

Shift Tips Summary Template



Shift Tips Summary Template:

Shift Details:

- Date of Shift: [Date of the work shift]
- Shift Start Time: [Time when the shift started]
- Shift End Time: [Time when the shift ended]
- Employee Name: [Name of the employee working the shift]

Tip Breakdown:

- Cash Tips: [Amount of cash tips received]
- Credit Card Tips: [Amount of tips received via credit card transactions]
- Other Tips: [Specify if there are any other forms of tips]

Total Tips:

- Total Tips Received: [Sum of all types of tips]

Declaring Tips:

- Tips declared accurately
- Tips reported to supervisor/manager

Distribution of Tips:

- Tips shared with other staff members
- Tips reported to be distributed in accordance with policy

Notes and Comments:

- Any specific customer comments related to tips
- Additional notes about the shift or tip distribution

Supervisor/Manager Signature:

- Signature of supervisor/manager confirming accuracy

Employee Signature:

- Employee's signature acknowledging the accuracy of the report