

# 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 box 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.

A handwritten invoice with the following items:

Package Price +	\$399.00
Total Add-Ons & Extras +	\$50.00
Add-ons Tax +	\$3.00
Deposit Paid -	(\$100.00)
Applied Payments -	\$352.00
Total	\$0.00
1 Gratuities +	
Gratuities are appreciated but not required.	
For your convenience:	
10%	\$44.90
15%	\$67.35
20%	\$89.80
2 Total Payment	

The '15%' tip option is circled in blue. The '1 Gratuities +' line and the '2 Total Payment' line are circled in red.

- Enter the tip amount in MGM before running the credit card.

A screenshot of the MGM system charges screen with the following fields:

Package	\$399.00
Num Kids	0
Extra Kids	\$0.00
Add-Ons (Taxed)	\$50.00
Add-Ons Tax	\$3.00
Add-Ons (No Tax)	\$0.00
Tip	\$67.35
Total Charges	\$519.35

The 'Tip' field is circled in red.

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



A horizontal bar containing four buttons. The first button, labeled 'SAVE', is blue with white text and is highlighted by a red rounded rectangle. The second button is labeled 'CANCEL'. The third button is labeled 'INVOICE' and features a printer icon to its left. The fourth button is labeled 'PAYMENT' and features a dollar sign icon to its left.

- ☐ 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.