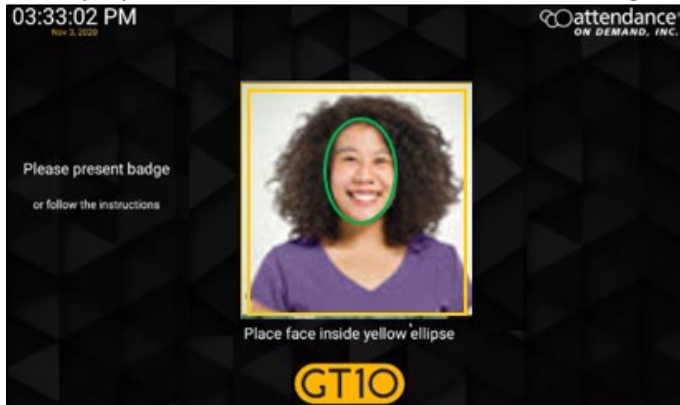
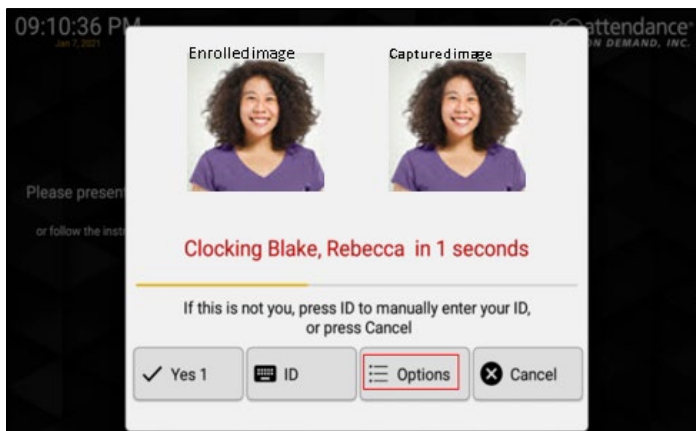


Employees can enter tips for themselves as follows:

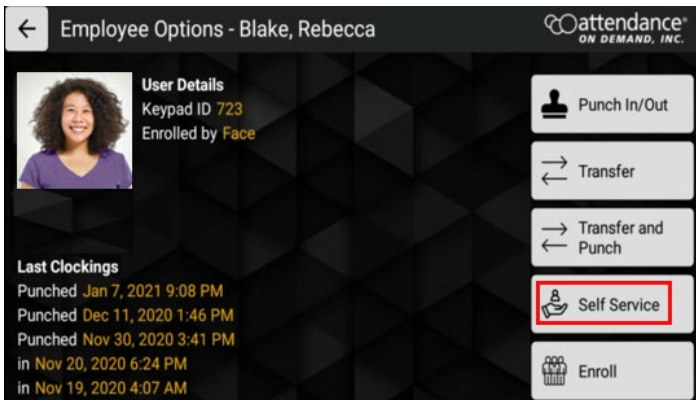
1. An employee accesses the GT10 clock with face recognition.



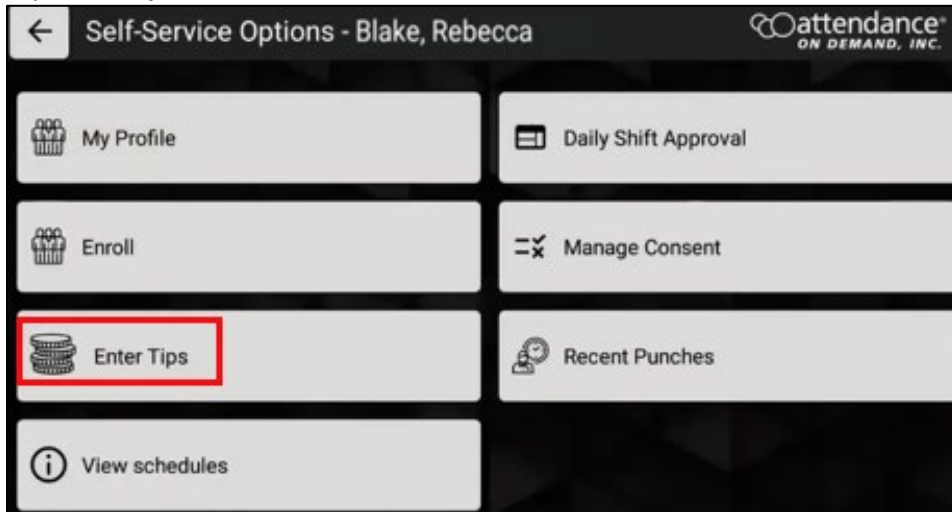
2. Tap the **Options** button. The **Employee Options** screen is displayed.



