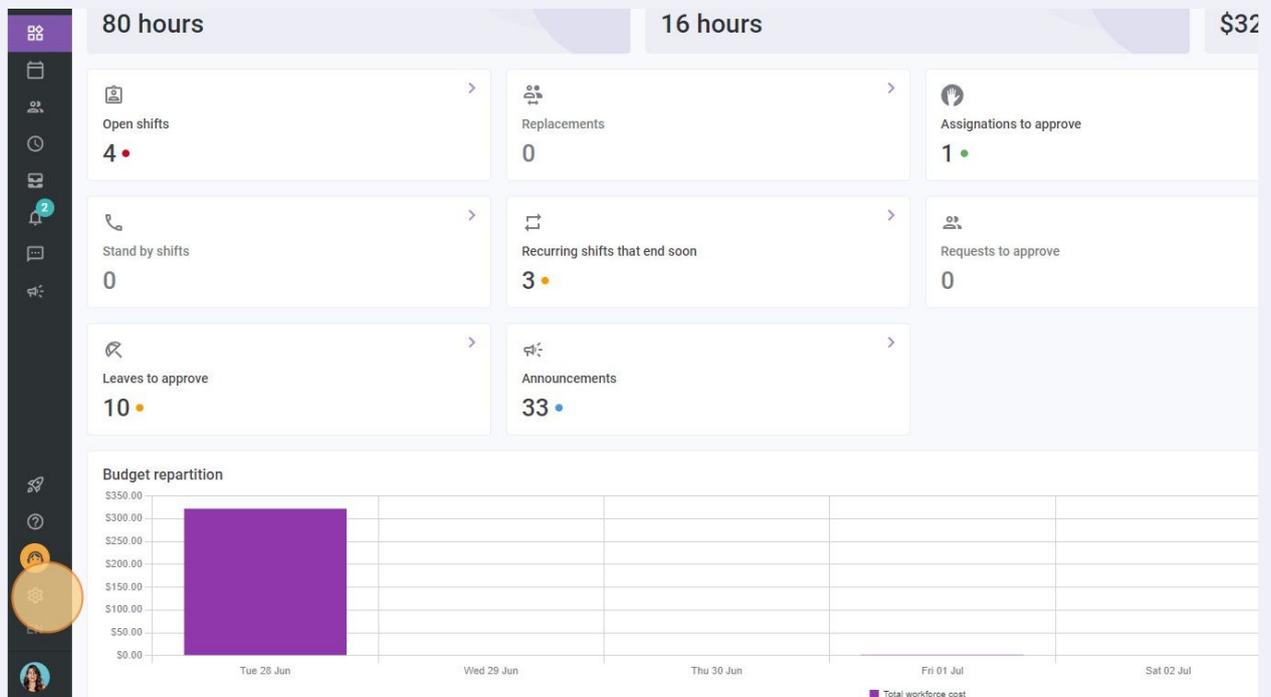


# How to add an overtime rule



1 Navigate to the Voilà! web console <https://console.voila.app/en>

2 Click on the Company settings icon.



### 3 Select Payroll and Time Off.

**My Company**

- General Settings**  
Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.
- Organizational Structure**  
Define your company's management levels and the structure of its divisions, teams, positions, locations and sub-locations.

**Scheduling Settings**

- Schedules and Availability**  
Define the types of events supported, the week's starting day, work constraints and automated schedule publishing settings. Define if employees can modify their availability and if those changes must be approved by a manager.
- Invitation & Assignment**  
The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.
- Employee Mobility**  
Define fallback teams, positions & locations for a shift invitation when regular employee is available.

**Payroll Settings**

- Payroll and Time Off**  
Set up the payroll periods, manage your time off types, overtime rules and shift premiums.
- Time and Attendance**  
Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions.

### 4 Go into the Overtime calculation rules section.

< Back to settings

**Payroll and Time Off**

**Payroll Management**

The following settings apply to the entire company.

