

Create a Tip Pool

Setup Guide

Document Details

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Overview

This document shows you how to create Tip Pools in Enterprise Manager. A Tip Pool allows a location to group tips that are collected throughout the day and evenly distribute them to specific positions that worked during that day or daypart, based on the number of hours each employee worked.



Download the latest version of this document here:

<https://links.crunchtime.com/EMSG-CreateTipPool>

... or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Tip Pooling (EM)	Add/Edit/Delete	Add or delete a tip pool, make and save changes to the list.
Tip Pooling (EM)	View	Access the screen in view-only mode.



Create a Tip Pool

Overview

Tip Pools allow a location to group tips that are collected throughout the day and evenly distribute them to specific positions that worked during that day or daypart, based on the number of hours each employee worked. Setting up a Tip Pool will allow you to define which positions received shared tips at each location.

Using the Screen

Enterprise Manager > Labor: Tip Pooling

Tip Pool	Active	Type	#Positions	#Locations
BOH + FOH	✓	Daily	5	3
Tip Pool (with Delivery)	✓	Daypart	8	3
Tip Pool (with Manager)	✓	Daily	8	5

1. Under the Labor menu, choose *Tip Pooling*.

2 Select the *Add (+)* button.

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Create a Tip Pool

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Using the Screen

Enterprise Manager > Labor: Tip Pooling > New Tip Pool

	Code	Position	Subject To Tips
☐	51	Manager	
☐	54	Catering Delivery	
☒	68	Server	✓
☒	70	Cashier	✓
☐	75	Cook, Line	✓
☐	80	Cook, Prep	✓
☐	91	Cleaning Crew	
☐	94	Expo	✓

- 3** Enter the *Tip Pool Name*.
- 4** Select the *Tip Pool Type* to determine when tips will be split – either 'Daily' (default) or at the end of each 'Daypart'.
- 5** On the *Positions* tab, check the box for each position that should be part of this tip pool, or check the box in the column header to select all positions.



Tip Credit Allowance: By default, pooled tips will be included when determining if a tip credit allowance is needed to bring an employee up to minimum wage. This only applies to shifts worked with a position that is "Subject to Tips". However, if the *Tip Credit by Shift* labor rule preference is selected, pooled tips will not be taken into consideration for tip credit allowance, since these tips are not linked to a specific shift – only to a particular day/daypart.

Create a Tip Pool

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Using the Screen

Enterprise Manager > Labor: Tip Pooling > New Tip Pool

Tip Pooling > FOH Only

Tip Pool Name*
FOH Only

Tip Pool Type
Daily

☒ Active

Positions Locations

☐	Location Name	City	State/Province	Active
☒	201 - Tampa	Tampa	FLORIDA	☒
☒	202 - Dallas	Dallas	TEXAS	☒
☐	203 - Nashville Commissary	Nashville	TENNESSEE	☒
☒	304 - Portland	Portland	MAINE	☒
☐	305 - Anaheim	Anaheim	CALIFORNIA	☒
☐	306 - Atlanta	Atlanta	GEORGIA	☒
☐	307 - Beverly Hills	Beverly Hills	CALIFORNIA	☒
☐	308 - Boise	Boise	IDAHO	☒

- 6 On the *Locations* tab, check the box for each location that should utilize this tip pool or check the box in the column header to select all eligible locations.



Note: A location can only be assigned to one Tip Pool at a time (includes active and inactive Tip Pools).

- 7 When finished, click the *Disk* (Save) icon.



Alert: When changes are made in the middle of a labor week, users will receive the following alert: *"Saving your changes will affect the calculated values in Net Chef for all unposted labor weeks. Would you like to proceed?"*

Selecting *Yes* will apply the saved changes to all unposted labor dates, including those that have already been reviewed. All reviewed tip pools impacted by the changes will be flagged as un-reviewed and must be reviewed again in Net-Chef.