

Department: PAYROLL MANAGERS

Last Updated: 07/02/2020

Subject: PAYROLL

HID#: 00

### PURPOSE

Accurately queue up weekly payroll for Finance & HR to execute payroll calculations for the new tip share model

### RESPONSIBILITY

Payroll Managers (GMs and AGMs)

### HOW-TO

#### TOAST

#### VERIFY HOURS

1. Login to Toast ([toasttab.com](http://toasttab.com))
2. From the Toast Home Page, go to Analytics & Reports and click on Labor then click on Summary
3. From the second drop down tab, select Last Week, then click UPDATE; verify the start and end dates for the pay period (Monday through Sunday) in the top right corner of the webpage
4. Make sure the settings are for All Hours and All Employees
5. Then click UPDATE
6. A summary like this will pop up: *Please review the Restaurant Summary for accuracy*

#### **Labor Summary**

#### **Restaurant Summary**

| Job Title              | Regular Hours | Overtime Hours |
|------------------------|---------------|----------------|
| Front of House ----- 2 | 80.23         | 0.00           |
| Heart of House ----- 2 | 129.26        | 0.00           |
| Sous Chef              | 40.00         | 5.81           |
| Traveling FOH          | 14.84         | 0.00           |
| Traveling HOH          | 17.25         | 0.00           |
|                        | 281.58        | 5.81           |



*If 'No Job' or 'Ghost Positions' appear in your summary, you will have to subtract the hours for any salaried positions before submitting hours.*

7. Please review the 'Employee Summary' for accuracy and compare to your schedule. This is the employee summary chart for all employee hours, job position punches and clock-ins for the pay period. Once you have ensured all staff punches and team service levels are correct, note the total hours and OT hours to enter into the [Payroll Submission Form](#)

## TOAST

### VERIFY TIPS

1. Login to Toast ([toasttab.com](http://toasttab.com))
2. From the Toast Home Page, go to Analytics & Reports and click on Sales Summary
3. From the second drop down tab, select Last Week, then click UPDATE; verify the start and end dates for the pay period (Monday through Sunday) in the top right corner of the webpage
4. Click LOAD REPORT
5. On the right hand side of the report, look for the chart that shows Credit, Gift Card, Cash and Other Payments:

|   | Count | Amount   | Tips       | Grat   | Tips/Grat % | Total       |
|---|-------|--|------------|--------|-------------|-------------|
| <b>Credit</b>   | 386   | \$42,694.35  | \$7,894.24 | \$0.00 | 20.1%       | \$50,588.59 |
| Amex  | 52    | \$7,596.82   | \$1,373.79 | \$0.00 | 19.7%       | \$8,970.61  |
| Discover  | 12    | \$1,442.73   | \$261.81   | \$0.00 | 19.8%       | \$1,704.54  |
| Mastercard  | 47    | \$5,296.75   | \$917.09   | \$0.00 | 18.9%       | \$6,213.84  |
| Visa  | 275   | \$28,358.05  | \$5,341.55 | \$0.00 | 20.5%       | \$33,699.60 |
| <b>Gift Card</b>  | 10    | \$914.07   | \$87.77    | \$0.00 | 10.5%       | \$1,001.84  |
| <b>Cash</b>   | 21    | \$2,032.54  | \$1,363.50 | \$0.00 | 73.1%       | \$3,396.04  |
| <b>Other</b>  | 0     | \$0.00   | \$0.00     | \$0.00 | 0.0%        | \$0.00      |
| <b>Subtotal</b>   | 417   | \$45,640.96  | \$9,345.51 | \$0.00 | 19.9%       | \$54,986.47 |
| <b>Deposit Sales Collected</b> ( <a href="#">see detail</a> )  |       |  |            |        |             | \$103.20    |

6. Verify that the Cash totals (payments, tips, total cash) match your bank deposits for the week; *correct any discrepancies within the edit function in Toast*
7. Note the Tips Subtotal to enter into the [Payroll Submission Form](#)

### Delivery Reimbursement

1. Run the weekly sales summary report from Toast that shows the number of deliveries completed for the week.
2. List out the names of the the delivery drivers and the number of deliveries they executed for the week
3. When filling out the weekly payroll submission form add those employees and the number of deliveries. That number multiplied by \$2 will be added to their paycheck as a reimbursement.

## SUBMIT PAYROLL

### SEND BigRedF PAYROLL SUBMISSION FORM

1. From [learn.bigredf.com](http://learn.bigredf.com), click the external link to the [Payroll Submission Form](#)
2. Enter Total Regular Hours (From the Toast Restaurant Summary Chart)
3. Enter OT Hours (From the Toast Restaurant Summary Chart)
4. Enter Tips Subtotal (from Toast Sales Summary Page)
5. Attach [Delivery Reimbursement Form](#) (for mileage reimbursement for in-house delivery drivers)
6. Add any vacation or personal pay, terminations, notes, manual adjustments, etc.
7. Attach any event documents, sheets for payroll distributions, PTO cards, vacation forms, etc.
8. Click SUBMIT