**Pay period**

Frequency: **Biweekly**

Start date of the first pay period for your business: 10/02/2020

\* Any pay period prior to this date will not be accessible in the timesheet

Current pay period is from Jun 19, 2022 to Jul 2, 2022

**Night shift**

Choose how the hours of a shift spread over two days are taken into account.

Hours accounted for: **On the day of the end of the shift**

5 Click on Add overtime rule.

### Time Off

on rules

Code	Time frame	More than	Less than	Calculation	Teams	Positions	Locations	
	Weekly	40h	-	x1.5/h	All teams	All positions	All locations	 
	Daily	8h	-	x1.5/h	All teams	All positions	All locations	 



6 Click on the Name field and give a name to the overtime rule.

### Payroll and Time Off

#### Overtime calculation rules

Priority	Rule name	Code
1	Overtime	
2	Daily Overtime	

#### Add an overtime rule

1 Information 2 Application

Name  EN

**Application Rule**

Period reference: **Daily** More than: **8h** Less than:

**Overtime Formula**

Type of Overtime: **Fixed amount added to the period** Applicable value: **+ 0** \$

**Advanced parameters**

**Bank overtime**   
Select leave bank.

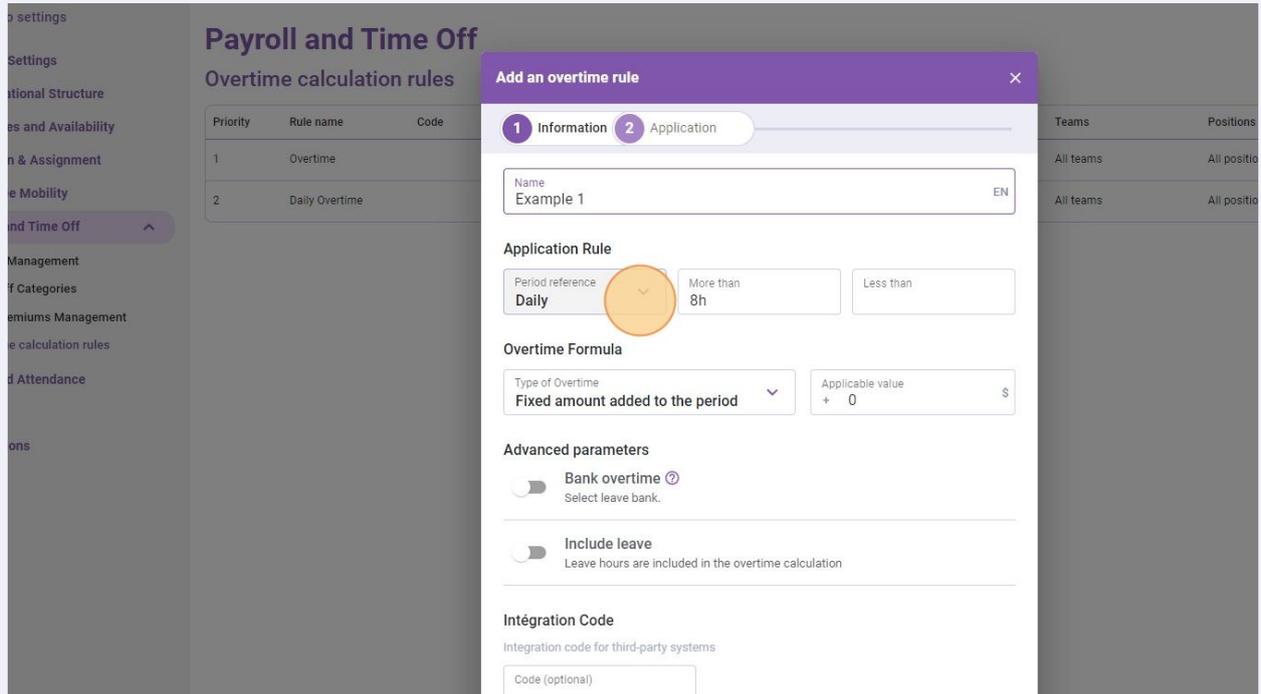
**Include leave**  
Leave hours are included in the overtime calculation

