs  | OT Hrs | Total Hrs | Req Wages | OT Wages | Total Wages | Net Sales | Labor % | Declared | CC Tips | Grat     |       |           |
| 6.87   | 0.00   | 6.87      | 22.33     | 0.00     | 22.33       | 0.00      |         | 10.00    | 20.00   | 0.00     |       |           |