



"Creating an excellent  
college experience"

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<b>Revised:</b>	
<b>Section:</b> Human Resources	
<b>Subject:</b> Handling and Reporting of Tips	

## Handling and Reporting of Tips:

All tips are required to be reported to the IRS. All received tips will be recorded and dispersed by Operations Managers. Operations Managers will record the tips on the tips reporting worksheet. At the end of the pay period all Operations Managers will record employee's tips in the gratuity recording system.

### Procedure:

1. On a daily basis the Operations Manager will collect all tips.
2. The Operations Manager will divide the tips according to the hours each employee worked.
3. The Operation Manager will record all daily tips on the tip reporting worksheet (policy 219a)
4. Tips will be dispersed at least weekly.
5. At the end of each pay period all tips will be totaled on the tip reporting worksheet and each employee will sign by their total that they have received the money. The tips will then be recorded in the Gratuity Program. This is to be completed by 8:00am on payroll days
6. The Payroll Manager will report all tips to the payroll office by the payroll deadline.

### Procedure for Reporting Tips in Gratuity Program

1. Open the Cash Accounting Program
2. Enter the Password  
DS@Password
3. Click **Options** → **Enable Content** → **OK**
4. Click on the box next to **Gratuities**
5. Click on the box next to **Gratuities Entry**
6. Enter your Operation
7. Enter your Index number
8. Enter Date you are entering Tips
9. Select Employee
10. Select Employee A#
11. **Gratuities Received** is the amount of tips they were issued for the pay period—Enter this amount
12. **Gratuities to be Paid**—is for the **SKYROOM ONLY**. This is the amount of credit card tips received—  
Enter this amount
13. Click on **Add Record**
14. Continue Numbers 6-13 for the remaining employees