**Intégration Code**

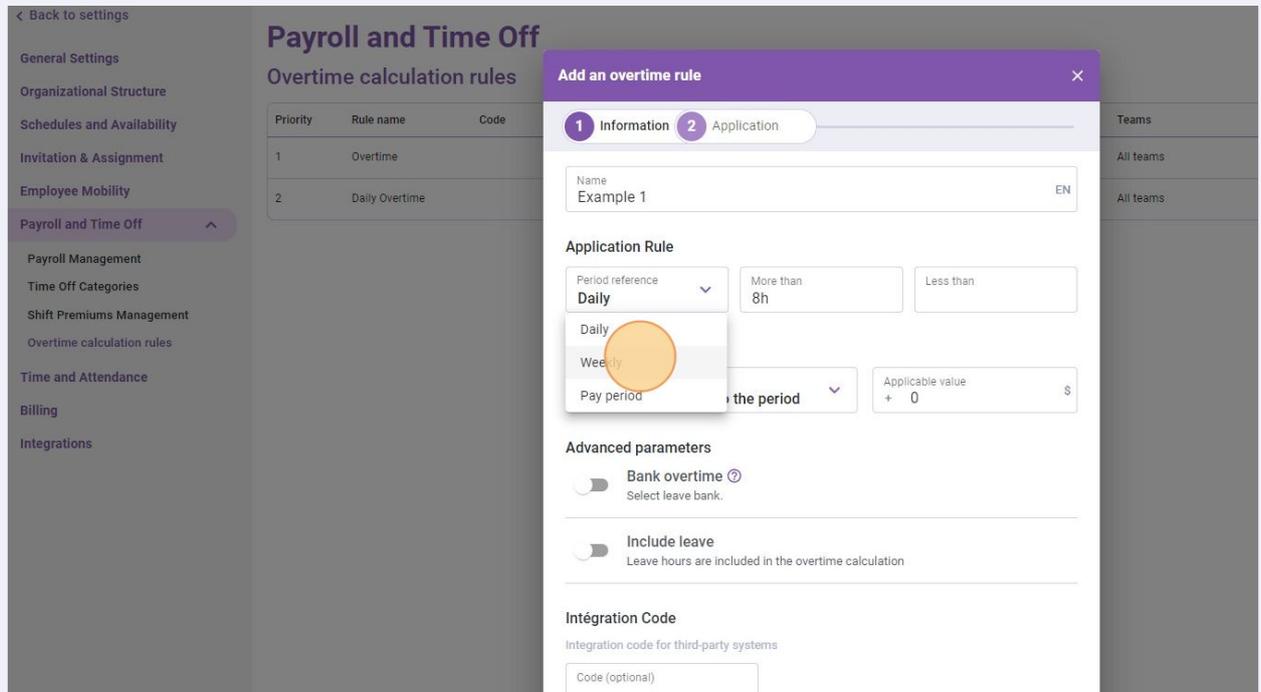
Integration code for third-party systems

Code (optional)

