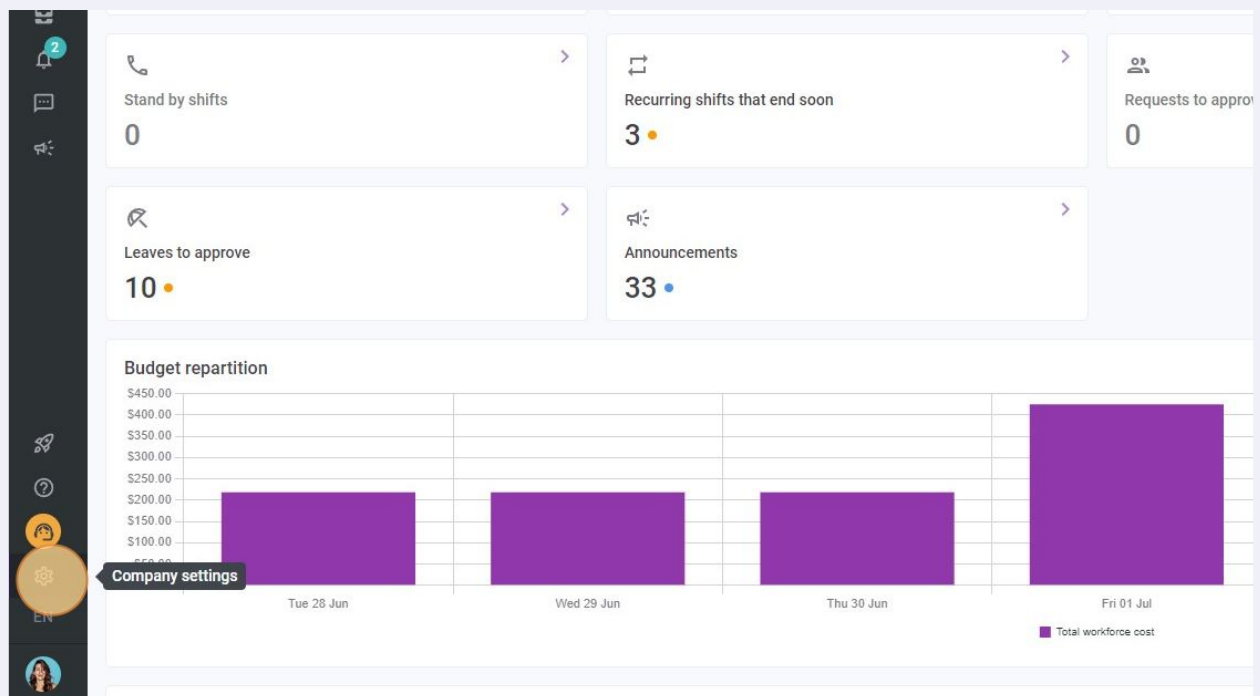


# How to add a premium

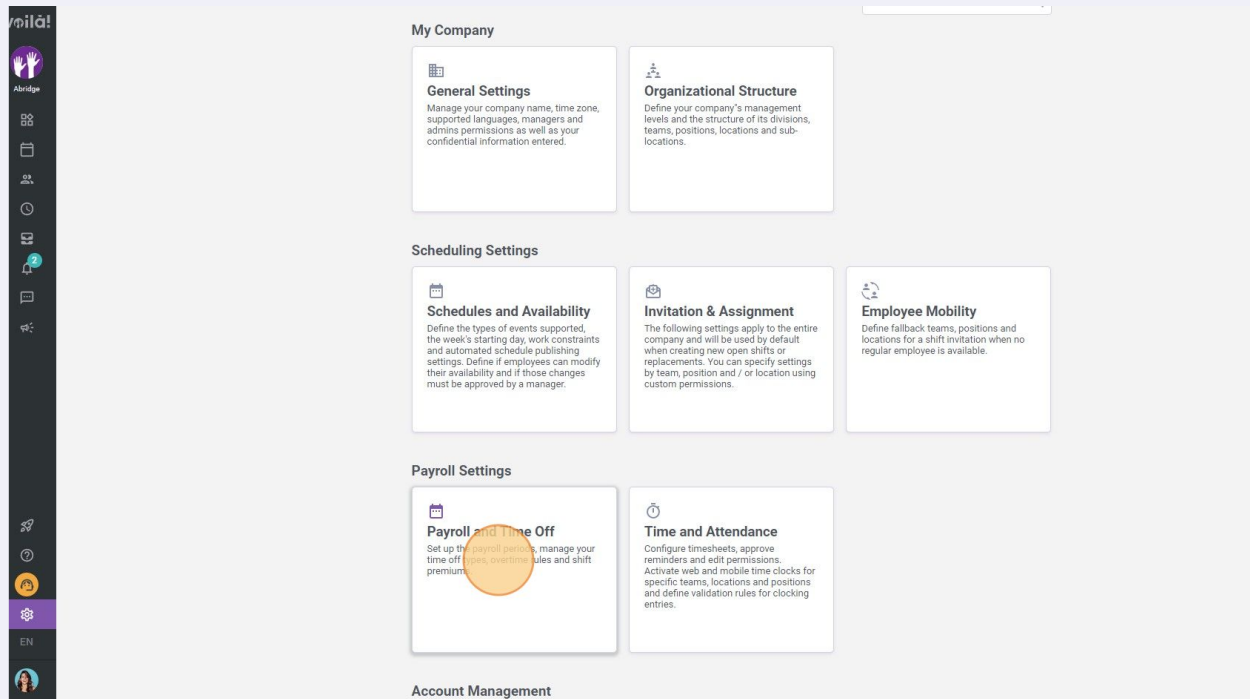


- 1 Navigate to the