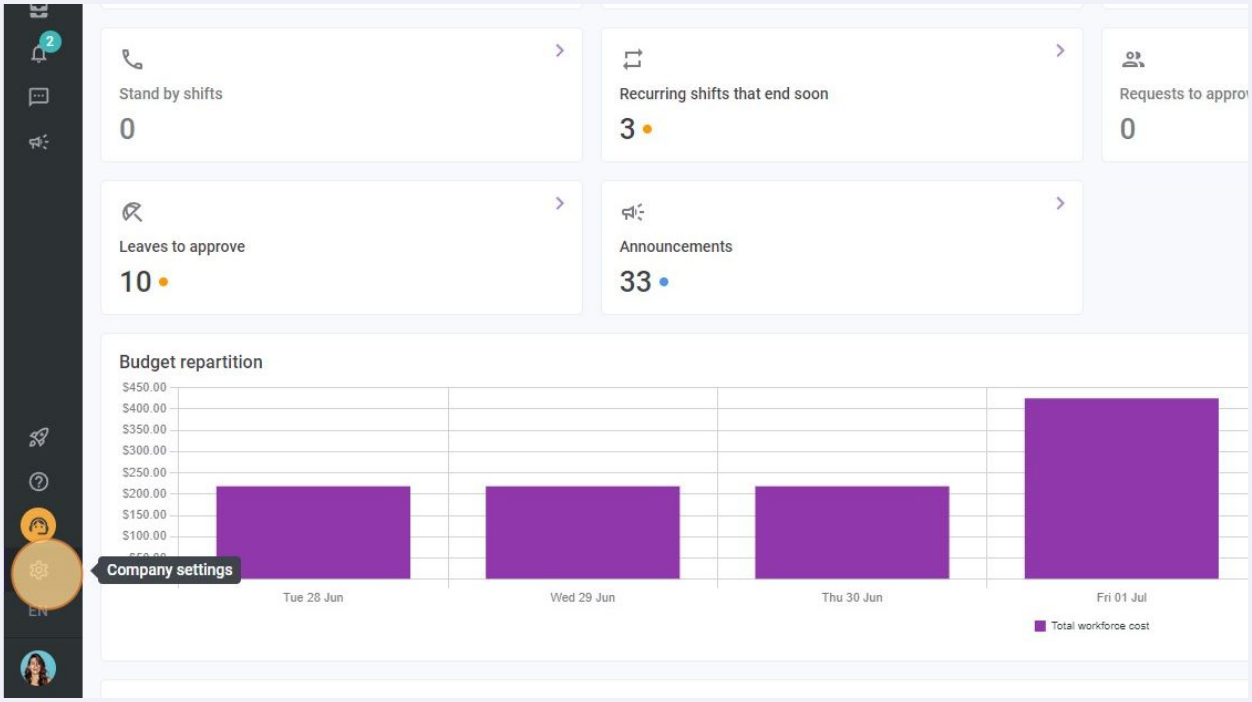
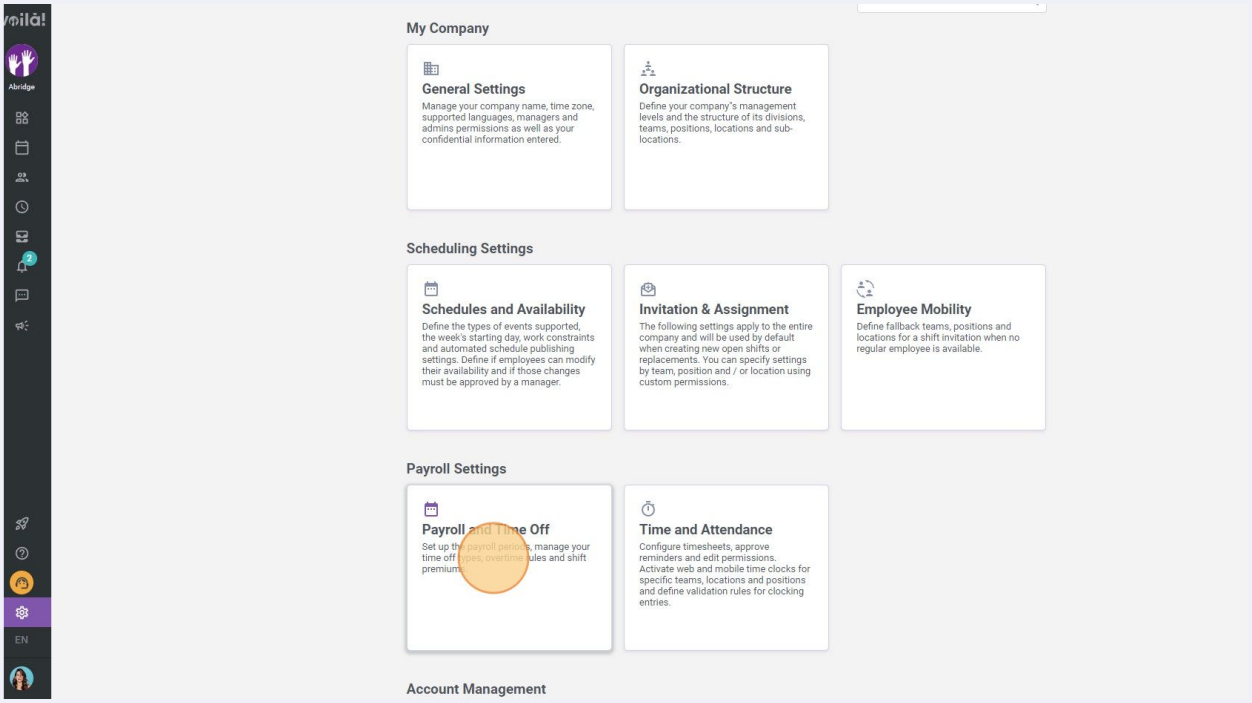
How to add a prenium

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

