How to add a time entry Voila! on an employee's timesheet?

Learn how to add a time entry on an employee's timesheet with Voilà!



3 Click View employee's timesheet icon located at the far right of the employee

╤ Timesheets		< Jul 19, 202	2 - Aug 1, 2022	>		Pay period V No grouping V
						< < < < < < < < < < < < < < < < < < <
Employees Sorted by Working hours ~	TUE 19	WED 20	тни 21	FRI 22	SAT 23	Total Real - Expected - Paid leave
Manager ID: 2205 - Full-Time	6 8h 0m	8h 30m	8h 0m	🥏 8h 0m	2h 0m	32h 30m 52h 30m 18h 58m
Jennifer Zappa ID: 552 - Part-Time		1h 10m				24h 0m 29h 10m 1h 48m
Marco Chenard Admin Full-Time					🥝 2h 0m	2h 2n 18h 40
Bruno Aldik Admin Full-Time						View employee's timesheet 17h 38m 4h 30m
Filippo Boileau Full-Time	6 4h 0m				0h 45m	0h 0m
Real: Total Expected: Paid leave:	8h 0m 20h 45m	8h 30m 20h 25m	8h Om 11h 30m	8h 0m 9h 0m	2h 0m 5h 45m	105h 40m 261h 8m 37h 20m

4 Click the Log time icon located at the far right of the desired date

oilă!	🔀 Stat Holiday - Jul 24, 20	22 - Jul 24, 2022 - 0 hours						
**	TUESDAY, JULY 19, 2022						Ø	Ş
Abridge			No entries to disp	lay			Log tim	•
路	WEDNESDAY, JULY 20, 2022						¢	\$
 ₽			No entries to disp	lay				
(THURSDAY, JULY 21, 2022						Ċ	\$
2			No entries to disp	lay				
♀ 	FRIDAY, JULY 22, 2022						¢	\$
FT (-			No entries to disp	lay				
58	SATURDAY, JULY 23, 2022						Ċ	\$
?	Shifts	Scheduled	Punched	Worked time	То рау	Status		
	Supervisor - Restaurant 1	12:00 - 15:00	13:00 - 15:00	2h 0m	\$0.00	Validated by Diane Smith on Aug 2022	4,	:

Click Team drop down menu

oilă!	🔀 Stat Holiday - Jul 24, 2022 -	Jul 24, 20	122 - 0 hours						
**	TUESDAY, JULY 19, 2022	Creat	e a timesheet entry	×		Ċ	\$		
Abridge		n	Team Select a team		(
	WEDNESDAY, JULY 20, 2022		^{Date} Tuesday, July 19, 2022					Ċ	\$
aj O		Ō	Start time 0:00	End time 1:00	(1	h 0m)		C#	
	THURSDAY, JULY 21, 2022				(UTC-05:00)	Toronto			\$
₽	FRIDAY, JULY 22, 2022	0	Unpaid break duration Om					¢	\$
		O	Paid preparation time Om						
58	SATURDAY, JULY 23, 2022	B	Arrival note			•		Ċ	\$
0	Shifts scr	nec			Cancel	Save	Status		
	Supervisor - Restaurant 1 12	:00 - 15:00	13:00 - 15:00	2	h 0m \$	80.00	Validated by Diane Smith on Aug 4, 2022.		

Select the team of your choice

Stat Holiday - Jul 24, 202	2 - Jul 24, 20	022 - 0 hours		
JESDAY, JULY 19, 2022	Creat	e a timesheet entry ×	¢	\$
	22 - Jul 24, 2022 - 0 hours Create a timesheet entry Feam Select a team Ceam Ceam Ceam Ceam Ceam Ceam Ceam			
EDNESDAY, JULY 20, 2022		٩	C†	\$
		Brewery		
URSDAY, JULY 21, 2022	0	Kitchen	at	Ś
		Urgence		
RIDAY, JULY 22, 2022	0	Unpaid break duration Om	¢	\$
RSDAY, JULY 21, 2022 DAY, JULY 22, 2022 TURDAY, JULY 23, 2022	0	Paid preparation time Om		
ATURDAY, JULY 23, 2022	B	Arrival note	c	\$
nifts	Sched	Cancel Save Status		
Supervisor - Restaurant 1	12:00 - 15:00	13:00 - 15:00 2h 0m \$0.00 Validated by Diane Smith on Aug 4, 2022		-

