

Work out each server's tip-out to support roles by percentage, and split a tip pool by hours and points.

This sheet only works out a split from the numbers you give it. It doesn't say whether a tip-out or a tip pool is allowed.

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Circle what the percentages are taken of: each server's net sales, or their tips. Write each role's name and its % of that base at the top.

2. Tip pool, split by hours (and points)

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Round each share to the cent. A cent or two left over, or too much, goes on the largest share (the first listed, among equals).

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The example, filled in, and how each figure is worked out

A made-up shift. The total tip-out is 56.25 (4.5% of net sales). The server keeps 153.75. 400.00 is shared among 3 people by hours and points.

1. Tip-out by percentage, one shift

A Server	B Net sales	C Tips	D Role = base × %	E Role = base × %	F Role = base × %	G Role = base × %	H Total tip-out = D + E + F + G	I Server keeps = C – H
Role name			Bartender	Busser	Food runner			
% of the base			2%	1.5%	1%		4.5%	
Server 1	1,250.00	210.00	25.00	18.75	12.50		56.25	153.75
Total for the shift	1,250.00	210.00	25.00	18.75	12.50		56.25	153.75

2. Tip pool, split by hours (and points)

Tips in the pool

400.00

A Name	B Hours	C Points Blank counts 1	D Weight = B × C	E Share of the pool = D ÷ total D	F Pays out = pool × D ÷ total D	G Per hour = F ÷ B
Ana	6	1	6	35.3%	141.17	23.53
Ben	5	1	5	29.4%	117.65	23.53
Cy	4	1.5	6	35.3%	141.18	35.30
Total	15		17		400.00	

The formulas in words

1. Each role's tip-out: The base × the role's %, to the cent.

Example: Bartender: 1,250.00 net sales × 2% = 25.00; Busser: 1,250.00 net sales × 1.5% = 18.75; Food runner: 1,250.00 net sales × 1% = 12.50.

2. Total tip-out, and what the server keeps: The roles' amounts added up. The server keeps their tips – the total tip-out.

Example: 25.00 + 18.75 + 12.50 = 56.25; 210.00 tips – 56.25 tip-out = 153.75.

3. Weight: Hours × points (blank points count 1). Add everyone's up.

Example: 6 + 5 + 6 = 17.

4. Each share: The pool × the person's weight ÷ everyone's weight, to the cent.

Example: Ana: 400.00 × 6 (6 hours × 1 point) ÷ 17 = 141.17; Ben: 400.00 × 5 (5 hours × 1 point) ÷ 17 = 117.65; Cy: 400.00 × 6 (4 hours × 1.5 points) ÷ 17 = 141.18. Rounding each share to the cent left 0.01 too much; it was taken off Ana's share, the largest (the first of equal shares), so the shares add up to the pool exactly.

5. Per hour: What a person's share pays out ÷ their hours.

Example: Ana: 141.17 ÷ 6 = 23.53.

What the U.S. Department of Labor says

An employer may not keep any portion of employees' tips for any purpose, and may not require an employee to give their tips to the employer, a supervisor or a manager.

Source: U.S. Department of Labor, Wage and Hour Division, Fact Sheet #15: Tipped Employees under the Fair Labor Standards Act (FLSA), <https://www.dol.gov/agencies/whd/fact-sheets/15-tipped-employees-flsa>

A manager or supervisor may keep only the tips they receive directly from a customer for the service they directly and solely provide.

Source: U.S. Department of Labor, Wage and Hour Division, Fact Sheet #15: Tipped Employees under the Fair Labor Standards Act (FLSA), <https://www.dol.gov/agencies/whd/fact-sheets/15-tipped-employees-flsa>

An employer that takes a tip credit can require tipped employees to contribute tips only to a tip pool limited to employees in occupations in which they customarily and regularly receive tips, such as waiters, bellhops, counter personnel (who serve customers), bussers and service bartenders.

Source: U.S. Department of Labor, Wage and Hour Division, Fact Sheet #15: Tipped Employees under the Fair Labor Standards Act (FLSA), <https://www.dol.gov/agencies/whd/fact-sheets/15-tipped-employees-flsa>

State rules vary. The Department of Labor lists each state's minimum wage.

Source: U.S. Department of Labor, State Minimum Wage Laws, <https://www.dol.gov/agencies/whd/minimum-wage/state>