



MAC Pizza Pulse Checkout Instructions – Deferring CC Tips to Paycard or Payroll

This process applies to ALL Team Members being paid deferred Credit Card (CC) Tips

- 1.) All TMs need to be checked out (including CSR and Mgmt positions)
- 2.) Enter all Credit Card and Gift Card tips. **Go to CC Tip Reconciliation to MAKE SURE that all CC tips have been properly assigned to TMs prior to checkout.** The Tip Total on the Credit Cards tab should match the Electronic Tips amount listed.

Team Member Checkout

Close
Orders
Cash Drops
Counts
Coupons
Manager
Reassign
Print
Time Clock
Shift
Shift

Shift Reconciliation
Delivery Reimbursement
Important Dates
Compensation

Shift 1 of 1

Time In: 5/1/2020 9:30 AM

Time Out:

Hours:

Checkout Time:

Hours This Day: 3.45

Hours This Week: 10.88

Cash Tips: \$0.00

Shift Reconciliation

Bark/Till: \$20.00

Order Total: \$223.63 +

Prepaid Amounts: \$0.00 -

Electronic Payments: \$264.41 -

Electronic Tips: \$40.78 ↓

Cash Drops: \$0.00 -

Amount to Collect: \$20.00 =

Collected: \$0.00 +

Over/Even/Under: -\$20.00

Mileage Total: \$5.68

Device Total: \$0.00

Cash Reimbursed Now: \$0.00

Summary **Credit Cards** Checks Coupons

	Order Total	Tip Total	Grand Total
Credit Card Amount	\$223.63	\$40.78	\$264.41
Trade Receivable Amount	\$0.00	\$0.00	\$0.00
Gift Card Amount	\$0.00	\$0.00	\$0.00

Since \$0 has been entered as Collected, and it shows the “Amount to Collect” is \$20, the “**Over/Even/Under**” is currently listed as a **NEGATIVE amount** (-\$20.00).

When the “Over/Even/Under” amount is NEGATIVE, Pulse first automatically DEDUCTS that amount from the “Deferred Mileage Amount” on right (which SHOULD match the “Mileage Total” listed on left). IF there is not enough in the “Deferred Mileage Amount”, THEN Pulse automatically DEDUCTS the remaining amount from the “Deferred Tips Amount” on right.

This issue OFTEN occurs for **Mgmt TMs** since a Driver Bank is automatically being counted as Amount to Collect (even if no orders listed). If the Mgmt TM’s checkout page is not opened, then that Driver Bank doesn’t get entered as Collected, resulting in a NEGATIVE Over/Even/Under...which causes that Mgmt TM to not get paid correctly for their CC Tips and Mileage.

We DO NOT WANT this!! ALL TMs MUST be paid for ALL Mileage and CC Tips earned.

******* DO NOT LEAVE A NEGATIVE AMOUNT in the “Over/Even/Under” field. *******

- 3.) Click the "Collected" button to enter amount collected from the TM.
- If "Collected" amount is LESS than the "Amount to Collect", then collect the remaining amount due from the TM from any available cash tips OR Mgmt needs to send a request to Payroll@macpizza.net for a Payroll Deduction Form to be assigned to the TM thru Alliance. Then **CHANGE "Collected" amount to be the same as "Amount to Collect"**. The "Over/Even/Under" MUST be \$0.00 or above.
 - If left as negative (in red), it will subtract from the Deferred totals...which we do NOT want to happen.

The screenshot shows the 'Team Member Checkout' window. The 'Shift Reconciliation' section displays the following data:

Shift Reconciliation	
Bank/Till	\$20.00
Order Total	\$223.63 +
Prepaid Amounts	\$0.00 -
Electronic Payments	\$264.41 -
Electronic Tips	\$40.78 +
Cash Drops	\$0.00 -
Amount to Collect	\$20.00 =
Collected	\$20.00 +
Over/Even/Under	\$0.00
Mileage Total	\$5.68
Device Total	\$0.00
Cash Reimbursed Now	\$0.00

The 'Summary' section displays the following data:

Summary	
Orders	4
Delivery Orders	4
Cash Drops	0
Credit Cards	4
Trade Receivables	0
Gift Cards	0
Checks	0
Total Reimbursement	\$46.46
Deferred Tips Amount	\$40.78
Deferred Mileage Amount	\$5.68

4.) Enter Cash Tips as normal, and give that cash back to TM. **Be sure to clarify to TM that it's their cash tips.**

5.) **"Deferred Tips Amount"** – This amount automatically populates. It should match the Electronic Tips amount listed. **This amount is NOT to be paid in cash.** This amount will be sent for payment on EITHER the TM's Paycard (when end of day runs) OR added to their bi-weekly Payroll (TM chooses option on pay method form).

