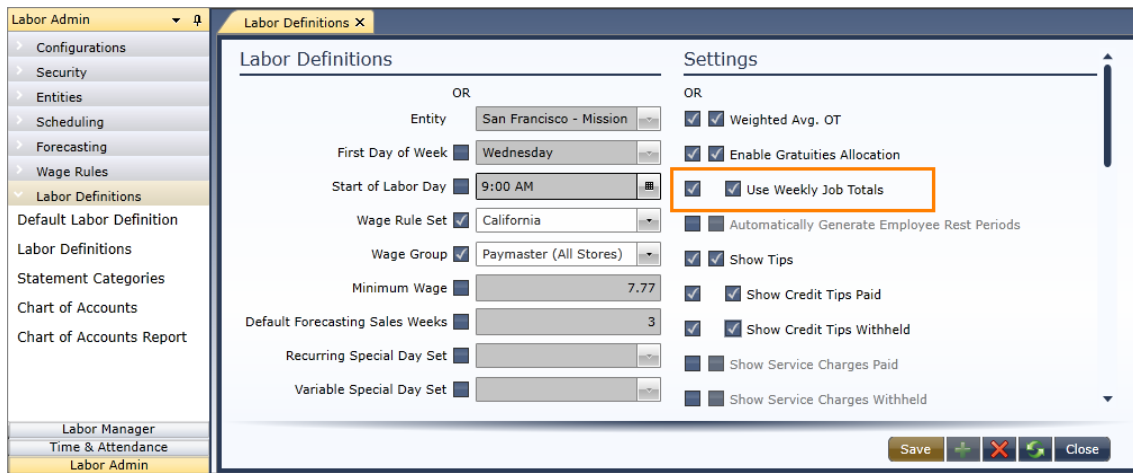


## Import Tips

If your entity is either unable to or does not wish to poll tips from your POS to Compeat, you must enter them via *Gratuities* on the *Time Entry* screen. You can either record tips manually or import from a spreadsheet.

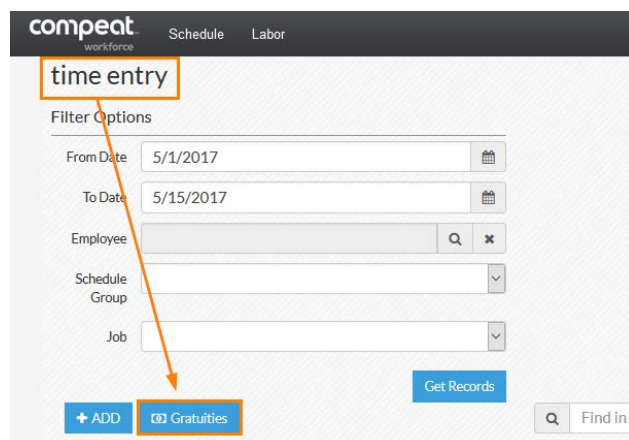
### Import Tips as a Weekly Total

If you wish to import tips and/or service charges as a weekly total, confirm that *Use Weekly Job Totals* is selected in the entity's *Labor Definition* record located in Workforce 1.0 (*Labor Admin > Labor Definitions > Default Labor/Labor Definitions*). Selecting this box includes weekly values in calculations regardless of whether the employee has a valid time punch on the same date.



### Manually Enter Tips (Gratuities)

To access *Gratuities*, go to **Labor > Time Worked > Time Entry**. *Gratuities* is located below the search fields.



While *Time Entry* inquiries allow for a date range, *Gratuities* only allows a specific date.

The screenshot shows the 'compeat workforce' interface with 'gratuities' selected. The 'Filter Options' section has 'Labor Date' set to '5/1/2017' and the checkbox 'Include only records with punches' checked. A 'Get Records' button is visible at the bottom right.

When *Gratuities* runs for a specific date with *Include Only Records With Punches* checked, it returns a list of tipped employees who worked that specific date. If *Include Only Records With Punches* is left unchecked, returned results include all tipped employees.

The screenshot shows the 'compeat workforce' interface with 'gratuities' selected. The 'Filter Options' section has 'Labor Date' set to '5/2/2017' and the checkbox 'Include only records with punches' unchecked. A 'Get Records' button is visible. Below the filter options is a search bar and a table with columns: Empl..., Job, Cash..., CCTI..., Svc..., Cash..., Credi..., Punc..., Job T..., and a trash icon. A callout box with the text 'Double-click any labor punch to edit.' points to the 'Punc...' column of the first row, which contains a checked checkbox.

Empl...	Job	Cash ...	CCTI...	Svc...	Cash...	Credi...	Punc...	Job T...
Norah Winslow	1 Server						<input checked="" type="checkbox"/>	Hourly, Directly Tipped

Double-click the desired labor punch to access gratuity fields. Enter tips, service charges, and/or sales information. **Save** your changes.

The screenshot shows the 'compeat workforce' interface with 'gratuities' selected. The 'Employee Information' section is on the left, and the 'Detail' section is on the right. The 'Detail' section contains five input fields: 'Cash Tips', 'Cc Tips Paid', 'Service Charges Paid', 'Cash Sales', and 'Credit Sales'. A 'SAVE' button is visible at the top left of the form.

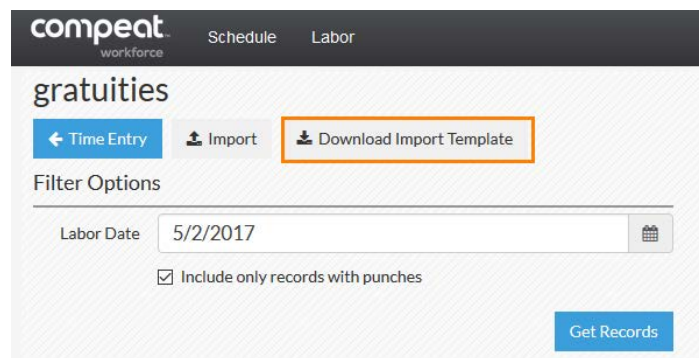
## Import Tips (Gratuities)

If your entity uses tip pool or another calculation for tip distribution, you can import those tips via a spreadsheet import.