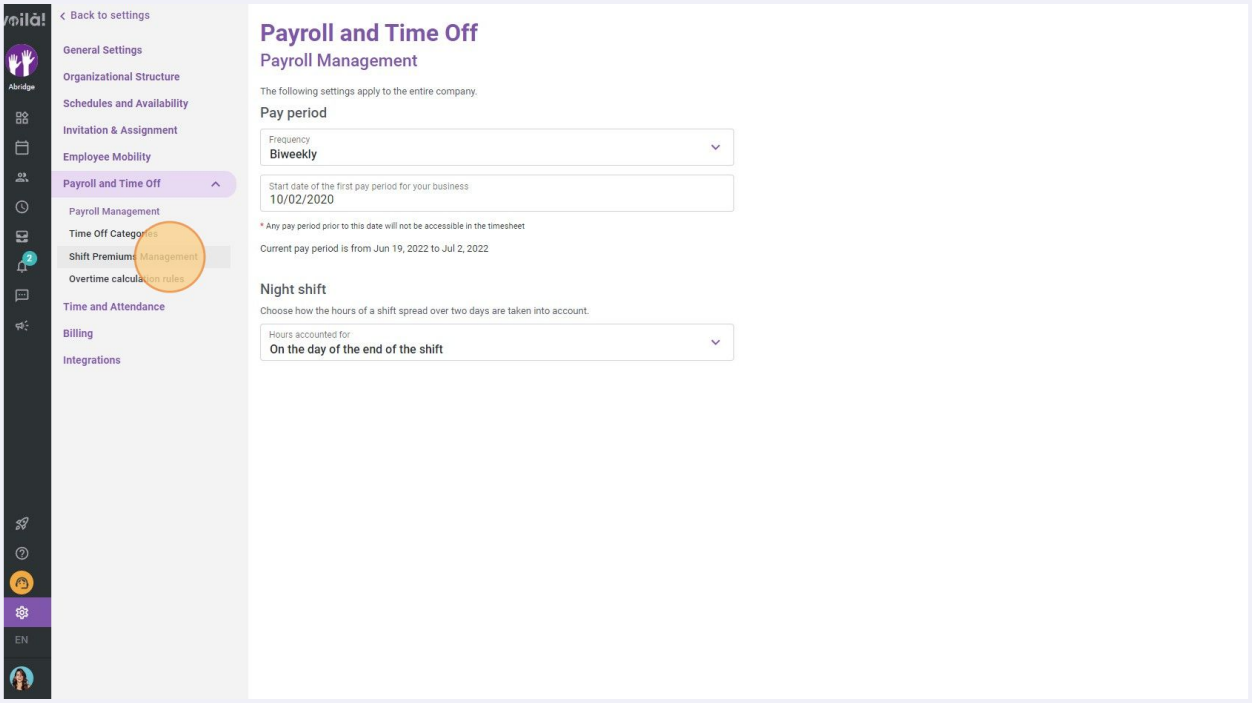
2 Click on the Company settings icon.



