# Birthday Tip Handling

#### **Change Log**

Version	Date	Details
1	2/19/23	Initial version.

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### Receive a tip in cash

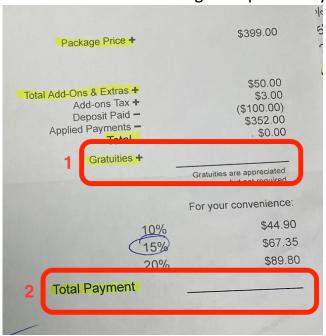
If the parent gives you a tip in cash

Do not enter the tip amount on the party page in MGM.
Do not enter the tip on the cash log.
At the end of the shift, divide the tip evenly amongst all the coworkers on
the shift. You can use the cash box to make change, as needed, but the
amount in the cash hox should stay the same

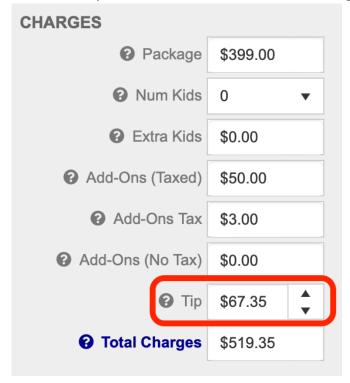
## Receive a tip on the credit card

If the parent requests to add a tip to their credit card charge

☐ Ensure that 1) the tip amount is clearly written on the tip line and 2) that the total amount including the tip is clearly written on the invoice.



 $\hfill\Box$  Enter the tip amount in MGM before running the credit card.



☐ Don't forget to hit save after you enter the tip!



- $\hfill \square$  Do not enter the tip on the cash log.
- ☐ Do not take the cash from the cash box for the tip. Instead, the tip will be paid on your next paycheck.