6.) **"Deferred Mileage Amount"** – This amount automatically populates. **Mileage is still currently being paid out IN CASH** at your store (this is subject to change, depending on needs of the store). This Deferred Mileage Amount **MUST BE CHANGED to be paid out in cash.**

➤ **Note: If you DO NOT make this change in Pulse BEFORE paying out the mileage in cash, your store deposit will be SHORT.**

The screenshot shows the 'Team Member Checkout' window. At the top, there are icons for Close, Orders, Cash Drops, Counts, Coupons, Manager, Reassign, Print, Time Clock, Shift, and Shift. Below these are tabs for Shift Reconciliation, Delivery Reimbursement, Important Dates, and Compensation. The 'Shift Reconciliation' tab is active, showing details for 'Shift 1 of 1' on 5/1/2020. Time In is 9:30 AM, Hours This Day is 3.52, and Hours This Week is 10.95. Cash Tips are set to \$0.00. A 'Shift Reconciliation' table shows a balance of \$20.00 to be collected. A 'Summary' table shows a Deferred Mileage Amount of \$5.68. A 'Cash Reimbursed Now' dialog box is open, with 'Applied to Electronic Tips' set to 'NO' and 'Applied to Mileage Total' set to '\$5.68'. Three yellow callout boxes provide instructions: Step 1) Verify 'Collected' is not \$0 and 'Over/Even/Under' is \$0 or above; Step 2) Enter the Deferred Mileage Amount into the 'Applied to Mileage Total' field; and a warning not to enter Mileage into the 'Applied to Electronic Tips' field.

Bank/Till	\$20.00
Order Total	\$223.63 +
Prepaid Amounts	\$0.00 -
Electronic Payments	\$264.41 -
Electronic Tips	\$40.78 +
Cash Drops	\$0.00 -
Amount to Collect	\$20.00 =
Collected	\$20.00 +
Over/Even/Under	\$0.00 =
Mileage Total	\$5.68
Device Total	\$0.00
Cash Reimbursed Now	\$0.00

Orders	4
Delivery Orders	4
Cash Drops	0
Credit Cards	4
Trade Receivables	0
Gift Cards	0
Checks	0
Total Reimbursement	\$46.46
Deferred Tips Amount	\$40.78
Deferred Mileage Amount	\$5.68

Applied to Electronic Tips	NO
Applied to Mileage Total	\$5.68

Click on “Cash Reimburse Now” button:

In the **Cash Reimburse Now** window, enter into “**Applied to Mileage Total**” box the Mileage Total (Deferred Mileage Amount listed) being paid to the driving TM in CASH. **DO NOT enter ANY amount into the “Applied to Electronic Tips” field.**

Click OK. The amount you entered should now be added to the Cash Reimburse Now button, and the Deferred Mileage Amount listed should now be \$0.00.

Team Member Checkout

Close Orders Cash Drops Counts Coupons Manager Reassign Print Time Clock Shift Shift

Shift Reconciliation Delivery Reimbursement Important Dates Compensation

Shift 1 of 1

Time In: 5/1/2020 9:30 AM
Time Out:
Hours:
Checkout Time:
Hours This Day: 3.50
Hours This Week: 10.93
Cash Tips: \$0.00

Shift Reconciliation

Bank/Till	\$20.00
Order Total	\$223.63 +
Prepaid Amounts	\$0.00 -
Electronic Payments	\$264.41 -
Electronic Tips	\$40.78 +
Cash Drops	\$0.00 -
Amount to Collect	\$20.00 =
Collected	\$20.00 +
Over/Even/Under	\$0.00 =
Mileage Total	\$5.68
Device Total	\$0.00
Cash Reimbursed Now	\$5.68

Summary Credit Cards Checks

Orders	4
Delivery Orders	4
Cash Drops	0
Credit Cards	4
Trade Receivables	0
Gift Cards	0
Checks	0
Total Reimbursement	\$46.46
Deferred Tips Amount	\$40.78
Deferred Mileage Amount	\$0.00

Make sure the Deferred Tips Amount still matches the Electronic Tips amount on left. IF it is LESS, AND Deferred Mileage is NOT \$0, then you entered the Deferred Mileage Amount into the WRONG field. Click Cash Reimbursed Now button to correct.

