

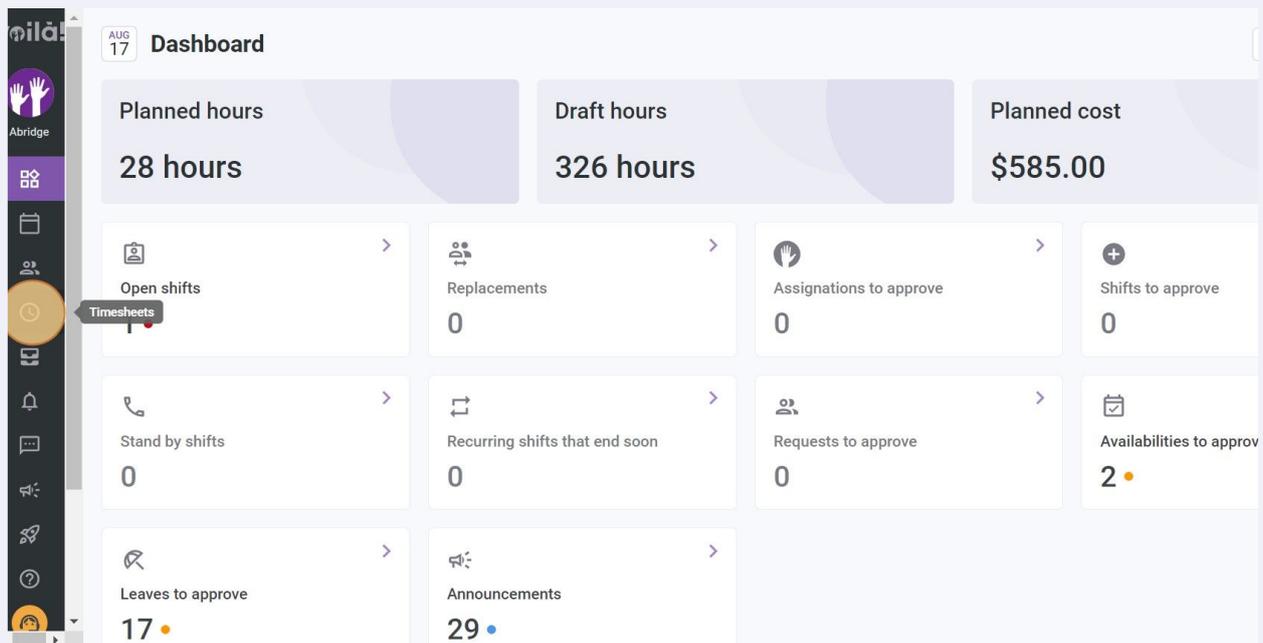
How to add a time entry on an employee's timesheet?



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

1 Navigate to <https://console.voila.app/en>

2 Click Timesheets



3

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

Timesheets | Jul 19, 2022 - Aug 1, 2022 | Pay period | No grouping

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	Total
Anne Bonesso Manager ID: 2205 - Full-Time	8h 0m	8h 30m	8h 0m	8h 0m	2h 0m	32h 30m 52h 30m 18h 58m
Jennifer Zappa ID: 352 - Part-Time		1h 10m				24h 0m 29h 10m 1h 48m
Marco Chenard Admin Full-Time					2h 0m	2h 2m 18h 40m
Bruno Aldik Admin Full-Time						17h 38m 4h 30m
Filippo Boileau Full-Time	4h 0m				0h 45m	0h 0m 16h 55m
Total	8h 0m 20h 45m	8h 30m 20h 25m	8h 0m 11h 30m	8h 0m 9h 0m	2h 0m 5h 45m	105h 40m 261h 8m 37h 20m

