

Department: All Restaurants

Last Updated: 04/02/2018

Subject: Event Pay Cheat Sheet

HID#: 41

**RESPONSIBILITY:** The General Manager is responsible for ensuring all managers are properly trained to tender on & off site events and to properly distribute events labor/gratuity.

A couple facts to know about event pay:

- Sales tax must be applied to all forms of labor fees or admin (it's non-discretionary)
- Under no circumstances, may Salaried managers participate in discretionary gratuities
- GMs and Chefs do not receive event pay of any kind
- Off-site event labor must be paid as hours & wages. Please adhere to the 'payroll event labor sheet' located on learn.bigredf.com. See example on page 3 of this handout.

### SERVICE CHARGE vs. EVENT/LABOR FEE

	SERVICE CHARGE	EVENT FEE
<i>aka(s)</i>	staff gratuity, service fee	room fee, admin fee, labor fee
<i>Type of Aloha button</i>	auto gratuity payment button	menu item button
<i>How is it paid?</i>	through GratShare	'event labor sheet'
<i>Where does the \$ go?</i>	GratShare – Credit Card Tips (CCT)	G/L 'Labor fee' account (125000)

### HOW TO SET UP IN ALOHA

1. RETAIL MENU: create as a taxed retail button, then alert Cindy@bigredf.com so that the item can be properly mapped in Aloha
  - a. ADMIN FEE\*: \$ AMOUNT - use 'payroll event labor sheet'
  - b. OFF-SITE LABOR\*: \$ AMOUNT - use 'payroll event labor sheet'
  - c. ROOM FEE\*: \$ AMOUNT - use 'payroll event labor sheet'
  - d. OPEN FOOD: \$ AMOUNT
  - e. OPEN LIQUOR: \$ AMOUNT

\*Note 'no gratuity' must be flagged in ALOHA settings

2. PAYMENT SCREEN
  - a. AUTO GRAT: 18% [taxed] contact BEC and ask them to copy Post Lafayette's button

### HOW TO RING UP IN ALOHA:

#### IN-HOUSE EVENTS:

1. Add all food & beverage to the check [*please confirm it matches the BEO*]
  - a. Add a ROOM FEE (if it was contracted that way).
  - b. Add the un-met minimum if necessary; 60% to OPEN FOOD, 40% to OPEN LIQUOR.
2. Calculate 5% of the subtotal [prior to tax] & charge as ADMIN FEE
  - a. MOD adds to labor sheet for payroll

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- i. ADMIN FEE multiplied by .4 = Bonus holding ADMIN  
FEE multiplied by .6 = Event Coordinator Commission
  - 3. Add 18% as AUTO GRAT (payment button), this will populate GratShare.
  - 4. Final bill must be presented by the event manager or the MOD, not a staff member

**OFF-SITE EVENTS:**

- 1. Add all food & beverage to the check [*please confirm it matches the BEO*]
- 2. Calculate 5% of the subtotal [prior to tax & labor] & charge as ADMIN FEE
  - a. MOD adds to labor sheet for payroll
    - i. ADMIN FEE multiplied by 0.4 = Bonus Holding
    - ii. ADMIN FEE multiplied by 0.6 = Event Coordinator Commission
- 3. Add OFF-SITE LABOR \$ amount based on contract

**HOW TO COMPLETE THE 'PAYROLL EVENT LABOR SHEET'**

(Form available on [learn.bigredf.com](http://learn.bigredf.com)) – payouts to be manually entered to payroll aka Event Fees ONLY

- 1. Full Payroll Name (first and last names) of Employee
- 2. Export IDs/File Numbers – ADP employee number, necessary for manual payroll addition
- 3. Off Site Events – add hours and rate of pay
- 4. ADMIN FEE: 5%
  - a. ADMIN FEE multiplied by 0.4 = Bonus Holding
  - b. ADMIN FEE multiplied by 0.6 = Event Coordinator Commission
- 5. Additional Credit Card Tips (for OSCs only) – add to the notes section at the bottom and how CCT should be distributed
- 6. Confirm Totals with Aloha Chits – total payout at bottom of sheet should match Aloha Labor Fee total for the event
- 7. Deadline: Submit to your payroll manager by end of day on Sunday

***See next page for an example!***

**EXAMPLE**
**OFF-SITE CATERING**

Payroll: Labor Distribution Sheet

DATE 5/17/2017  
 Big Red F RESTAURANT ZOLO GRILL  
 NAME of EVENT Reception  
 LABOR BILLED to GUEST \$355.00 [on guest's invoice / matches Aloha under OFF-SITE LABOR \$]  
 TOTAL ADMIN FEE \$40.00 [on guests invoice / matches under ADMIN FEE]  
 STAFF TO BE PAID [please circle one]      HOURLY      EVENT FEE      OTHER/COMBO

EMPLOYEE NAME [first and last]	ADP FILE NO.	HRS WORKED	HOURLY RATE [if applicable]	EVENT FEE DIST \$
Britney Spears	17532	5.5	\$25.00	\$137.50
Joe Schmoe	85201	5	\$20.00	\$100.00
Donald Duck	23492	4	\$20.00	\$80.00
<b>TOTAL LABOR PAID</b>				\$317.50
<b>RESTAURANT REVENUE*</b>	The restaurant should always have some revenue -> [this helps off-set labor & payroll taxes]			\$37.50
<b>TOTAL</b> should match guest's invoiced labor total				\$355.00

This number ↗ has to match the guests invoice as well as Aloha "LABOR \$"

## ADDITIONAL ACCOUNTING or PAYROLL NOTES:

Client also gave a gratuity in the amount of \$133, which should be split between these 3 servers.

[Because the extra tip will go through Aloha, this needs to be changed manually in GratShare before closing the day]