To access tip import, go to **Labor > Time Worked > Time Entry**. Click *Gratuities* below the search fields.

On the *Gratuities* screen, select your **Labor Date** and *Include Only Records With Punches* preference. When *Gratuities* runs for a specific date with the box checked, it returns a list of tipped employees who worked that specific date. If the box is left unchecked, returned results include all tipped employees.

Once results populate, click **Download Import Template** to save and use a spreadsheet template. (This is optional, but recommended.)

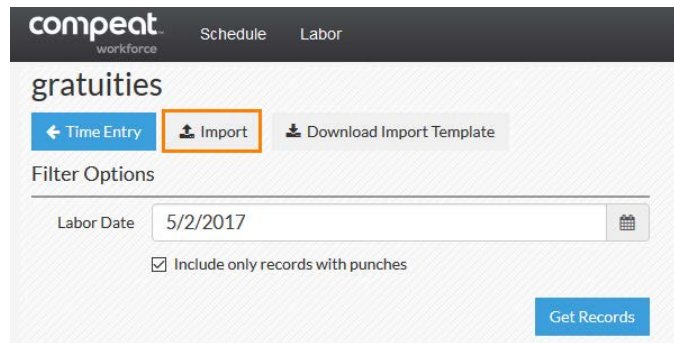


In your spreadsheet, enter the remaining necessary information:

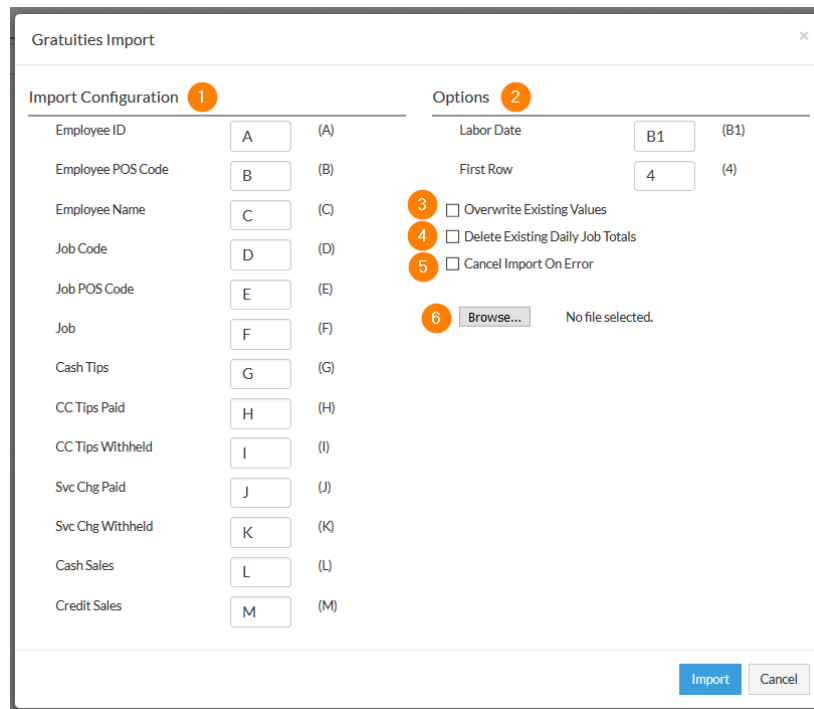
	A	B	C	D	E	F	G	H	J	L	M
1	Labor Date	05/02/2017									
2											
3	Employee ID	Employee POS Code	Employee Name	Job Code	Job POS Code	Job	Cash Tips	CC Tips Paid	Svc Chg Paid	Cash Sales	Credit Sales
4	1234	589	Alex MacGregor	BART	3875	Bartender					
5	1235	224	Cheryl Bennett	SERV	5555	Server					
6	1236	761	Christopher Barrett	SERV	5555	Server					
7	1237	655	Erin Jones	BUSR	5555	Busser					
8	1238	833	Jane Doe	SERV	5555	Server					
9	1239	673	Jason Parker	BUSR	5555	Busser					
10	1240	365	Melissa Aguilera	BART	3875	Bartender					
11	1241	269	Norah Winslow	SERV	5555	Server					
12											

1. Verify the **Labor Date**. (Note: If the date does not match the date selected in the *Labor Date* field on the *Gratuities* screen, tips will not import to the correct day.)
2. Enter tips, service charges, and/or sales data.
3. **Save** and close your spreadsheet.

On the *Gratuities* screen, click **Import**.



Next, set your **Import Configuration**:



1. Ensure **cell references** match the corresponding columns of the spreadsheet. (**Note:** If you use Labor's *Gratuities* Import Template, the file uses the default cell references pictured above.)
2. Enter the **Labor Date** and **First Row** cell references. (Again, the template uses the default references pictured above.)
3. Select **Overwrite Existing Values** for the imported values to replace existing values. If left unchecked, imported values are added to existing values.
4. Select **Delete Existing Daily Job Totals** to remove previously entered data and insert imported values.
5. Select **Cancel Import on Error** to stop the import process if errors are encountered. If left unchecked, the import only processes valid records.
6. Last, locate your spreadsheet on your local computer. Use **Browse** to upload the file.

Once you've completed the import configuration and selected the correct file, click **Import**. The *Gratuities* screen updates with the imported values.