Voilà! web console <https://console.voila.app/en>

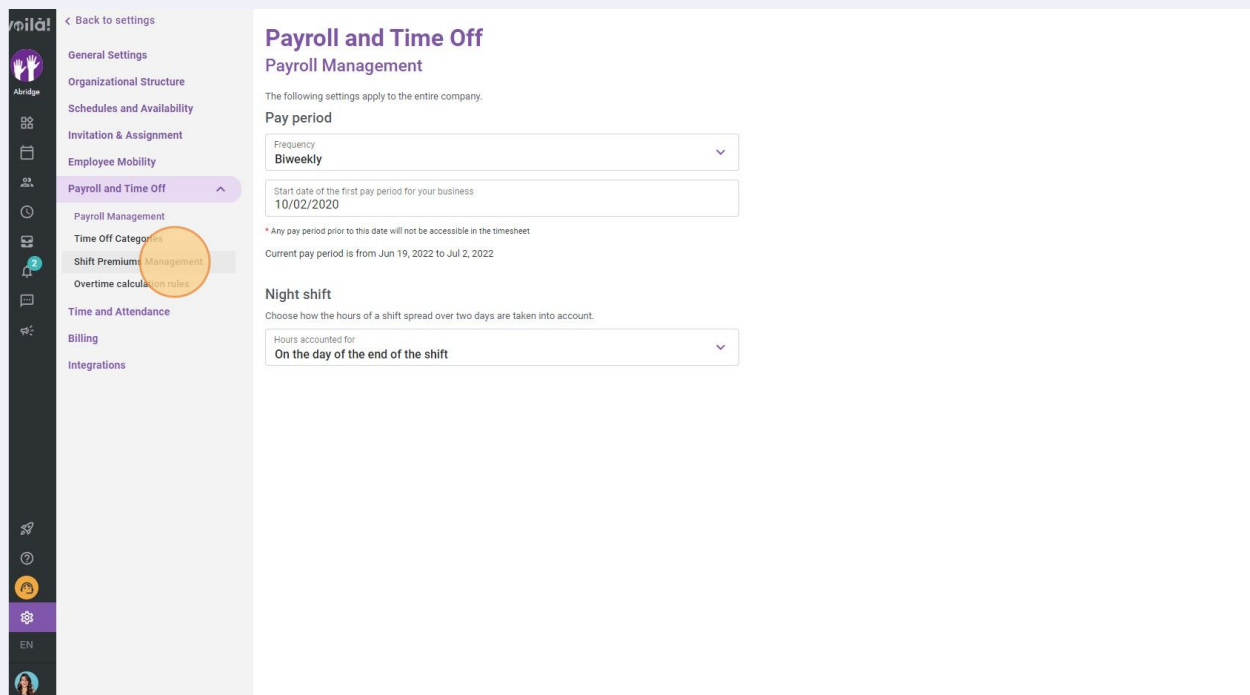
- 2 Click on the Company settings icon.