4

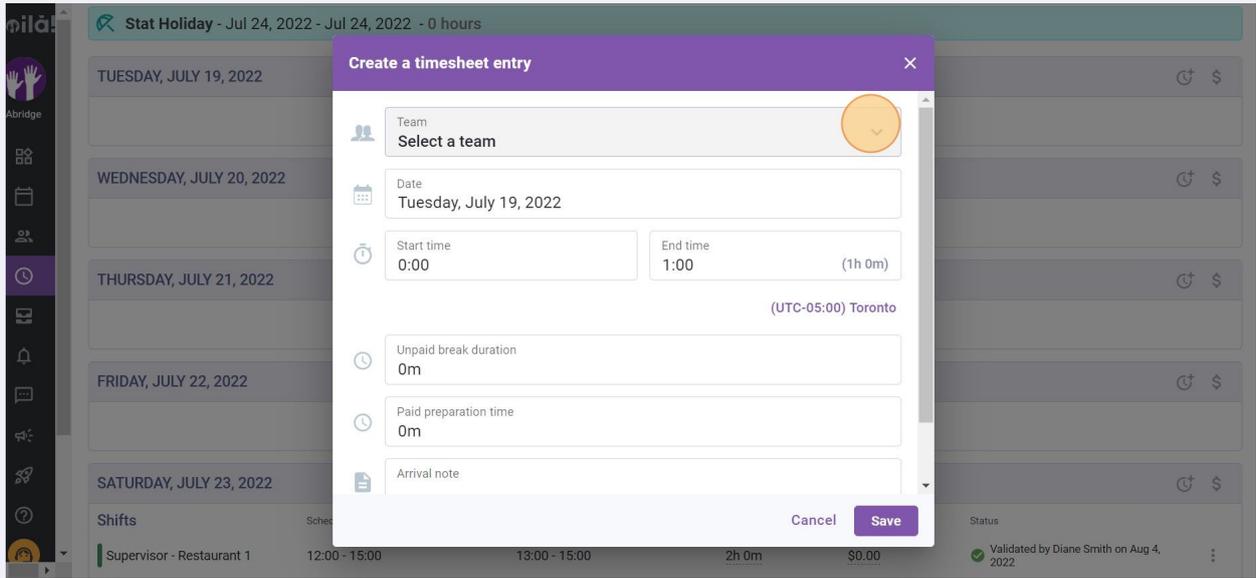
Click the Log time icon located at the far right of the desired date

Stat Holiday - Jul 24, 2022 - Jul 24, 2022 - 0 hours

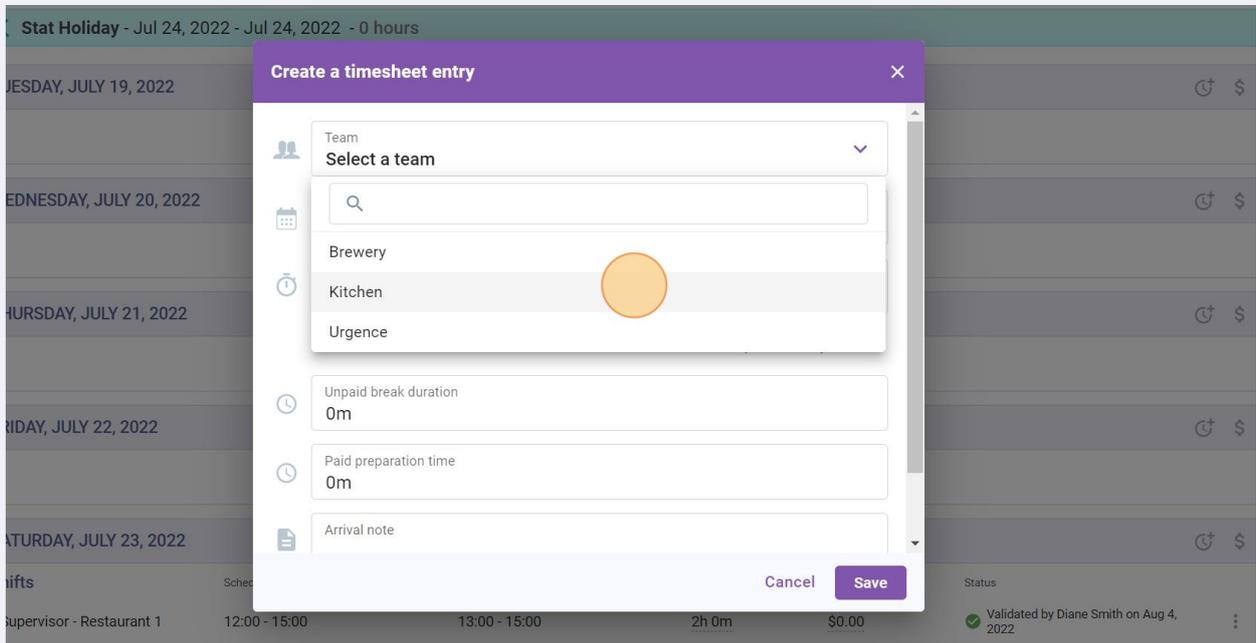
Date	Log time
TUESDAY, JULY 19, 2022	No entries to display
WEDNESDAY, JULY 20, 2022	No entries to display
THURSDAY, JULY 21, 2022	No entries to display
FRIDAY, JULY 22, 2022	No entries to display
SATURDAY, JULY 23, 2022	No entries to display

Shifts	Scheduled	Punched	Worked time	To pay	Status
Supervisor - Restaurant 1	12:00 - 15:00	13:00 - 15:00	2h 0m	\$0.00	Validated by Diane Smith on Aug 4, 2022