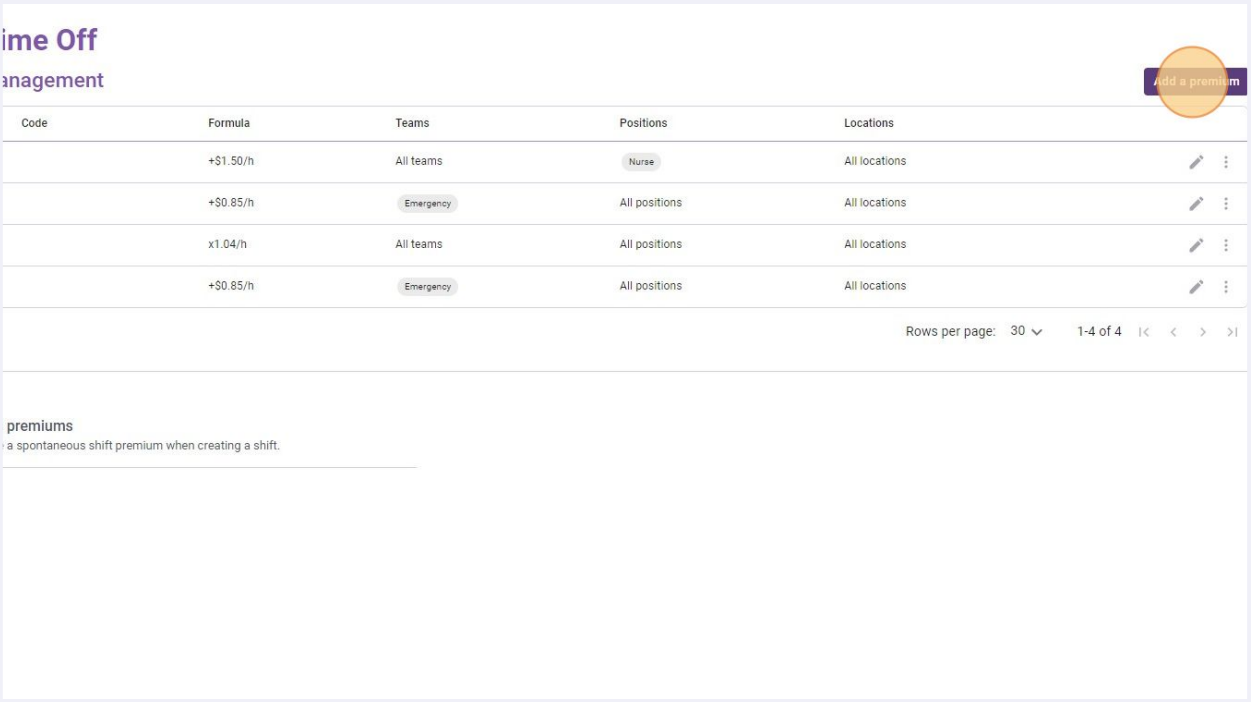
3 Select Payroll and Time Off.



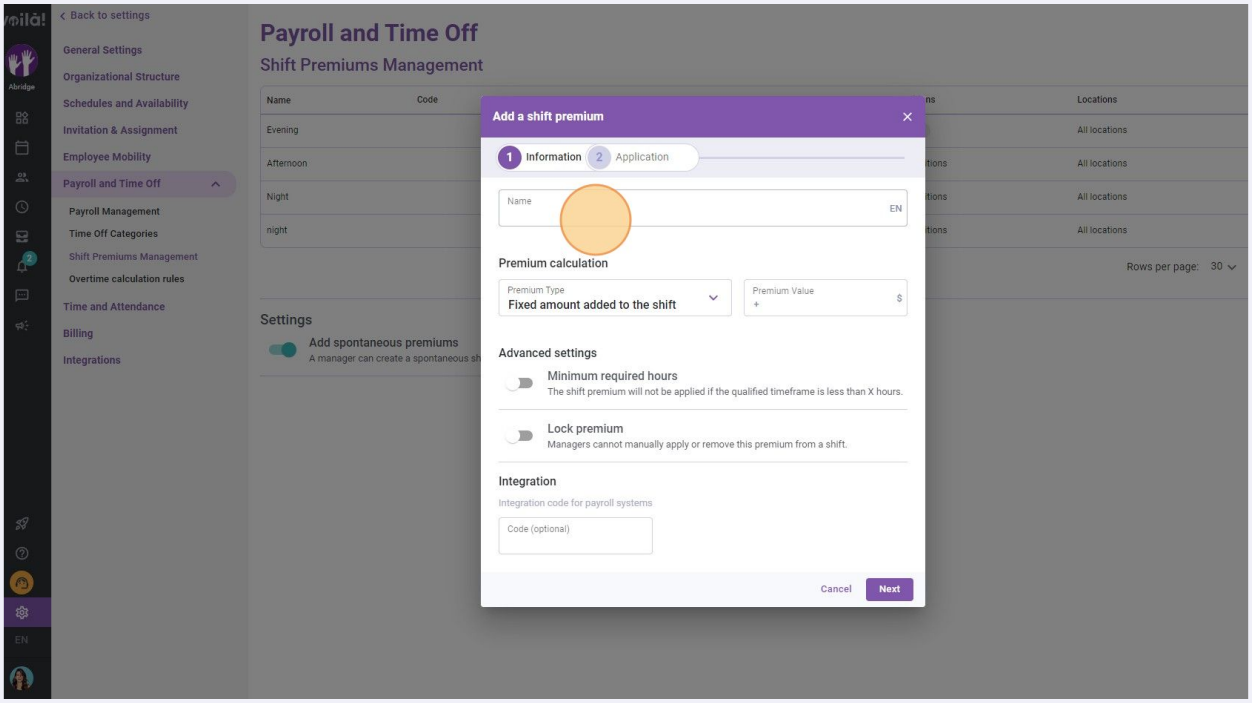