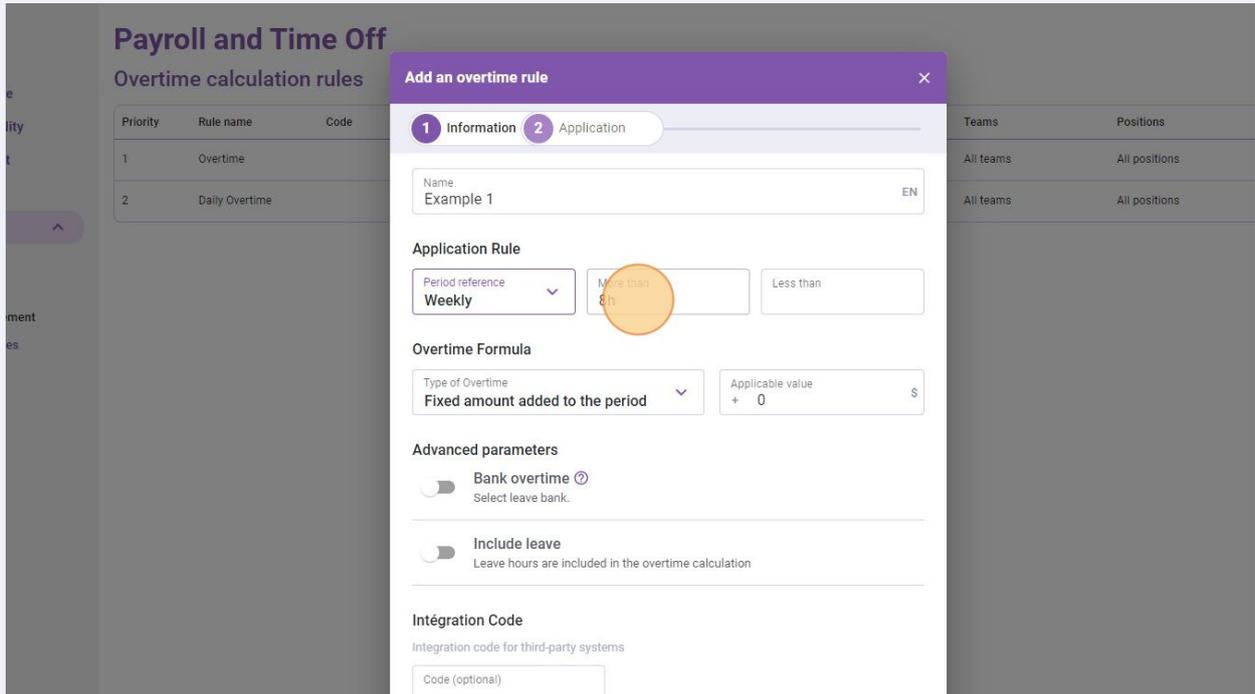
7 Click on the Period reference field.



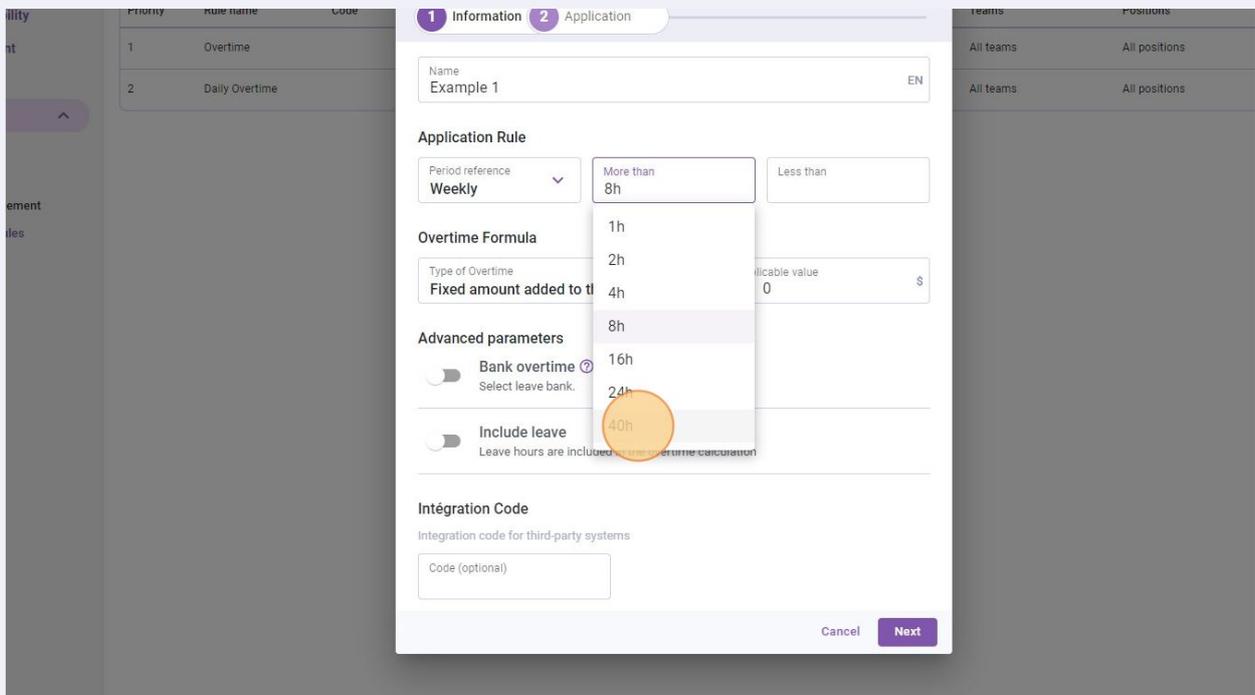
8 Select the desired period reference.



