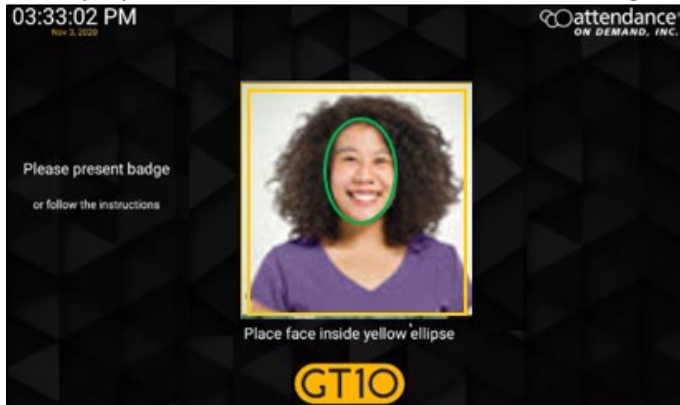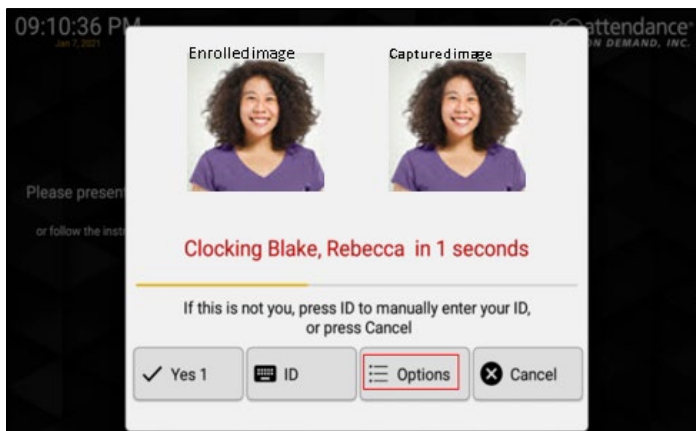# Entering Tips

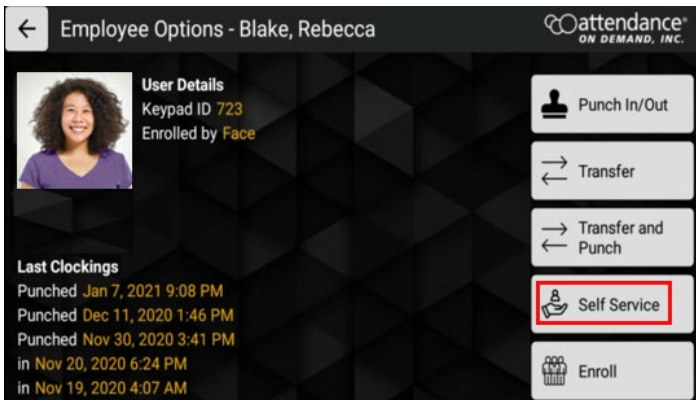Employees can enter tips for themselves as follows:

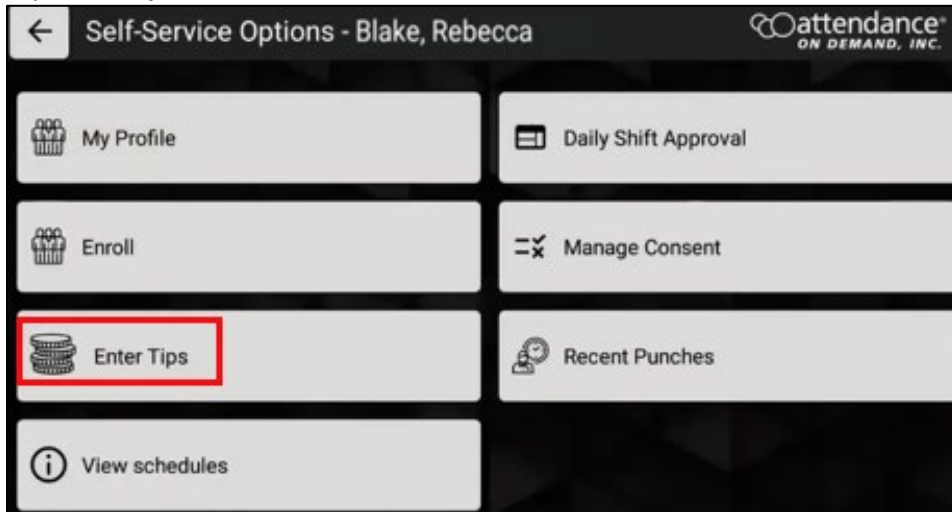1. An employee accesses the GT10 clock with face recognition.

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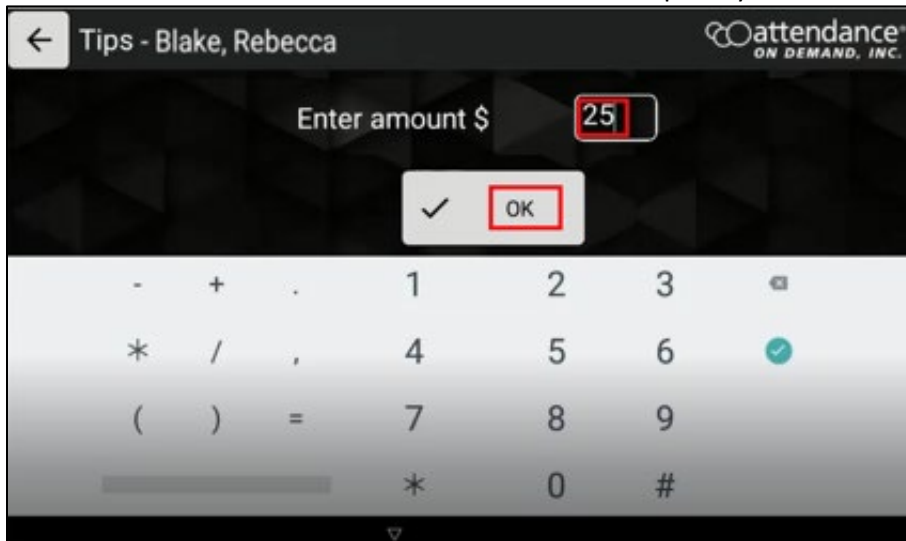

3. Tap **Self Service** to access the employee self-service operations.
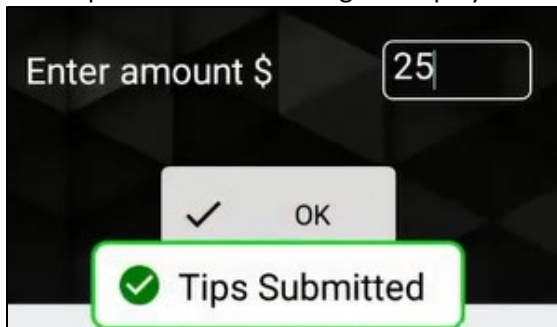
4. Tap **Enter Tips**.

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