4 Go into the Shift Preniums Management section.



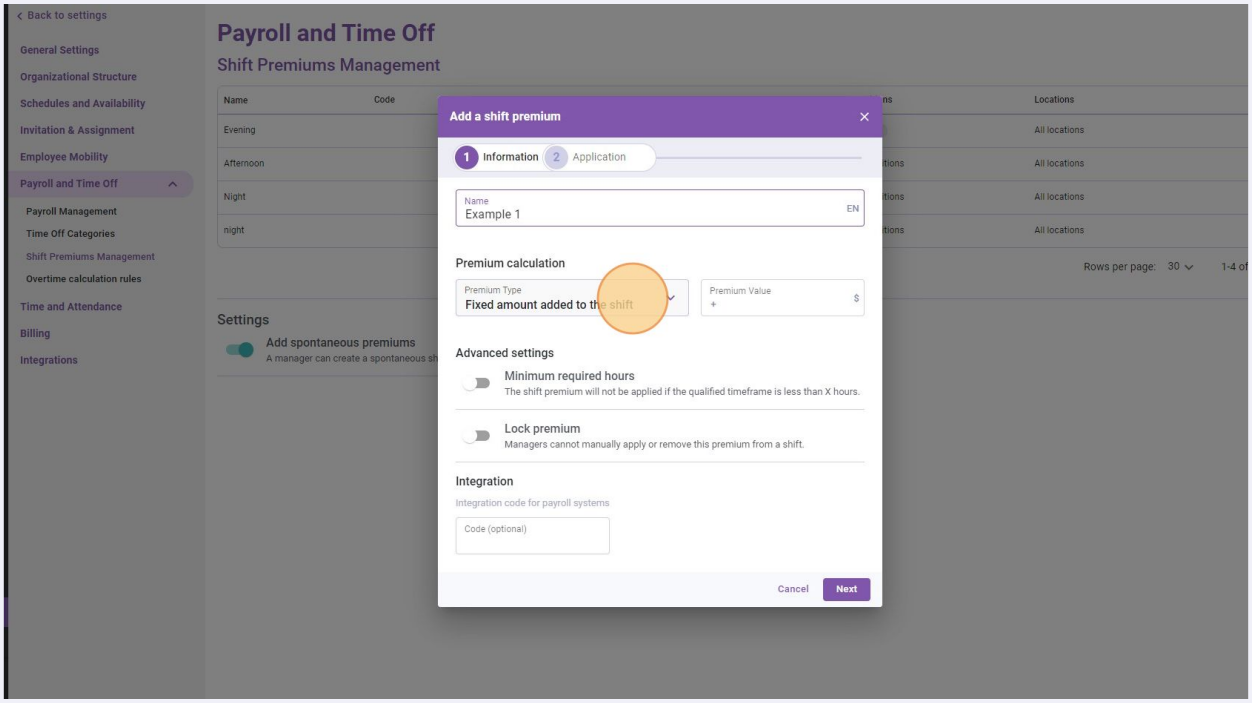
5 Click on Add a premium.