9 Click on the "More than" field.



10 Select the amount of hours from which the overtime will apply.



**11** Click on the Type of Overtime field.

1 Information 2 Application

Name  
Example 1 EN

**Application Rule**

Period reference  
Weekly

More than  
40h

Less than

**Overtime Formula**

Type of Overtime  
Fixed amount added to the period

Applicable value  
+ 0 \$

**Advanced parameters**

Bank overtime ⓘ  
Select leave bank.

Include leave  
Leave hours are included in the overtime calculation

**Intégration Code**  
Integration code for third-party systems

Code (optional)

**12** Select the type of overtime.

Period reference  
Weekly

More than  
40h

Less than

**Overtime Formula**

Type of Overtime  
Fixed amount added to the period

Applicable value  
+ 0

Fixed amount added to the period

Hours added to the worked time

Hourly multiplier

Hourly bonus

Leave hours are included in the overtime calculation

**Intégration Code**  
Integration code for third-party systems

Code (optional)

13 Enter the applicable value for the overtime rule.

The screenshot shows a dialog box titled "Add an overtime rule" with two tabs: "1 Information" and "2 Application". The "Information" tab is active. The form contains the following fields and options:

- Name:** Example 1 (with a language dropdown set to EN)
- Application Rule:** Period reference: Weekly; More than: 40h; Less than: (empty)
- Overtime Formula:** Type of Overtime: Hourly multiplier; Applicable value: 0 /h (highlighted with an orange circle)
- Advanced parameters:** Bank overtime (unchecked), Include leave (unchecked)
- Intégration Code:** Code (optional) (empty)

14 Enter the code for the overtime rule.

The screenshot shows the same "Add an overtime rule" dialog box, but now the "2 Application" tab is active. The "Applicable value" field now contains "1.5". The "Code (optional)" field is highlighted with an orange circle. The "Next" button is visible at the bottom right.

The background shows a list of overtime rules:

Priority	Rule name	Code
1	Overtime	
2	Daily Overtime	

15 Click on Next.

**Application Rule**

Period reference: Weekly

More than: 40h

Less than:

**Overtime Formula**

Type of Overtime: Hourly multiplier

Applicable value: x 1.5 /h

**Advanced parameters**

Bank overtime <sup>?</sup>  
Select leave bank.

Include leave  
Leave hours are included in the overtime calculation

**Intégration Code**

Integration code for third-party systems

Code (optional): 001

Cancel Next

16 Select the desired settings and click Save to add the overtime rule to your account.

Information Application

**Effective period** <sup>?</sup>

From the current pay period

From a specific date

**Application criteria**

Employee Statuses: All

Teams: All teams

Locations: All locations

Positions: All positions

Members: All employees

Back Save