

What's New

4th February 2025

Modify Tips Functionality:

The Tips module was modified to allow entry and distribution by departments as well as permitting each department to disburse tips by one of three methods.

1. Simple – Where the department tips are distributed equally amongst selected employees
2. Hourly – Where the departmental tips are distributed to selected employees on the basis of hours worked for the pay period under review.
3. Percentage – Where the departmental tips are distributed amongst selected employees on the basis of an assigned percentage. The total percentage of each department must equal to 100% before the payroll can be finalized.


The conventional tips distribution remains in place where organization – wide tips are distributed equally amongst selected employees. However, the departmental and organization-wide options are mutually exclusive during a payroll run, one or the other not both. If the distribution method is modified during a payroll run, any data entered under the replaced method will be discarded.

The Tips process: 3 parts process

Part 1 – Enter and Edit Departmental Tips amounts

The screenshot displays the 'TIPS DISTRIBUTION' interface. At the top, there is a navigation bar with the following options: INITIAL SET-UP, GENERAL OPERATIONS, ADD RECORDS, EDIT RECORDS, ADD PAYROLL DETAILS, EDIT PAYROLL DETAILS (highlighted), UPDATE EXISTING DATA, and EXIT. On the left side, a vertical menu lists various payroll functions, with 'ENTER / EDIT TIPS AMOUNT' highlighted. The main content area is titled 'TIPS DISTRIBUTION' and 'Method Selection'. It prompts the user to 'Choose An Option then Click Proceed' and offers two buttons: 'UNIVERSAL' and 'DEPARTMENTAL' (which is selected). Below the buttons, a green message states 'DEPARTMENTAL METHOD SELECTED'. At the bottom center, there is a 'PROCEED' button.

Function X

 **Department Tips
Entry and Edit**

Department **5** Distribution Basis Tips Amount:

Department	Distribution Basis	Tips Amount:
General	Simple	2,500.00
Housekeeping	Hourly	4,785.30
Human Resources	Percentage	2,375.00
Sales	Percentage	3,300.00
Internal Audit	Simple	725.00
General	Simple	0.00

SUM OF DEPT TIPS: 12,960.30

CLEAR SAVE **6**

Part 2 – Select Department Employees for tipping

QUALITY FIRST ALL ELSE AFTER

INITIAL SET-UP GENERAL OPERATIONS ADD RECORDS EDIT RECORDS ADD PAYROLL DETAILS EDIT PAYROLL DETAILS UPDATE EXISTING DATA EXIT

Function X

Update Tips Status

37 Select All Select None

Pay Employee Name - (Click to Alpha Sort)

<input checked="" type="checkbox"/>	General Dept - 000995 - Right Away
<input checked="" type="checkbox"/>	General Dept - 001085 - Hand AND Foot
<input type="checkbox"/>	General Dept - 000955 - Number Game
<input checked="" type="checkbox"/>	General Dept - 000660 - Rum Jumbee
<input type="checkbox"/>	General Dept - 001080 - What A Life
<input type="checkbox"/>	General Dept - 001330 - Caps Lock
<input type="checkbox"/>	General Dept - 000950 - Box Me
<input checked="" type="checkbox"/>	General Dept - 000645 - Jury IS Out
<input type="checkbox"/>	General Dept - 000045 - Gladstone P Small
<input type="checkbox"/>	General Dept - 000015 - Debbie A Trotman
<input type="checkbox"/>	General Dept - 001335 - No Yes
<input type="checkbox"/>	Housekeeping Dept - 001010 - Rest Z Assured

14 Employees Selected for Tips

Part 3 – Conditional Employee Percentage Entry / Edit

QUALITY FIRST ALL ELSE AFTER

INITIAL SET-UP GENERAL OPERATIONS ADD RECORDS EDIT RECORDS ADD PAYROLL DETAILS EDIT PAYROLL DETAILS UPDATE EXISTING DATA EXIT

Employee Selection - Tips Percentage Edit

5 Double Click or Select Record and Click Details to Edit

Department Name	Number	Employee Name	Tips Percentage	Dept Total %
Human Resources Dept	000635	Randon Check	40.00%	100.00%
Human Resources Dept	001070	Paper Clip	30.00%	100.00%
Human Resources Dept	000600	Geg Olo	30.00%	100.00%
Sales Dept	000695	Farr Off	55.00%	100.00%
Sales Dept	000585	Baz Ra	45.00%	100.00%

UPON COMPLETION, DEPARTMENTAL TOTAL COLUMN MUST SHOW ALL 100%'S

DETAILS

Function X





Employee Tips Percentage Edit

000635 - RANDON CHECK

HUMAN RESOURCES DEPARMENT

Employee Tips Percentage:

RESET

SAVE AND CLOSE

New Related Tips Reports

QUALITY FIRST
ALL ELSE AFTER

GENERAL OPERATIONS
ADD RECORDS
EDIT RECORDS
ADD PAYROLL DETAILS
EDIT PAYROLL DETAILS
UPDATE EXISTING DATA
EXIT

CHANGE PASSWORD
START NEW PAYROLL
REPORT DASHBOARD
BACK-UP AND FINALIZE PAYROLL
SOCIAL SECURITY C3 GENERATION
ABOUT COMPREHENSIVE PAYROLL PLUS
EMAIL PDF REPORTS
EXPORT DATE FILTERED - DATA XLSX PDF CSV
EXPORT UN-FILTERED DATA - XLSX PDF CSV
REMITTANCE CHECKS DATE AND NUMBER
SET DEFAULT PRINTER
FORCE-OUT DATABASE USERS
HELP

SETUP REPORTS
EDIT REPORTS
CURRENT
MONTHLY
OTHER

PAYROLL EDIT REPORTS

ALLOCATIONS

GROSS DISTRIBUTION

BANK DEDUCTIONS

NON-BANK DEDUCT

PAY LIST PENSION

ALL DEDUCTIONS

EARNINGS

OTHER SCHEME

EMPLOYEE TIPS

EXCEPTIONS

DEDUCTION DETAILS

SP BASIC PAY

ENTERED TIME

ALLOCATION DETAILS

SP BASIC PAY NS

OVERTIME WORKED

EARNINGS DETAILS

SP CHECK REGISTER

EMPLOYEE PAY LIST

BASIC PAY DETAILS

SP CHK REGISTER NS

SICK TIME

OVERTIME PAY

ENTERED TIPS

VACATION PAY

EE SERVICE CHARGE

GROSS PAY DETAILS

TRIAL PAY

REPORTS FOLDER

ACTION!!!
NO REPORTS SELECTED

If the Universal option is chosen at Stage 1

The screenshot shows a software interface for 'TIPS DISTRIBUTION Method Selection'. On the left is a vertical menu with options such as 'EDIT EMPLOYEE PAYROLL DETAILS', 'EDIT EARNINGS DETAILS EMPLOYEES', and 'ENTER / EDIT TIPS AMOUNT'. The main window has a title bar with 'QUALITY FIRST ALL ELSE AFTER' and a navigation menu with 'EDIT PAYROLL DETAILS' highlighted. The main content area displays 'TIPS DISTRIBUTION Method Selection' and a prompt 'Choose An Option then Click Proceed'. Two buttons, 'UNIVERSAL' and 'DEPARTMENTAL', are shown, with 'UNIVERSAL' being the selected option. Below the buttons, it says 'UNIVERSAL METHOD SELECTED' and a 'PROCEED' button is visible.

A form is displayed for the edit of a lump sum tips amount to be distributed application-wide equally amongst selected employees. (The Simple method).

The screenshot shows a form titled 'Function X Tips To Share'. At the top, it says 'Function X' in a large blue font. Below that is a 'TROTAS' logo. The main title is 'Tips To Share'. There is a text input field labeled 'AMOUNT:' with the value '3,525.00'. Below the input field are two buttons: 'RESET' and 'SAVE & QUIT'. The background of the form features a collage of US dollar bills.

The Employee selection process is identical to the Departmental Tips process and there is no employee percentage with this option.

Other Modifications:

Updated the checkboxes on forms that have them to display a more visible version.

Before:

FunctionX
TROTAS **Earnings Selection**

7

Pay	Earnings Name
<input type="checkbox"/>	Travel Allowance
<input type="checkbox"/>	Phone Allowance
<input type="checkbox"/>	Duty Allowance
<input type="checkbox"/>	Housing Allowance
<input type="checkbox"/>	Director Fees
<input type="checkbox"/>	Bonus
<input type="checkbox"/>	December Bonus

After:

FunctionX
TROTAS **Earnings Selection**

Pay	Earnings Name
<input checked="" type="checkbox"/>	Travel Allowance
<input checked="" type="checkbox"/>	Phone Allowance
<input checked="" type="checkbox"/>	Duty Allowance
<input checked="" type="checkbox"/>	Housing Allowance
<input checked="" type="checkbox"/>	Director Fees
<input checked="" type="checkbox"/>	Bonus
<input checked="" type="checkbox"/>	December Bonus

7 out of 7 Earnings Selected.

Some minor technical and background non-UI amendments.