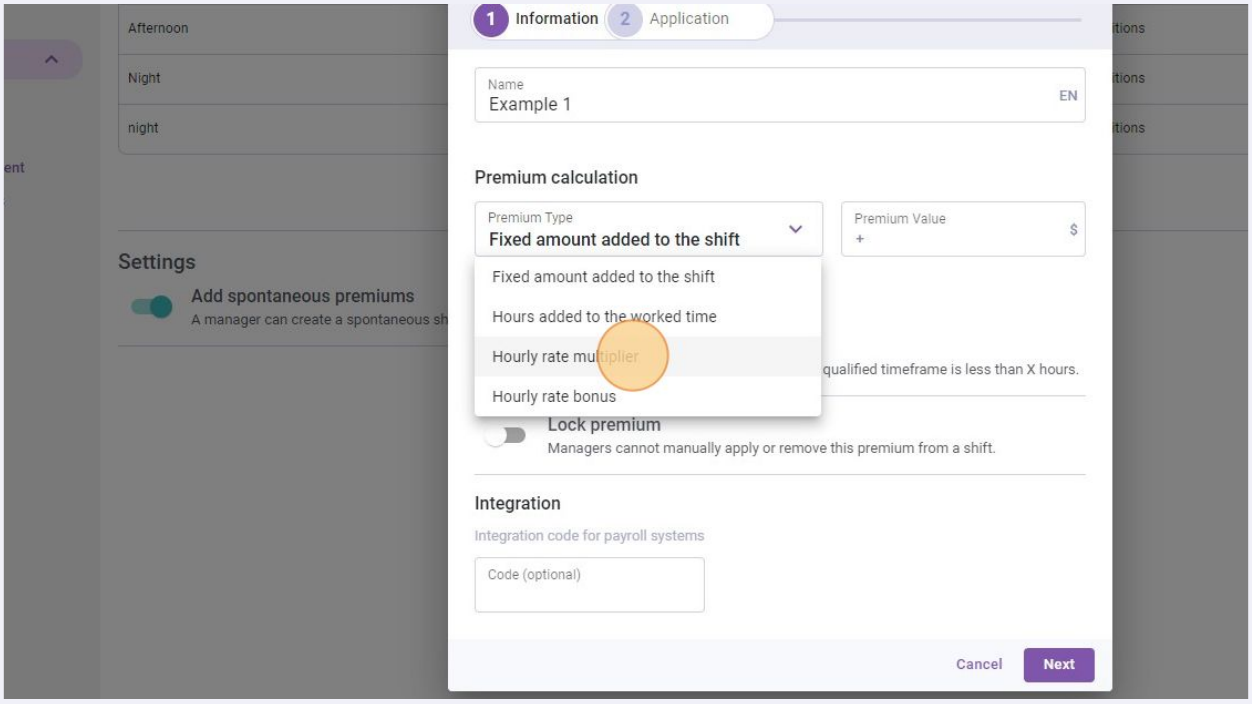
6 Click on the Name text bar and give a Name to the prenium.



