

Review Tip Pool

Quick Start Guide

Document Details

Document #: 160_CR1100_240208

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Overview

This document shows you how to review and distributed pooled tips (ex: tips that were received in a tip jar) to the employees that worked when those tips were received.



Download the latest version of this document here:

<https://links.crunchtime.com/NCQS-ReviewTipPool>

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

Related User Group Permissions

Screen Name	Control Name	Description
NC-Labor Detail	Tip Pool- Edit Total Pooled Tips	Enables the Tip Pool tab & allows the user to edit the Total Pooled Tips field and use the Distribute Tips button.
NC-Labor Detail	Tip Pool - Edit Tip Amount column	Enables the Tip Pool tab & allows the user to edit individual tip values in the Tip Amount column.
NC-Labor Detail	Tip Pool - View	Enables the Tip Pool tab in view-only mode.
NC-Labor Detail	Review	Enables users to review the Tip Pool tab AFTER reviewing the Labor Actuals tab.

Review Tip Pool

Overview

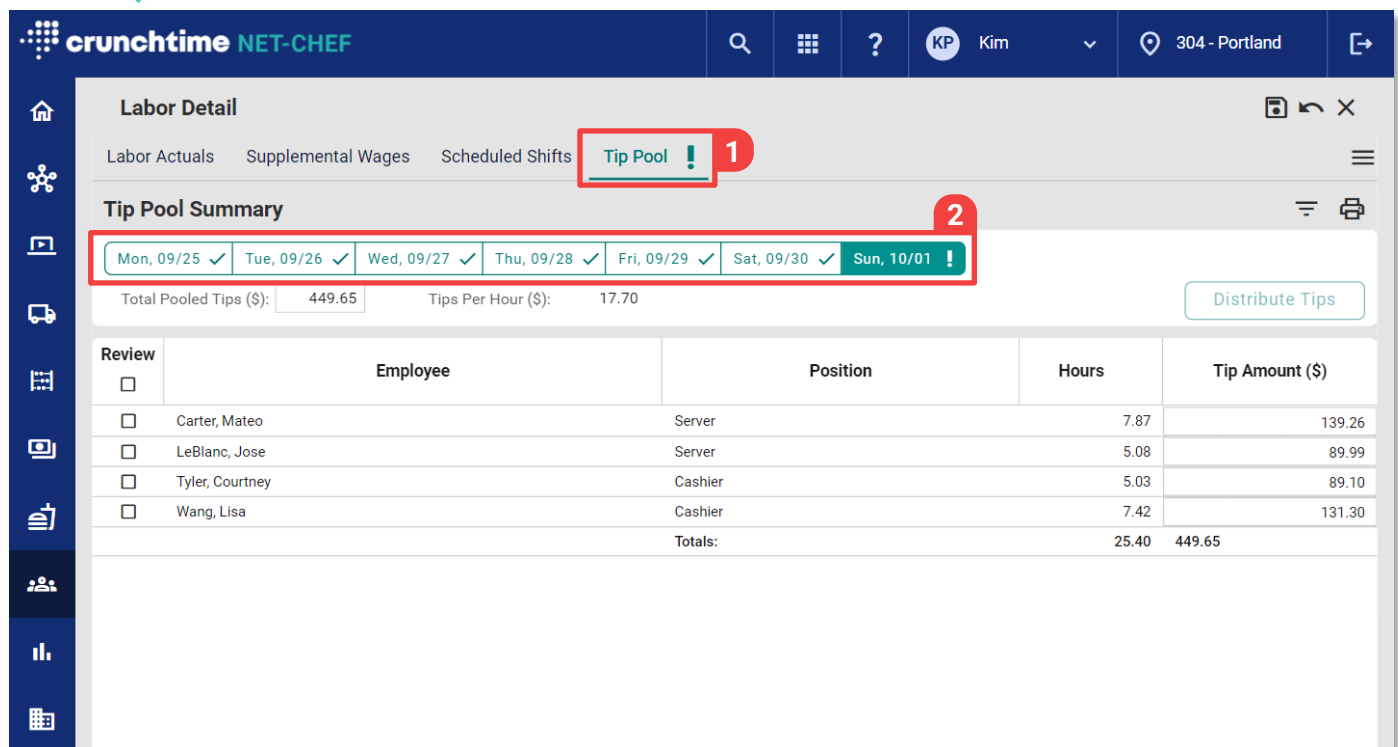
If your location collects a pool of tips (ex: a tip jar), you'll want to ensure that each tipped employee gets their fair share. You can put your calculator away because Net-Chef has you covered. Keep reading to see how the Tip Pool feature makes it easy to evenly distributed pooled tips to the right employees based on when and how long they worked.