7 Click Position drop down menu

oilă!	🕅 Stat Holiday - Jul 24, 2022 - J	ul 24, 20	122 - 0 hours					
WY	TUESDAY, JULY 19, 2022	Creat	e a timesheet entry		×		Ċ	\$
Abridge		8	Team Kitchen		<u> </u>			
8	WEDNESDAY, JULY 20, 2022	n	Position Select a position				Ċ	\$
	THURSDAY, JULY 21, 2022	•	Location Select a location		~		Ċ	\$
8			Date Tuesday, July 19, 2022					
Д ())	FRIDAY, JULY 22, 2022	Ō	Start time 0:00	End time 1:00	(1h 0m)		¢	\$
46 -				(UTC-05:00) Toronto			
59	SATURDAY, JULY 23, 2022	0	Unpaid break duration				¢	\$
0	Shifts Scher			Cancel	Save	Status		
A , -	Supervisor - Restaurant 1 12:00	0 - 15:00	13:00 - 15:00	<u>2h 0m</u>	\$0.00	Validated by Diane Smith on Aug 4, 2022		:

8 Select the Position of your choice

oila!	🔀 Stat Holiday - Jul 24, 2022 - 🗸	Jul 24, 20	022 - 0 hours						
WY	TUESDAY, JULY 19, 2022	Creat	e a timesheet entry		;	×		Ċ	\$
Abridge 담숨		22	Team Kitchen		~				
	WEDNESDAY, JULY 20, 2022		Position Select a position		~	ł		¢	\$
2		0	٩			18			
©	THURSDAY, JULY 21, 2022		Nurse			U		Ċ	\$
8			Supervisor			н			
ф Г	FRIDAY, JULY 22, 2022	Ō	Start time 0:00	End time 1:00	(1h 0m)	1		¢	\$
ф÷				(UT	C-05:00) Toronto	I			
58	SATURDAY, JULY 23, 2022	0	Unpaid break duration			-		Ċ	\$
0	Shifts Sche	.c.			Cancel Save		Status		
	Supervisor - Restaurant 1 12:0	00 - 15:00	13:00 - 15:00	2h 0m	\$0.00		Validated by Diane Smith on Aug 4, 2022		:

9 Click Location drop down menu



10 Select the location of your choice

oilă!	🔀 Stat Holiday - Jul 24, 2022 - 🤇	Jul 24, 20	22 - 0 hours	
WY	TUESDAY, JULY 19, 2022	Creat	e a timesheet entry X C \$	
Abridge 담숯		11	Team V	
	WEDNESDAY, JULY 20, 2022		Position C \$	
<u>8</u>		0	Location Select a location	
	THURSDAY, JULY 21, 2022		Q	
<u>A</u>	FRIDAY, JULY 22, 2022	Ō	Restaurant 1 Restaurant 2	
			Restaurant 3	
58	SATURDAY, JULY 23, 2022	0	Unpaid break duration	
0	Shifts Sche	c	Cancel Save Status	
	Supervisor - Restaurant 1 12:0	00 - 15:00	13:00 - 15:00 2h 0m \$0.00 Validated by Diane Smith on Aug 4.	

11 Click Start time

🔀 Stat Holiday - Jul 24, 202	2 - Jul 24, 2022 - 0	hours			
TUESDAY, JULY 19, 2022	Create a tim	esheet entry		;	×
	Leam Kitche	en		~	
WEDNESDAY, JULY 20, 2022	Position Super	visor		~	
THURSDAY JULY 21 2022	Location Resta	urant 1		~	
	Date Tueso	ay, July 19, 2022			
FRIDAY, JULY 22, 2022	Start tin 0:00	ne	End time 1:00	(1h 0m)	
				(UTC-05:00) Toronto	
SATURDAY, JULY 23, 2022	Unpaid Om	break duration			•
Shifts	Schec			Cancel Save	Status
Supervisor - Restaurant 1	12:00 - 15:00	13:00 - 15:00	2h 0m	\$0.00	Validated by Diane

Select the Start time of the shift

oilà!	🔀 Stat Holiday - Jul 24, 2022 -	24, 2022 - 0 hours	
WY	TUESDAY, JULY 19, 2022	Create a timesheet entry	× († \$
Abridge 담숨		0:00	×
	WEDNESDAY, JULY 20, 2022	0:15	~ C \$
2		0:30	·
	THURSDAY, JULY 21, 2022	1:00	C \$
¢	FRIDAY, JULY 22, 2022	Start time End time 1:00	(1h 0m) (3* \$
¢.			(UTC-05:00) Toronto
59	SATURDAY, JULY 23, 2022	Unpaid break duration	ح
0	Shifts set		Cancel Save Status
	Supervisor - Restaurant 1 12	5:00 13:00 - 15:00 2h	n Om \$0.00 Validated by Diane Smith on Aug 4. 2022