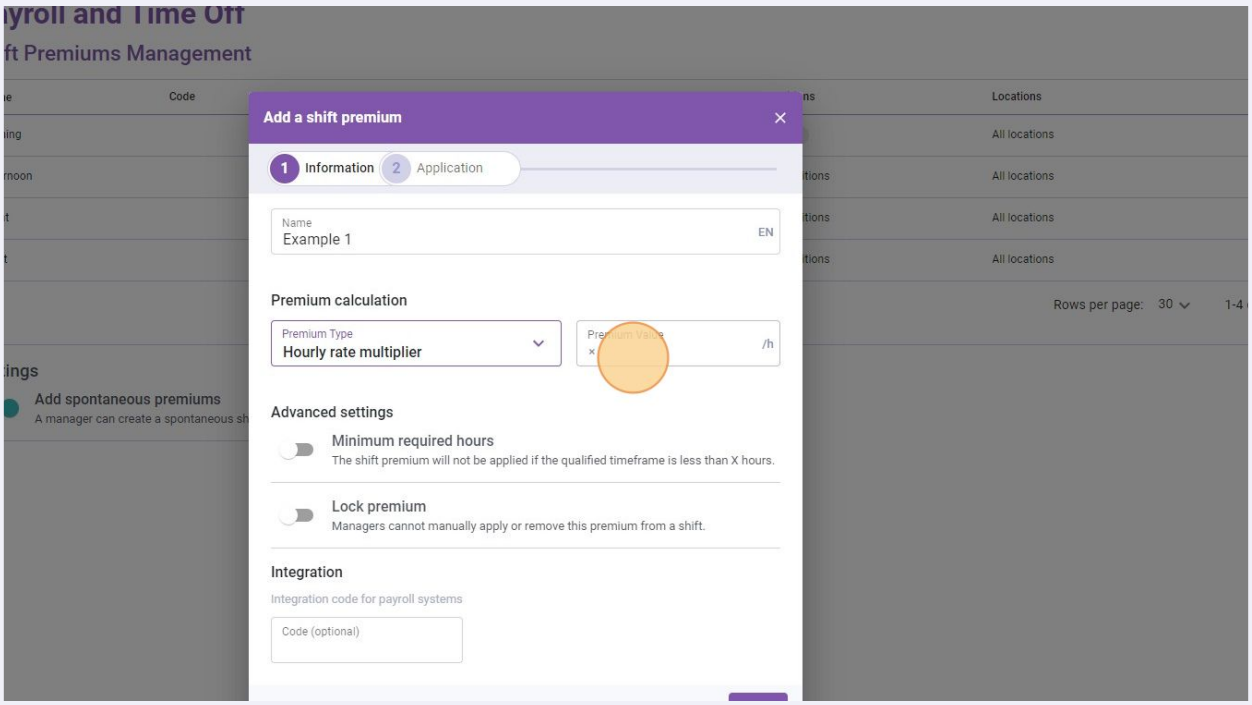
7 Click on the Prenium Type section and select the type of your prenium.



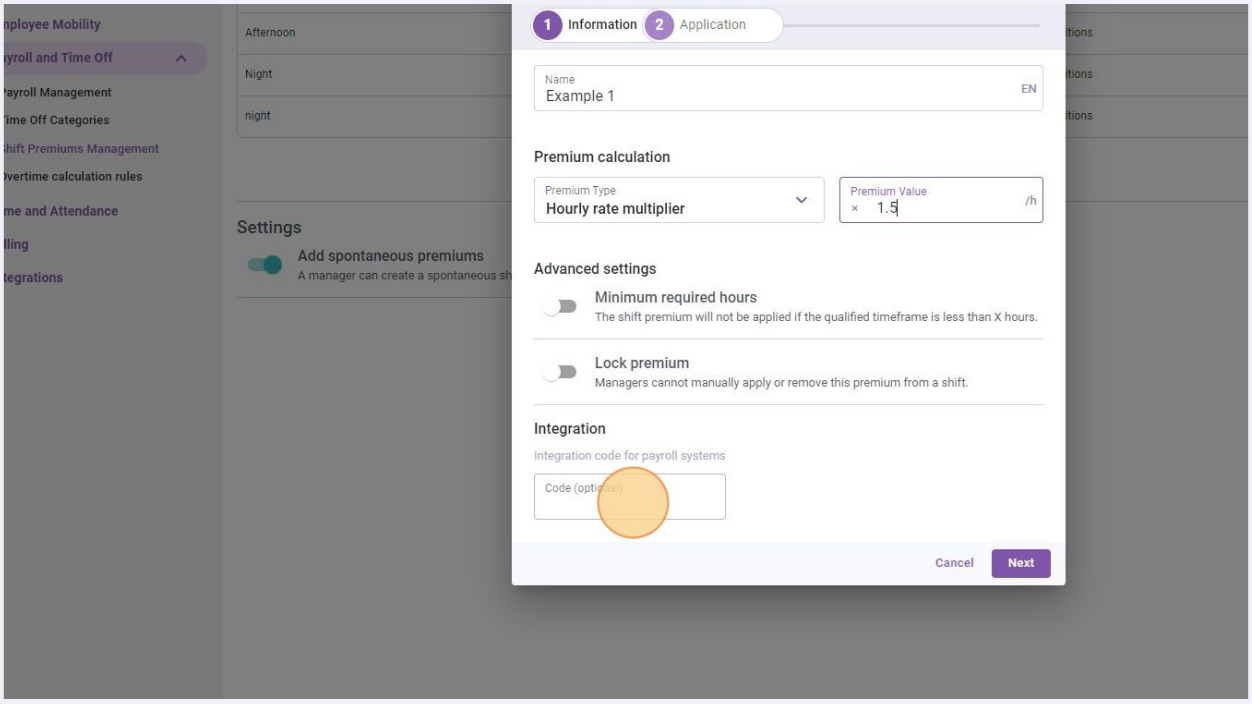
