Tip Pool Transparency & Manager Sign-Off

2026-10-12 to 2026-10-25

Juniper Dining Room

Shift-by-shift pools / Hours x role point weight

Pool reconciliation	Amount
POS card tips	$5,723.76
Declared cash tips	$528.85
Permitted card fee entered	$0.00
Distributed tips	$6,252.61
Cash already taken	-$110.11
Payroll balance (signed)	$6,142.50
Unallocated balance	$0.00
Compulsory service charges (separate)	$0.00

Staff payout register

Staff / employee ID	Role	Hours	Tips	Cash taken	Payroll due
Maya Torres / 101	Server	91.00	$1,739.04	$110.11	$1,628.93
Eli Chen / 102	Bartender	98.00	$2,060.06	$0.00	$2,060.06
Jules Bennett / 103	Busser / Runner	77.00	$735.73	$0.00	$735.73
Nico Reyes / 104	Barback	84.00	$963.15	$0.00	$963.15
Avery Patel / 105	Server	45.50	$754.63	$0.00	$754.63
Sam Brooks / 106	Manager / Supervisor	100.33	$0.00	$0.00	$0.00
Robin Cruz / 107	BOH Kitchen	93.33	$0.00	$0.00	$0.00

Exceptions to review

TIP_CREDIT / Tip credit enabled. BOH roles are excluded from this worksheet.

EXCLUDED_STAFF / Sam Brooks / Marked manager, supervisor or otherwise ineligible. Pool distribution blocked.

EXCLUDED_BOH / Robin Cruz / BOH staff excluded while tip credit is enabled.

Tip Pool Transparency & Manager Sign-Off

2026-10-12 to 2026-10-25

Manager sign-off

Reviewed the POS totals, eligible roster, deductions and cash offsets against the approved policy.

Manager name: _____ Signature: _____

Date: _____

Mathematical distribution worksheet for your operator-approved tip policy and applicable state rules. Review before payroll.