### 3 Select Payroll and Time Off.



### 4 Go into the Shift Premiums Management section.



## 5 Click on Add a premium.

**Time Off Management**

[Add a premium](#)

| Code | Formula   | Teams     | Positions     | Locations     |
|------|-----------|-----------|---------------|---------------|
|      | +\$1.50/h | All teams | Nurse         | All locations |
|      | +\$0.85/h | Emergency | All positions | All locations |
|      | x1.04/h   | All teams | All positions | All locations |
|      | +\$0.85/h | Emergency | All positions | All locations |

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**Shift Premiums**

A spontaneous shift premium when creating a shift.

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

**Payroll and Time Off**

**Shift Premiums Management**

[Add a shift premium](#)

**1 Information** **2 Application**

Name

Premium calculation

Premium Type: Fixed amount added to the shift

Premium Value: \$

**Advanced settings**

☐ Minimum required hours  
The shift premium will not be applied if the qualified timeframe is less than X hours.

☐ Lock premium  
Managers cannot manually apply or remove this premium from a shift.

**Integration**

Integration code for payroll systems

Code (optional)

Cancel Next

7

Click on the Premium Type section and select the type of your premium.

**Add a shift premium**

1 Information 2 Application

Name: Example 1 EN

**Premium calculation**

Premium Type: Fixed amount added to the shift ✓ Premium Value: + \$

**Advanced settings**

☐ Minimum required hours  
The shift premium will not be applied if the qualified timeframe is less than X hours.

☐ Lock premium  
Managers cannot manually apply or remove this premium from a shift.

**Integration**

Integration code for payroll systems

Code (optional)

Cancel Next

8

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

**Add a shift premium**

1 Information 2 Application

Name: Example 1 EN

**Premium calculation**

Premium Type: Fixed amount added to the shift ▼ Premium Value: + \$

Fixed amount added to the shift

Hours added to the worked time

Hourly rate multiplier

Hourly rate bonus

☐ Lock premium  
Managers cannot manually apply or remove this premium from a shift.

**Integration**

Integration code for payroll systems

Code (optional)

Cancel Next

- 9 Enter the value of your premium in the Premium Value field.

**Payroll and Time Off**  
Shift Premiums Management

**Add a shift premium**

1 Information 2 Application

Name  
Example 1 EN

**Premium calculation**

Premium Type  
Hourly rate multiplier

Premium Value  
x /h

**Advanced settings**

☐ Minimum required hours  
The shift premium will not be applied if the qualified timeframe is less than X hours.

☐ Lock premium  
Managers cannot manually apply or remove this premium from a shift.

**Integration**

Integration code for payroll systems

Code (optional)

- 10 Enter the Code of your premium in the Code text field.

**Employee Mobility**  
Payroll and Time Off  
Payroll Management  
Time Off Categories  
Shift Premiums Management  
Overtime calculation rules  
Time and Attendance  
Scheduling  
Integrations

Afternoon  
Night  
night

**Settings**

☒ Add spontaneous premiums  
A manager can create a spontaneous shift premium.

**Add a shift premium**

1 Information 2 Application

Name  
Example 1 EN

**Premium calculation**

Premium Type  
Hourly rate multiplier

Premium Value  
x 1.5 /h

**Advanced settings**

☐ Minimum required hours  
The shift premium will not be applied if the qualified timeframe is less than X hours.

☐ Lock premium  
Managers cannot manually apply or remove this premium from a shift.

**Integration**

Integration code for payroll systems

Code (optional)

Cancel Next

## 11 Click on Next.

Premium calculation

Premium Type  
Hourly rate multiplier

Premium Value  
x 1.5 /h

Advanced settings

☐ Minimum required hours  
The shift premium will not be applied if the qualified timeframe is less than X hours.

☐ Lock premium  
Managers cannot manually apply or remove this premium from a shift.

Integration

Integration code for payroll systems

Code (optional)  
001

Cancel Next

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

Application period

Applicable days  
Day(s) of the week

☐ Timeframe

Application criteria

Shift Types  
All

Employee Statuses  
All

Teams  
All teams

Positions  
All positions

Locations  
All locations

☒ Apply automatically  
Apply automatically on existing and future shifts

Back Save