

JOB AID—PAY DAY PORTAL

Pay Day Portal is an online portal that allows tipped Team Members to see tip information from each shift, via web browser or mobile app.

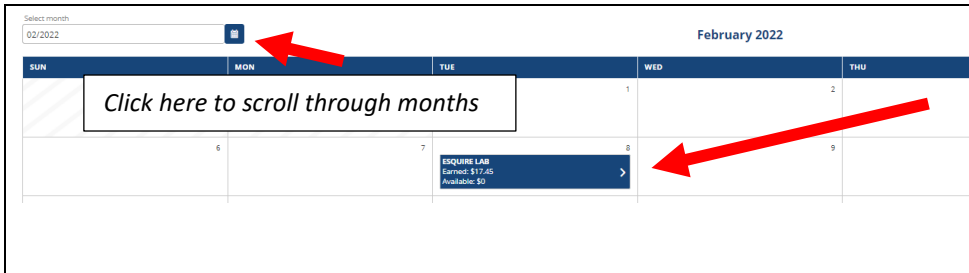
GETTING STARTED

1. Register in Pay Day Portal with a manager.
2. Receive 'Welcome to Pay Day Portal' email or text.
3. Elect to download a free Mobile App: PayDayPortal
4. Go to the Pay Day Portal: paydayportal.com/login
5. Use your email address and password to login to your personal Pay Day Portal.

PAY DAY PORTAL WEB BROWSER

- Go to paydayportal.com/login; Enter your login and password.
- Click 'Sign-in'
 - Your Monthly Overview Dashboard will appear

[Click here for 'Tip Distribution Breakdown'](#)



DETAILS BREAKDOWN FOR LOCATION "ESQUIRE LAB" ON 2/8/2022	
LUNCH \$ 17.45	
Total Generated	\$ 25.00
CC Tips	
Total Time	\$ 6.80
2:34 Tips earned per hour:	
To Day Bar\Night Bar	\$ 2.06
1.50% Tipped Net Sales (\$137.22)	
To Runner	\$ 2.74
2.00% Tipped Net Sales (\$137.22)	
To Service Asst	\$ 2.74
2.00% Tipped Net Sales (\$137.22)	
DINNER \$ 0.00	
Total Generated	\$ 0.00
CC Tips	
Total Generated	\$ 8.00
Cash Tips	
Total Time	\$ 0.00
1:18 Tips earned per hour:	

PAY DAY PORTAL MOBILE APP

Choose 'Daily' or 'Date Range'

Esquire LAB
Earned \$ 17.45
Available \$ 0.0

TOTAL EARNED \$ 17.45
TOTAL AVAILABLE \$ 0.00

Click to see Tip Distribution Breakdown

DETAILS BREAKDOWN

Lunch \$ 17.45

Total Generated \$ 25.0
CC Tips

Total Time \$ 6.8
2:34 Tips earned per hour:

To Day Bar\Night Bar \$ 2.06
1.50% Tipped Net Sales (\$137.22)

To Runner \$ 2.74
2.00% Tipped Net Sales (\$137.22)

To Service Asst \$ 2.74
2.00% Tipped Net Sales (\$137.22)

Dinner \$ 0.0

Total Generated \$ 0.0
CC Tips

Total Generated \$ 8.0