8 For this example, we will choose the Hourly rate multiplier.



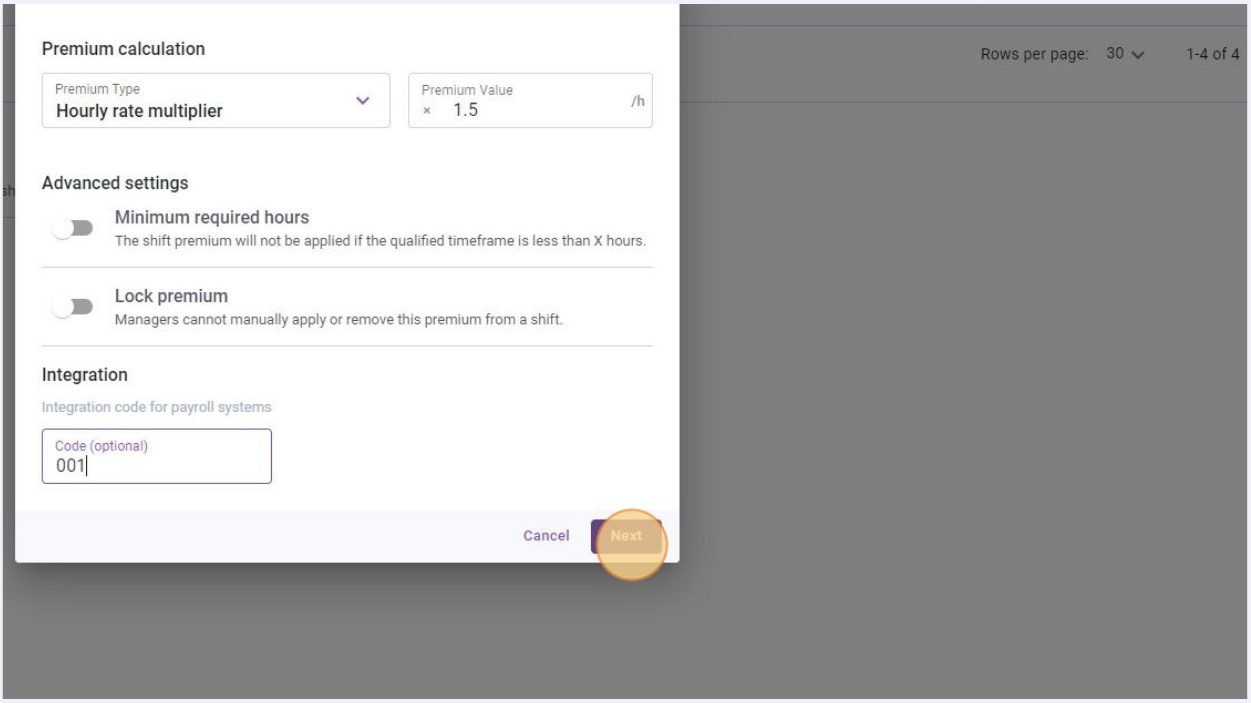
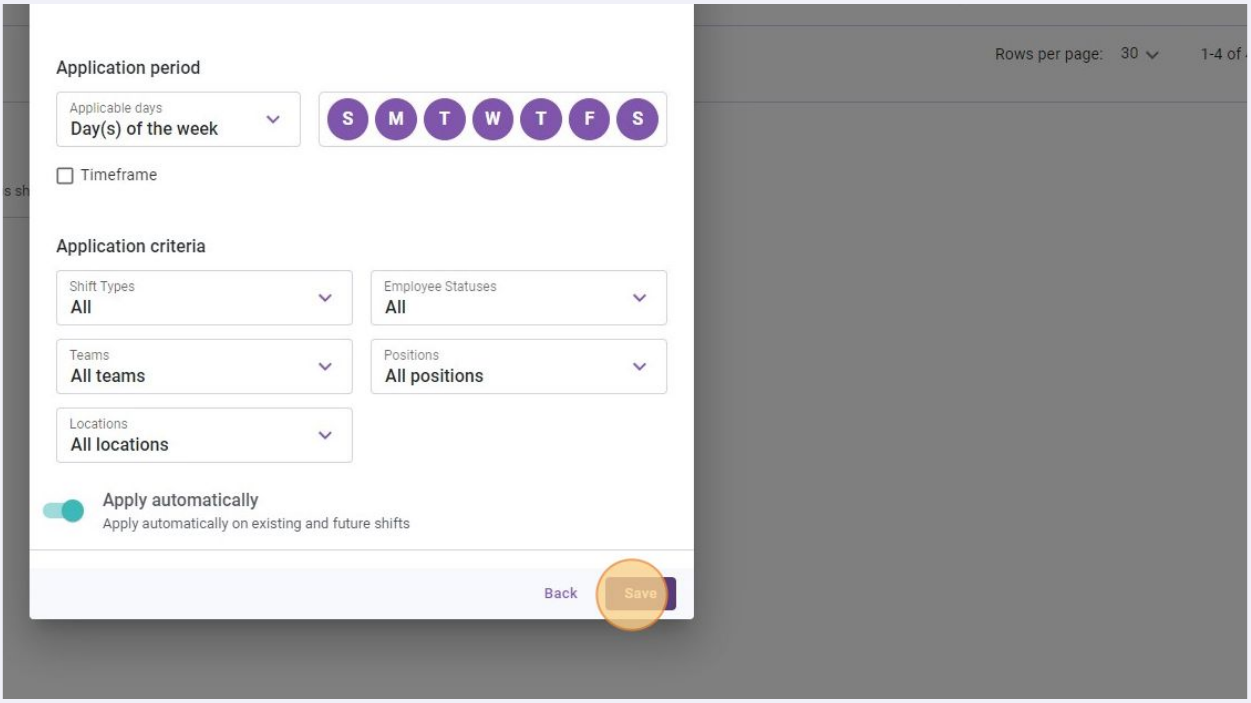
9 Enter the value of your prenium in the Prenium Value field.



10 Enter the Code of your prenium in the Code text field.



11 Click on Next.



12 Select the desired settings and click Save to add the prenium to your account.