Alert: The Tip Pool can only be reviewed for a day after the Labor Actuals have been reviewed.

Using the Screen

Net-Chef > Labor: Labor Summary > Edit > Tip Pool tab



Review	Employee	Position	Hours	Tip Amount (\$)
☐	Carter, Mateo	Server	7.87	139.26
☐	LeBlanc, Jose	Server	5.08	89.99
☐	Tyler, Courtney	Cashier	5.03	89.10
☐	Wang, Lisa	Cashier	7.42	131.30
Totals:			25.40	449.65

- 1 Select the *Tip Pool* tab.
- 2 Click or tap the (Day, Date) button for the day you want to review.

Note: If the Tip Pool is broken up by 'Daypart', also select the (Daypart) that you would like to review.

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Review Tip Pool

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Using the Screen

Net-Chef > Labor: Labor Summary > Edit > Tip Pool tab

Labor Detail

Labor Actuals Supplemental Wages Scheduled Shifts **Tip Pool** !

Tip Pool Summary

Mon, 09/25 ✓ Tue, 09/26 ✓ Wed, 09/27 ✓ Thu, 09/28 ✓ Fri, 09/29 ✓ Sat, 09/30 ✓ Sun, 10/01 !

Total Pooled Tips (\$): 523.85 Tips Per Hour (\$): 17.70

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4 Distribute Tips

Review	Employee	Position	Hours	Tip Amount (\$)
☐	Carter, Mateo	Server		139.26
☐	LeBlanc, Jose	Server	5.08	89.99
☐	Tyler, Courtney	Cashier	5.03	89.10
☐	Wang, Lisa	Cashier	7.42	131.30
	Totals:		25.40	449.65

5

- 3** If necessary, authorized users can enter/edit the *Total Pooled Tips*. This is the total value of tips received throughout the day or daypart.



Tip: The Total Pooled Tips will be automatically populated if tips are included on the 267 Menu Mix files for this date. If not, the value defaults to 0.00.

- 4** If the *Total Pooled Tips* was edited, select *Distribute Tips* recalculate the individual values in the Tip Amount column.
- 5** If necessary, authorized users can edit values in the *Tip Amount* column. Keep in mind, the total *Tip Amount* must equal the *Total Pooled Tips* value to continue.



How It's Calculated:

Tips Per Hour = [Total Pooled Tips ÷ Total Hours]

Tips distributed among employees = [Tips per Hour x Hours Worked]

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Review Tip Pool

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Using the Screen

Net-Chef > Labor: Labor Summary > Edit > Tip Pool tab

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Labor Detail

Labor Actuals

Supplemental Wages

Scheduled Shifts

• Tip Pool !

Tip Pool Summary

Mon, 09/25 ✓

Tue, 09/26 ✓

Wed, 09/27 ✓

Thu, 09/28 ✓

Fri, 09/29 ✓

Sat, 09/30 ✓

Sun, 10/01 !

Total Pooled Tips (\$):

523.85

Tips Per Hour (\$):

20.62

Distribute Tips

Review	Employee	Position	Hours	Tip Amount (\$)
☒	Carter, Mateo	Server	7.87	162.24
☒	LeBlanc, Jose	Server	5.08	104.84
☒	Tyler, Courtney	Cashier	5.03	103.81
☒	Wang, Lisa	Cashier	7.42	152.96
Totals:			25.40	523.85

- 6 Check the box in the Review column for one or more employees or check the box in the column header to select all.
- 7 After making the necessary changes, click or tap the *Disk* (Save) icon.



Tip Credit Allowance: Depending on your corporate setup, the tips received from the tip pool may be included when determining if a tip credit allowance is needed to bring an employee up to minimum wage.