

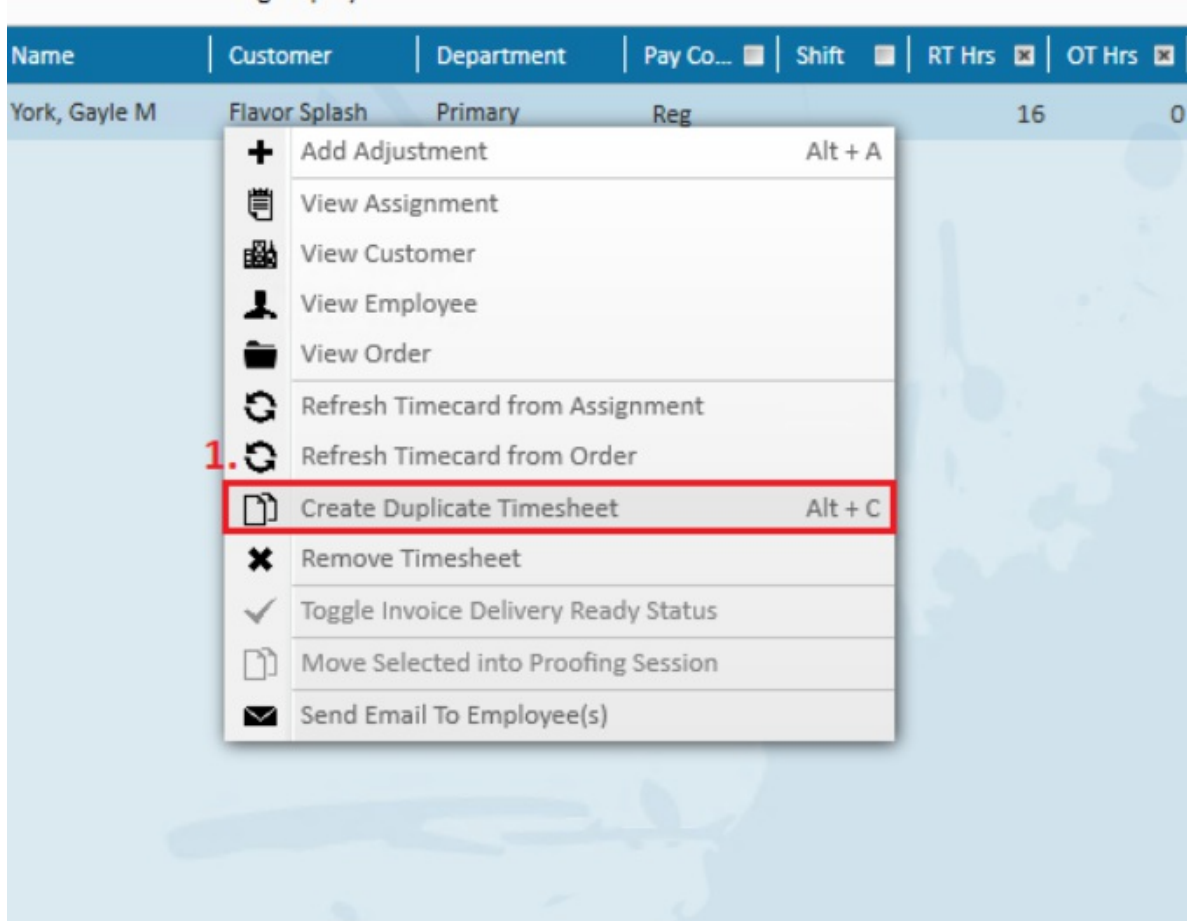
Enterprise - Documenting Cash Tips

Last Modified on 01/02/2020 12:26 pm CST

Employee cash tips must be entered separately from other employee hours in order to track and tax them properly.

Note Most often the employee already has the money in hand and does not need the total added to their check.

1. Within time entry, select the transaction for which you need to enter tips.
2. Right-click the selected transaction then select [Create Duplicate Timesheet](#). (If creating duplicate timesheets is something you need to do often, try the **Alt + C** keyboard shortcut once the transaction is selected!)



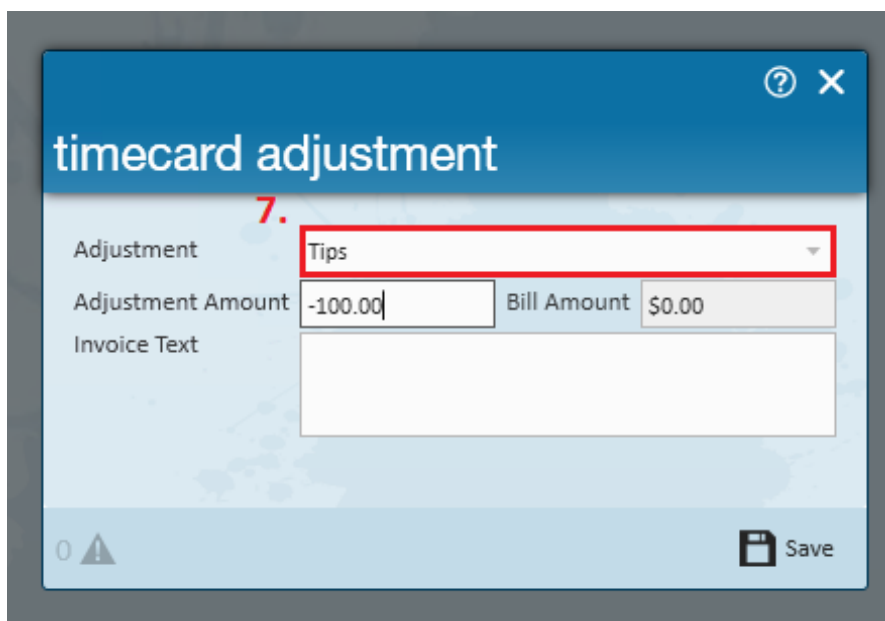
3. Double-click the newly created timecard. This will expand the additional details of the timecard.
4. Enter the **Units** and Unit Pay
 - For example, if the employee made \$100 in cash tips, enter '1' into the **Units** field and '\$100.00' into the **Unit Pay** field. (Unit Bill will likely be \$0.00.)
5. Pay Code as 'Tips Pay' - this essentially adds it to the employee's gross wages, meaning the employee will be taxed.
 - **Note:** If you do not see 'Tips Pay' as an option in the Pay Code drop-down menu, you will need to contact TempWorks to have this added.

