

TipShare, **step by step.**

From install to payroll: set up your tip rules, pull a period from Clover, fix what needs you, and export payroll. Every screenshot is the real app.

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STEP 01

Install and open TipShare

Install TipShare from the Clover App Market, then open it from your Clover web dashboard under **My Apps** → **TipShare**. Clover signs you in, so there is no separate password. Owners and managers get the full dashboard.

The dashboard has four tabs: **This period**, **Payroll**, **Settings** and **Help me set up**.

STEP 02

Answer four setup questions

The first time you open TipShare, a short setup asks four things:

1. What to call your tip policy.
2. How often tips settle: each shift, each day, or each pay period.
3. What happens to cash tips: card tips only, each person declares their cash, or one cash jar per shift.
4. How tips are shared: split evenly by hours, split by role, everyone keeps their own, or **My rules are different by day**, which starts from a standard setup for your kind of business.

Then tick who shares the tips and confirm each person's role.

The screenshot shows the TipShare by Ponchi setup interface. A modal dialog box titled "How are tips shared?" is open, allowing the user to select a tip-sharing method. The background shows the "Get the period" section with date pickers and a "Start this period over" button.

How are tips shared?
You can change any of this later, and fine-tune it in Settings.

- Split evenly by hours**
Everyone in the pool shares the tips in proportion to the hours they worked.
- Split by role**
Each role gets a set share of the pot; people in that role divide it by hours.
- Everyone keeps their own**
No pooling. Each person keeps the tips on their own sales.
- My rules are different by day**
Start from a setup that matches your business, then fine-tune.

Who shares the tips?

- ☒ Server
- ☐ Bartender
- ☐ Bartender/Server
- ☐ Morning Solo
- ☐ Busser
- ☐ Host
- ☐ Food Runner
- ☐ Cigar Associate

STEP 03

See what it would pay before you save

The last setup screen runs your answers against a real week: each person's pay today next to what they would get with your answers, and the total collected against the total paid out.

Nothing changes until you press **Save**. You can open the setup again any time from **Help me set up**.

The screenshot shows the 'Get the period' setup screen in the TipShare by Ponchi app. A modal window titled 'Here is what that means' is open, displaying a table comparing current pay with potential pay based on user input. The table lists 10 employees and their respective pay amounts. At the bottom of the modal, it shows 'Collected \$4,992.95 - paid out \$4,992.95'. The background screen shows the 'Get the period' section with options to pull sales and hours for a specific period (Mon, Aug 3 - Sun, Aug 9).

On Aug 03 - Aug 09	Now → With these answers
Brooke Carter	\$940.45 → \$1,091.10
Chad Lee	\$268.20 → \$0.00
Emma Rivera	\$267.63 → \$886.60
Jade Wilson	\$57.35 → \$0.00
Jordan Reyes	\$998.92 → \$514.16
Kayla Perez	\$1,189.29 → \$694.49
Luis Ortega	\$427.29 → \$307.11
Mara Ghali	\$329.95 → \$401.10
Mike Elk	\$298.62 → \$325.36
Sofia Nguyen	\$215.24 → \$773.03
Tony Vega	\$0.00 → \$0.00

Collected \$4,992.95 - paid out \$4,992.95

Get the period, check it, approve it

This period works in three steps:

1. **Get the period.** Pick the dates or press **Last week**. TipShare pulls sales, card tips and gratuity from Clover, and hours from the Clover time clock, from Ponchi, or from a punch report you upload.
2. **Check what needs you.** Anything that would pay someone wrong is grouped by cause, with one button to fix it. When nothing needs you, it says **Everything checks out**.
3. **Approve and pay.** Tips collected and paid to the team, side by side.

The screenshot shows the TipShare by Ponchi web interface. The top navigation bar includes the logo, date range (Mon, Aug 3 – Sun, Aug 9), and tabs for 'This period' (active), 'Payroll', 'Settings', and 'Help me set up'. A language dropdown is set to 'EN'.

Below the navigation bar, there are two main sections. The left section explains that TipShare works best with Ponchi and lists features like GPS clock in/out, scheduling, and payroll. It includes a 'Start 14-day free Ponchi trial' button and a 'Choose File' button for uploading punch reports. The right section provides instructions on how to upload a punch report from another time clock.

The main content area is titled 'How a period flows' and lists three steps: 1. Get the period, 2. Check what needs you, and 3. Approve and pay. The 'Check what needs you' step is currently active, indicated by a green checkmark and a green background. It shows a message: 'Everything checks out. 49 rows, nothing to fill in. Move on to step 3.' Below this, there are two expandable sections: 'Every shift, line by line' and 'Support staff and pools'.

The 'Approve and pay' step is shown at the bottom, with two boxes displaying '\$4,992.95' for 'TIPS COLLECTED' and 'PAID TO THE TEAM'. At the bottom of the interface, there are buttons for 'See every person', 'Finalize this period', 'PDF', and 'Excel'.