13 Click End time

t at Holiday - Jul 24, 2022 - Ju	ul 24, 20	022 - 0 hours		
DAY, JULY 19, 2022	Creat	e a timesheet entry X	¢	\$
	11	Team Kitchen		
ESDAY, JULY 20, 2022		Position Supervisor	Ċ	\$
SDAY, JULY 21, 2022	0	Location Restaurant 1	¢	\$
	.	Date Tuesday, July 19, 2022		
Y, JULY 22, 2022	Ō	Start time 1:00 End time 1:00 (1d 0h 0m)	Ċ	\$
		(UTC-05:00) Toronto		
RDAY, JULY 23, 2022	0	Unpaid break duration	Ċ	\$
Schec		Cancel Save Status		
visor - Restaurant 1 12:00) - 15:00	13:00 - 15:00 2h 0m \$0.00 Validated by Diane Smith on Aug 4, 2022		:

Select the end time of the shift

ilā!	🔀 Stat Holiday - Jul 24, 202	22 - Jul 24, 2	022 - 0 hours						
Y	TUESDAY, JULY 19, 2022	Crea	te a timesheet entry		>	<		Ċ	\$
ridge RX		22	Team Kitchen	21:10 200 15m	•	l			
	WEDNESDAY, JULY 20, 2022	Ê	Position Supervisor	21:45 20h 45m		ł		Ċ	\$
23. (N		0	Location Restaurant 1	22:00 21h 0m 22:15 21h 15m		Į,		6+	~
	THORSDAT, SOLT 21, 2022		^{Date} Tuesday, July 19, 2022	22:30 21h 30m	-	I			>
ф 	FRIDAY, JULY 22, 2022	Ō	Start time 1:00	End time 1:00	(1d 0h 0m)	1		Ċ	\$
				(L	JTC-05:00) Toronto	1			
59	SATURDAY, JULY 23, 2022	3	Unpaid break duration			•		¢	\$
3	Shifts	Schec			Cancel Save		Status		
	Supervisor - Restaurant 1	12:00 - 15:00	13:00 - 15:00	2h 0m	\$0.00		Validated by Diane Smith on Aug 4, 2022		:

Select the Unpaid break duration

t at Holiday - Jul 24, 2022 - J	lul 24, 20	022 - 0 hours						
DAY, JULY 19, 2022	Creat	te a timesheet entry			×		¢	\$
	Ħ	^{Date} Tuesday, July 19, 2022						
IESDAY, JULY 20, 2022	Ō	Start time 1:00	End time 21:30	(20h 30m)			Ċ	\$
				(UTC-05:00) Toronto	18			
SDAY, JULY 21, 2022	0	Unpaid break duration Om					¢	\$
V. IIIIV 22. 2022	0	Paid preparation time Om					6*	~
I, JULT 22, 2022	B	Arrival note			I			>
RDAY, JULY 23, 2022							Ċ	\$
Schee				Cancel Save		Status		
rvisor - Restaurant 1 12:0	0 - 15:00	13:00 - 15:00	2h Or	n \$0.00		Validated by Diane Smith on Aug 4, 2022		:

Select the Paid preparation time

🕅 Stat Holiday - Jul 24, 2022 - J	ul 24, 2022 - 0 hours	
TUESDAY, JULY 19, 2022	Create a timesheet entry	× ď
	Date Tuesday, July 19, 2022	
WEDNESDAY, JULY 20, 2022	O Start time 1:00 21:30 (20h 30)	m)
	(UTC-05:00) Toro	into
THURSDAY, JULY 21, 2022	(Unpaid break duration Om	ď
	S Paid preparation time 5m	
FRIDAY, JULY 22, 2022	Arrival note	G.
SATURDAY, JULY 23, 2022		↓
Shifts Scher	Cancel	Save
Supervisor - Restaurant 1 12:0	0 - 15:00 13:00 - 15:00 2h 0m \$0.0	Validated by Diane Smith on Aug 4, 2022

17 Click Save

K Stat Holiday - Jul 24,	022 - Jul 24, 2022 - 0 hours			
TUESDAY, JULY 19, 2022	Create a timesheet entry	Create a timesheet entry		Ct
	Date Tuesday, July 19, 2022			
WEDNESDAY, JULY 20, 202	ق Start time 1:00	End time 21:30	(20h 30m)	¢
		(UTC-	05:00) Toronto	
THURSDAY, JULY 21, 2022	Unpaid break duration			Ċ
	Paid preparation time 5m			
FRIDAY, JULY 22, 2022	Arrival note			
SATURDAY, JULY 23, 2022				Ċ
Shifts	Schec	Ca	incel Save Status	
Supervisor - Restaurant 1	12:00 - 15:00 13:00 - 1	15:00 2h Om	\$0.00 Solution Soluti	by Diane Smith on Aug 4,