The screenshot shows a software interface for entering timecard data. At the top, there is a header bar with employee information: York, Gayle M, Flavor Splash, Primary, Tips, 0.00, 0, \$57.60, \$48.00, \$72.00, \$96.00, and 7/9/2017 12:00:00 AM. Below this is a large, mostly blank area with a light blue background. At the bottom, there is a detailed form with several sections:

- Pay and Bill Rates:** Includes tabs for Adjustments, Overrides, and Codes. It has radio buttons for 'Hourly' (selected) and 'Salary'. Under 'daily hours', there are input fields for Regular Hours (0.00), Overtime Hours (0.00), and Double Time Hours (0.00). There is also a 'Number of Days' field set to 0 and a grid for days of the week (Day 1 to Day 7) with values of 0.00.
- units:** A section with a 'Units' field containing '1' and a 'Unit Pay' field containing '\$100.00'. Below these are 'Unit Bill' and 'Unit Pay' fields, both containing '\$0.00'. A red box highlights the 'Unit Pay \$100.00' field.
- rates:** A table of rates:

| | |
|-----------|----------|
| Bill Rate | \$57.60 |
| OT Bill | \$86.40 |
| DT Bill | \$115.20 |
| Pay Rate | \$48.00 |
| OT Pay | \$72.00 |
| DT Pay | \$96.00 |
| Adj Gross | \$0.00 |
| Adj Net | \$0.00 |
| OT Plan | PlanSTD |
- payroll info:** A section with fields for WE Bill (7/9/2017), WE Date (7/9/2017), Work Date (7/9/2017), Inv Date, Pay Code (Tips Pay), Job Title (Accountant), PO Num, and Payroll Note.

6. Next, you'll need to add in an adjustment to reduce the employee's net pay, since in our example the employee already has cash in hand. Once the adjustment is added, the taxes they owe for the tips will come out of the employee's other pay on that check.
7. On the duplicated timecard (the one with the tips added), select the Adjustments tab
8. Click the + icon to open the timecard adjustment window.
9. Select the Adjustment drop-down and select 'Tips':



Note If you don't see 'Tips' as an adjustment type, your administrator will need to create it as an adjustment type in administration. See below for important adjustment specifications.

When adding the tips adjustment in administration is it important that the Category field is set to be 'An adjustment to net.'

tasks appointments social email

2 items available

core adjustment setup

Adjustment: Tips

1. Adj id: 195

Category: An adjustment to net.

Description: Tips- for testing

Hier: Memphis NW

Active:

additional setup

Will this adjustment be set up on the employee file?

If this adjustment is billed in a region with sales tax, what type of sales tax should be calculated?

You may verify that the tips were added properly by utilizing the the [staged checks report](#).

1 of 2 ?

100%

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Staged Checks

High Tech Staffing Entity Level (Hierld 2)

Staged checks in PayrollRun 17106

| Employee Name | Gross Pay | Employee Taxes | Adjustments | Net Pay |
|--------------------------------------|-------------------|------------------------|-----------------------|-----------------|
| York, Gayle M | \$868.00 | \$124.65 | \$307.46 | \$435.89 |
| Transactions | Gross | THours | Pay Code | |
| Flavor Splash | \$768.00 | 16.00 | Reg | |
| Flavor Splash | \$100.00 | 0.00 | Tips | |
| Taxes | Amount Tax | Amount Taxable | Pre-Tax Adj | |
| Employee Portion Medicare tax | \$9.58 | \$660.54 | \$207.46 | |
| Employee Portion Medicare tax | \$0.00 | \$0.00 | \$207.46 | |
| Employee Portion Social Security tax | \$40.96 | \$660.54 | \$207.46 | |
| Employer Portion Medicare tax | \$9.58 | \$660.54 | \$207.46 | |
| Employer Portion Social Security tax | \$40.96 | \$660.54 | \$207.46 | |
| Federal Tax | \$74.11 | \$660.54 | \$207.46 | |
| Federal Unemployment | \$3.96 | \$660.54 | \$207.46 | |
| Texas - No State Withholding | \$0.00 | \$868.00 | \$0.00 | |
| Texas State Unemployment | \$23.44 | \$868.00 | \$0.00 | |
| TX FUTA Credit Reduction | \$0.00 | \$660.54 | \$207.46 | |
| Adjustments | Amount | Billable Amount | Benefit Amount | |
| ACA EE | \$82.46 | \$0.00 | \$0.00 | |
| ACA ER | \$0.00 | \$0.00 | \$65.44 | |
| ACA Fam | \$125.00 | \$0.00 | \$0.00 | |
| Tips1 | \$100.00 | \$0.00 | \$0.00 | |
| Report Totals: | \$868.00 | \$124.65 | \$307.46 | \$435.89 |

Taxes

| Category | Amount Tax | Instances |
|----------|------------|-----------|
| | \$100.00 | 1 |

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