STEP 05

Every shift, line by line

Open **Every shift, line by line** to see each person's hours, clock times, sales, gratuity, card tips, tip-outs and take-home for every shift. Press **Edit** on a shift to change a role or a number; the totals recalculate straight away.

- A role set on one shift changes only that shift, so someone can tend bar on Monday and bus tables on Friday.
- **Support staff and pools** shows who worked support and how each pool was split. If nobody worked support on a shift, choose what happens to that money.
- **Start this period over** throws away every hand edit and rebuilds the period from Clover and your punch file.

TipShare by Ponchi
 Mon, Aug 3 – Sun, Aug 9

This period
 Payroll
 Settings
 Help me set up

EN

All 49 rows check out. Nothing to fill in — go to Payroll when you're ready.
 fine glance fix Recalculate

Monday 2026-08-03 · Morning 2 people · all matched Morning Solo Edit						
	Mike Elk	Morning Solo	2.00 h	sales \$222.44	tips \$40.60	\$40.60
	Tony Vega	Cook	2.00 h	sales \$0.00	tips \$0.00	\$0.00
Monday 2026-08-03 · Night 2 people · all matched MonTue Night Edit						
	Mike Elk	Bartender/Server	6.25 h	sales \$1,038.00	tips \$217.45	\$195.70
	Tony Vega	Cook	5.00 h	sales \$0.00	tips \$0.00	\$0.00
Tuesday 2026-08-04 · Morning 3 people · all matched Morning Solo Edit						
	Brooke Carter	Morning Solo	7.15 h	sales \$565.44	tips \$114.63	\$114.63
	Mike Elk	Morning Solo	2.00 h	sales \$72.00	tips \$17.40	\$17.40
	Tony Vega	Cook	2.00 h	sales \$0.00	tips \$0.00	\$0.00
Tuesday 2026-08-04 · Night 2 people · all matched MonTue Night Edit						
	Mike Elk	Bartender/Server	6.25 h	sales \$343.00	tips \$49.91	\$44.92
	Tony Vega	Cook	5.00 h	sales \$0.00	tips \$0.00	\$0.00
Wednesday 2026-08-05 · Morning 3 people · all matched Morning Solo Edit						
	Brooke Carter	Morning Solo	7.10 h	sales \$860.10	tips \$184.90	\$184.90
	Kayla Perez	Morning Solo	6.40 h	sales \$585.48	tips \$130.00	\$130.00
	Tony Vega	Cook	2.00 h	sales \$0.00	tips \$0.00	\$0.00
Wednesday 2026-08-05 · Night 6 people · all matched WedSat Night Edit						
	Emma Rivera	Server	6.90 h	sales \$579.70	tips \$115.88	\$28.92
	Jordan Reyes	Bartender	8.10 h	sales \$304.00	tips \$71.60	\$0.00
	Kayla Perez	Bartender	6.40 h	sales \$558.84	tips \$108.78	\$0.00
	Mara Ghali	Cigar Associate	5.65 h	sales \$434.00	tips \$90.70	\$72.56

STEP 06

Payroll: one line per person

Payroll shows the total to pay out, then one line per person with their hours and earnings.

Export it as a **PDF**, **Excel**, a **Gusto CSV**, an **ADP** paydata file or a plain CSV, print it, or email it to your bookkeeper. Press **Finalize period** when it is right.

 **TipShare** by Ponchi
Mon, Aug 3 – Sun, Aug 9

This period **Payroll** Settings Help me set up

EN

\$4,992.95
to pay out - 10 people - Mon, Aug 3 – Sun, Aug 9

\$4,992.95
tips collected

Brooke Carter	46.75 h	\$940.45	earned
Chad Lee	25.00 h	\$268.20	earned
Emma Rivera	33.90 h	\$267.63	earned
Jade Wilson	27.80 h	\$57.35	earned
Jordan Reyes	32.40 h	\$998.92	earned
Kayla Perez	43.20 h	\$1,189.29	earned
Luis Ortega	16.40 h	\$427.29	earned
Mara Ghali	27.40 h	\$329.95	earned
Mike Elk	16.50 h	\$298.62	earned
Sofia Nguyen	28.40 h	\$215.24	earned
Tony Vega	44.00 h	\$0.00	earned

11 people - 341.75 hours

\$4,992.95

Download PDF

Download Excel

Gusto CSV

ADP CSV

CSV

Print

Email payroll...

Finalize period

Explain anyone's pay

Open a person to see where their money came from: their own shifts, their share of the tip pool and any support payouts, then every shift behind it.

Explain in plain English writes a breakdown you can copy and hand to the employee.