7.) **DO NOT pay out any CC/Electronic Tips in CASH**.** The CC tips total should remain in Deferred Tips Amount to be paid out on their paycard OR added to their bi-weekly payroll (TM’s choice).

➤ **If any listed Deferred payments are paid out in cash (without moving to Cash Reimburse), your store deposit will be SHORT.**

Note: MAC Pizza checkout will include a “Device Total” for TMs who used the Domino’s Driver app on their cell phone.

*****The amount listed on the Cash Reimburse Now button is what you should be paying the TM in cash: Mileage plus Device reimbursement.*****

Cash Reimbursed Now + Deferred Tips Amount = Total Reimbursement

No matter which pay option the TM selects on the CC Tip Pay Option form, their CC tips should still be left entered as Deferred in the checkout process. **DO NOT move over as Paid in Cash.**

- **Paycard Option:** Starting on 1st day of work, **ALL CC tips received must be left entered as DEFERRED.** If the TM starts working and earns CC Tips before their paycard arrives at the store, their payments STILL need to be left entered into Pulse as DEFERRED. You can give them a blank card packet to activate thru the automated system (which will link it to the paycard account that HR set up), so they can have access to their deferred payments quicker. **All deferred payments for the day are loaded to processed card accounts after End of Day is run.**
- **Payroll Option:** Starting on 1st day of work, **ALL CC tips received must be left entered as DEFERRED.** **All deferred CC tips received during the pay period will be paid on the bi-weekly payroll.**

Store Changes:

- **TM Transfers:**
 - When a TM transfers to your store (or is being temporarily borrowed) from another participating deferred payments store, **ALL CC tips received should be left entered as DEFERRED.** Their current pay method in the system will be automatically applied to Deferred CC tips earned at your store.
 - When a TM transfers to your store from a store that’s not a participating store (please let us know when this occurs, in case the other store has not submitted their Transfer PAF yet), **ALL CC tips received should be left entered as DEFERRED.** If they are not already in the system with a pay method, HR will see that on the report (run the following business day). If the TM already has an enrolled

paycard, HR will immediately set them up to receive their CC tips on Paycard (funds will load at end of the day updated); otherwise HR will set up the TM to receive their CC tips on Payroll. HR will assign to the TM the required CC Tip Pay Option form thru MyPay. This needs to be completed before the end of the pay period after transfer, even if they don't want to change the pay method. Once form is completed, the selected pay option will be verified, or changed, effective the day that HR processes the update in the payment vendor's online system.

****Other Info:**

- If a TM chooses the Paycard option, their paycard will be mailed to their HOME address.
- **DO NOT** give a TM a blank paycard packet without first verifying with Payroll Team that the TM CHOSE the Paycard option for deferred payments.
 - You can view a TM's selected pay option in AllPay under Employees/UserDefined tab, or by running report "GM Rpt-All Doc Info".
- A paycard does NOT have to be activated by the TM for the funds to load, but the TM will still need to activate the card in order to use it.
- If Netspend (the paycard company) determines that a TM is not eligible to maintain their processed paycard account (very rare) OR if the TM reaches their paycard account balance limit (\$15,000), all of their deferred payments going forward must then be paid on Payroll.
- A Minor TM (age 16 or 17) can only be issued a Paycard if they provided at hire, or are able to provide, a copy of their state issued ID/DL and Social Security Card. This is a requirement of the paycard company.
- TMs can change their CC Tip/Mileage Pay Option by contacting Payroll@macpizza.net OR by sending a message thru their MyPay. The Payroll team will assign a new CC Tip Pay Option form to the TM to complete thru their MyPay. New form must be completed before any changes can be made. Changes will be effective the day that HR processes the update in vendor's online payment system.