Workday
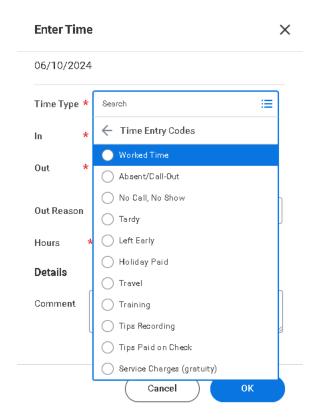
Job Aid:
Tips/Gratuity Reporting through Time in Workday

If your team members receive tips or gratuity, this is reported via time entry.

1. Log into your Workday account.
2. Under Your Top Apps, find the **Time and Absence** worklet and the **Time and Scheduling Hub** opens.
3. Under Tasks, go to **Enter Time for Worker.**
4. Select the Worker and date to be entered.
5. Click on the day on the calendar to start.
6. Under **Time Type**, choose among **Tips Recording** for cash tips, **Tips Paid on Check** and **Service Charges (gratuity)**.
7. Enter the dollar amount.
8. Repeat if more than one category applies.
9. Click OK.

For questions, email workday@guestservices.com.