**TipShare** by Ponchi

Mon, Aug 3 – Sun, Aug 9

This period

Payroll

Settings

Help me set up

EN

\$4,992.95

to pay out · 10 people · Mon, Aug 3 – Sun, Aug 9

\$4,992.95

tips collected

Brooke Carter

46.75 h

\$940.45

earned

From their own shifts

\$940.45

Earned

\$940.45

SHIFT	HOURS	SALES	TIPS	TO POOL	TO SUPPORT	TAKE-HOME
Tuesday 2026-08-04 · morning	7.15	\$565.44	\$114.63	\$0.00	\$0.00	\$114.63
Wednesday 2026-08-05 · morning	7.10	\$860.10	\$184.90	\$0.00	\$0.00	\$184.90
Thursday 2026-08-06 · morning	7.10	\$1,241.56	\$239.66	\$0.00	\$0.00	\$239.66
Friday 2026-08-07 · morning	7.10	\$1,174.90	\$232.43	\$0.00	\$0.00	\$232.43
Friday 2026-08-07	5.60	\$242.00	\$50.50	\$30.25	\$6.05	\$14.20
Saturday 2026-08-08 · morning	7.10	\$254.00	\$59.88	\$0.00	\$0.00	\$59.88
Saturday 2026-08-08	5.60	\$993.00	\$243.70	\$124.13	\$24.83	\$94.75

Explain in plain English

Week total: \$940.45 over 46.75 hours — tips kept from your shifts \$940.45.

Tuesday 08-04 (morning, Morning Solo): you rang \$565.44 in net sales and earned \$114.63 in card tips. Take-home for the shift: \$114.63.

Wednesday 08-05 (morning, Morning Solo): you rang \$860.10 in net sales and earned \$184.90 in card tips. Take-home for the shift: \$184.90.

Thursday 08-06 (morning, Morning Solo): you rang \$1,241.56 in net sales and earned \$239.66 in card tips. Take-home for the shift: \$239.66.

Friday 08-07 (morning, Morning Solo): you rang \$1,174.90 in net sales and earned \$232.43 in card tips. Take-home for the shift: \$232.43.

Friday 08-07 (night, Server): you rang \$242.00 in net sales and earned \$50.50 in card tips. Under the WedSat Night rules, 12.5% of your net sales (\$30.25) went to the pool. Under the WedSat Night rules, 2.5% of your net sales (\$6.05) went to support staff. Take-home for the shift: \$14.20.

Saturday 08-08 (morning, Morning Solo): you rang \$254.00 in net sales and earned \$59.88 in card tips. Take-home for the shift: \$59.88.

Saturday 08-08 (night, Server): you rang \$993.00 in net sales and earned \$243.70 in card tips. Under the WedSat Night rules, 12.5% of your net sales (\$124.12) went to the pool. Under the WedSat Night rules, 2.5% of your net sales (\$24.83) went to support staff. Take-home for the shift: \$94.75.

Your house rules

Settings holds the rules behind every number: tip-outs as a percent of sales or of tips, who receives the tip pool, the schedule of rules by day, support slots and how the support pool splits, cash tips, the card fee, the names your gratuity lines use, sales left out of tip-outs, your employees, and a history log of every change.


TipShare by Ponchi
 Mon, Aug 3 – Sun, Aug 9

This period
 Payroll
 Settings
 Help me set up

EN

Shift rules (modes)

Each mode is one set of rules. A tip-out takes a percent of a person's net sales or tips and sends it to the **pool** or to **support**. Pool receivers split the pool by hours (× weight, if you set one); if they "also pool their own tips," everything they earned goes in too. "Who" can be a whole group (all servers) or one exact role.

MonTue Night

Delete mode

WHO	GIVES	OF THEIR	%	TO
Bartender/Server (solo)	tip out	tips	10	support

+ Add tip-out

Pool receivers (split the pool by hours × weight)
 ☐

Servers ☒

Bartenders × 1
 ☐

Bartender/Server (solo)
 ☐

Other tipped roles
 ☐

Keep-all roles
 ☐

☐

Cigar Associate (role)
 ☐

Cook (role)
 ☐

Line Cook (role)
 ☐

Kitchen Support (role)
 ☐

Extra Help (role)
 ☐

Manager (role)
 ☐

Receivers also pool their own tips
 ☐

Morning Solo

Delete mode

WHO	GIVES	OF THEIR	%	TO
-----	-------	----------	---	----

+ Add tip-out

Pool receivers (split the pool by hours × weight)
 ☐

Servers ☐

Bartenders ☐

Bartender/Server (solo)
 ☐

Other tipped roles
 ☐

Keep-all roles
 ☐

☐

Cigar Associate (role)
 ☐

Cook (role)
 ☐

Line Cook (role)
 ☐

Kitchen Support (role)
 ☐

Extra Help (role)
 ☐

Manager (role)
 ☐

Receivers also pool their own tips
 ☐

Sunday Night

Delete mode

WHO	GIVES	OF THEIR	%	TO
-----	-------	----------	---	----

Each employee’s own tip page

Turn on employee tip pages in **Settings** and each person gets a private link that shows only their own shifts and totals, in English or Spanish.