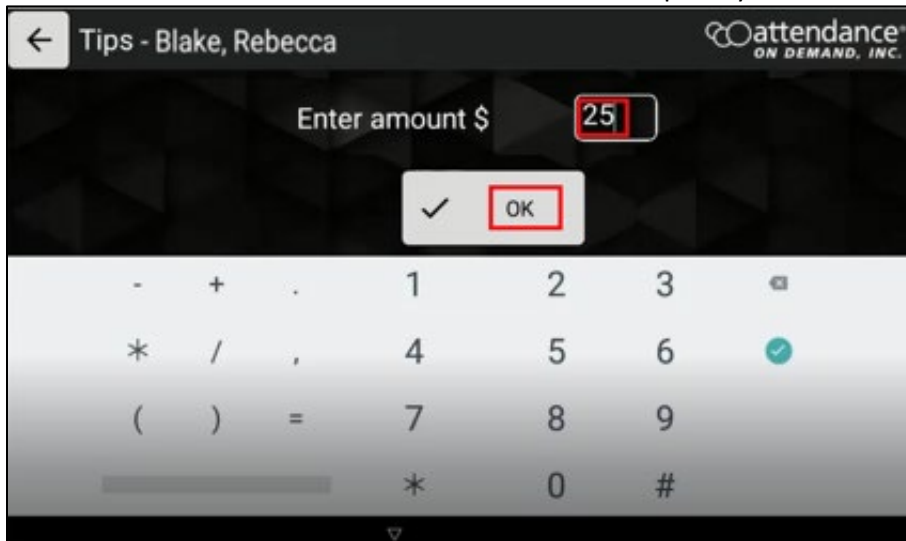
3. Tap **Self Service** to access the employee self-service operations.



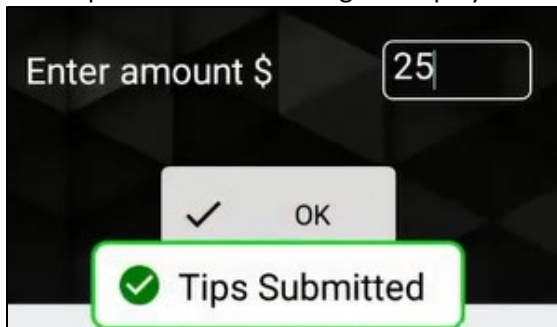
4. Tap **Enter Tips**.




5. Enter the dollar amount in the **Enter amount** field for tip entry. Click **OK**.



6. The "Tips Submitted" message is displayed.



7. The entered tips are displayed on the employee time card.

Blake, Rebecca (Cedar Springs-Default-Physical Therapy-Physical Therapy Assistant)								
Time Card ▾		Current Period ▾		Editing Sheet ▾		Adjustments	Approve	Print
Last Name	First Name	ID	Location	Department	Position			
Blake	Rebecca	723	Cedar Springs	Physical Therapy	Physical			
Timestamp	Account	Effective	Description					
05/03/2021 05:14pm	 AODC	05/03/2021	Mon May-03 21	Credit of 25.0000				

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