TipShare by Ponchi
Test Merchant

Brooke Carter

Test Merchant · your tips, your shifts only

Aug 3–Aug 9 · draft

This week is still a draft — numbers can change until your manager finalizes it.

Week of August 3 – August 9, 2026

\$940.45

total tips for the week · 46.75 hours

Tips kept from your shifts

\$940.45

Tuesday Aug 4 · Morning · Morning Solo · 10:54 AM–6:03 PM

\$114.63

Hours

7.15

Card tips + gratuity

\$114.63

Wednesday Aug 5 · Morning · Morning Solo · 11:00 AM–6:06 PM

\$184.90

Hours

7.10

Card tips + gratuity

\$184.90

Thursday Aug 6 · Morning · Morning Solo · 11:00 AM–6:06 PM

\$239.66

Hours

7.10

Card tips + gratuity

\$239.66

Friday Aug 7 · Morning · Morning Solo · 11:00 AM–6:06 PM

\$232.43

Hours

7.10

Card tips + gratuity

\$232.43

Saturday Aug 8 · Morning · Morning Solo · 11:00 AM–6:06 PM

\$114.63

Hours

7.15

Card tips + gratuity

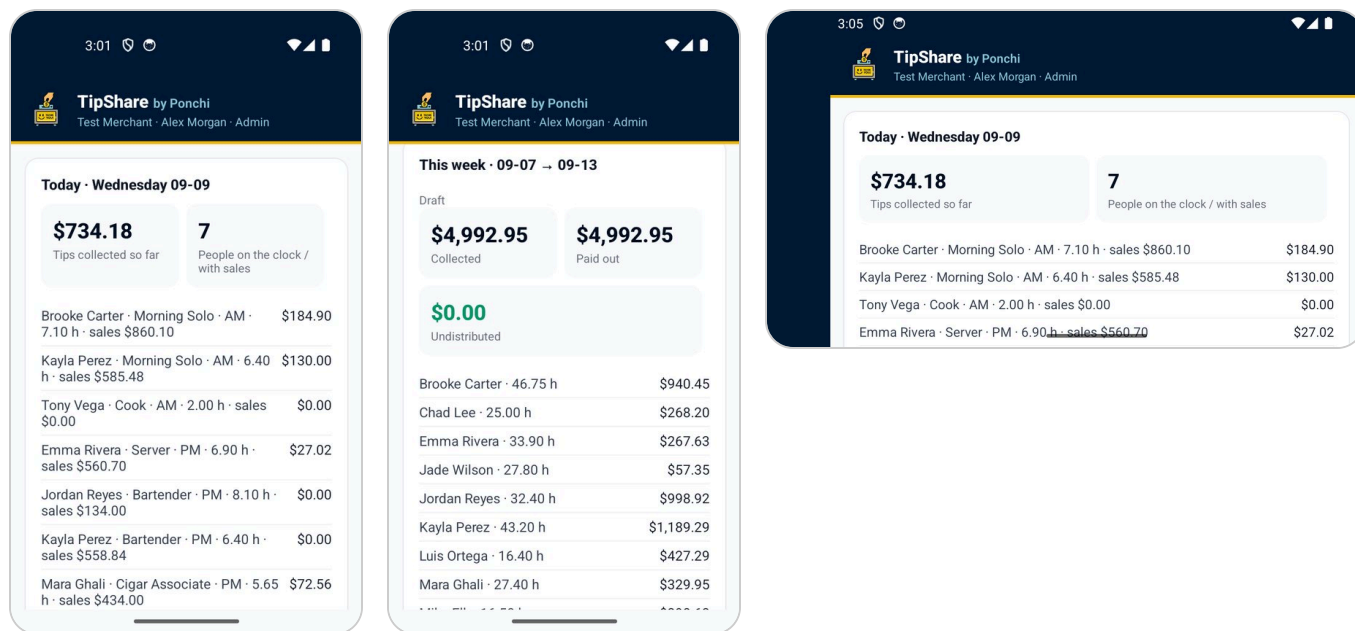
\$114.63

Español

STEP 10

On the Clover device

Open TipShare on the Clover Flex, Mini or Station Duo. Owners and managers see today's tips live and this week's status. Employees logged into the device see only their own numbers, and only if you turned employee pages on.



HELP

Questions and support

Email contact@ponchi.app or call (346) 332-6440, Monday to Friday, 9am to 6pm Central. Common questions are answered on the [TipShare page](#).

TipShare calculates what you configure. Tip laws vary by state, so confirm your practices with a labor attorney or your state labor department. [Privacy Policy](#) · [Merchant Terms](#)