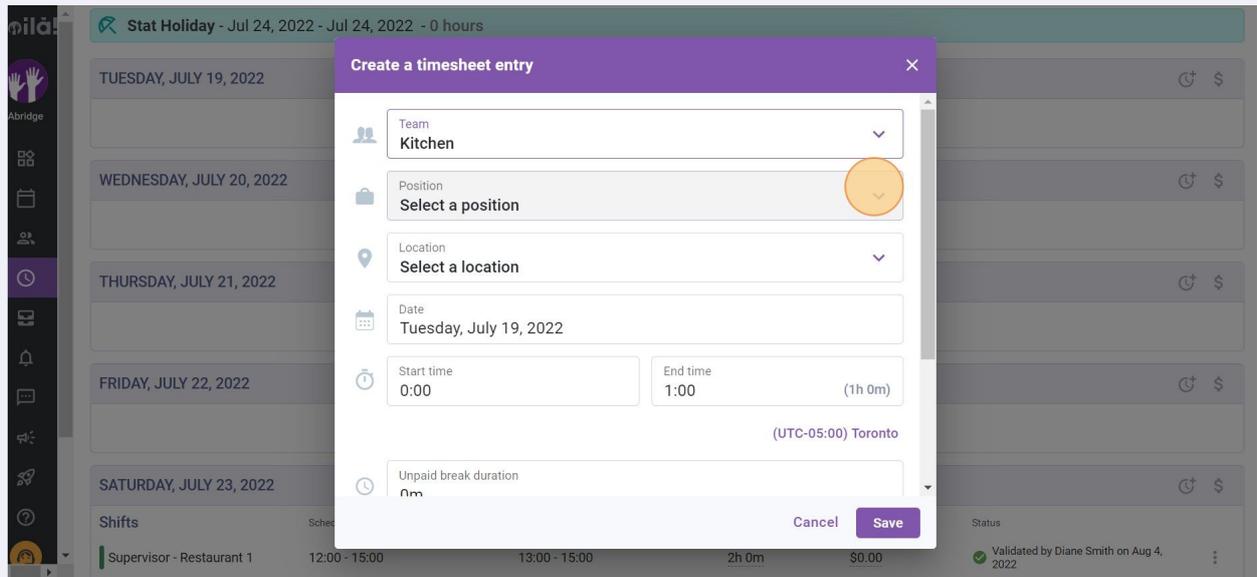
5 Click Team drop down menu



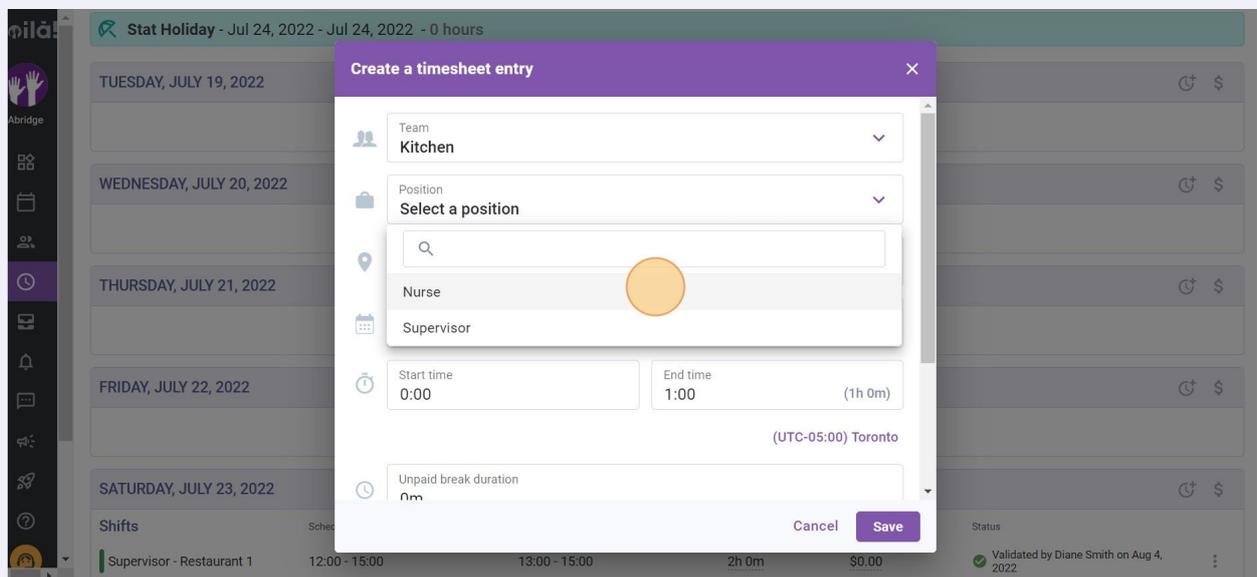
6 Select the team of your choice



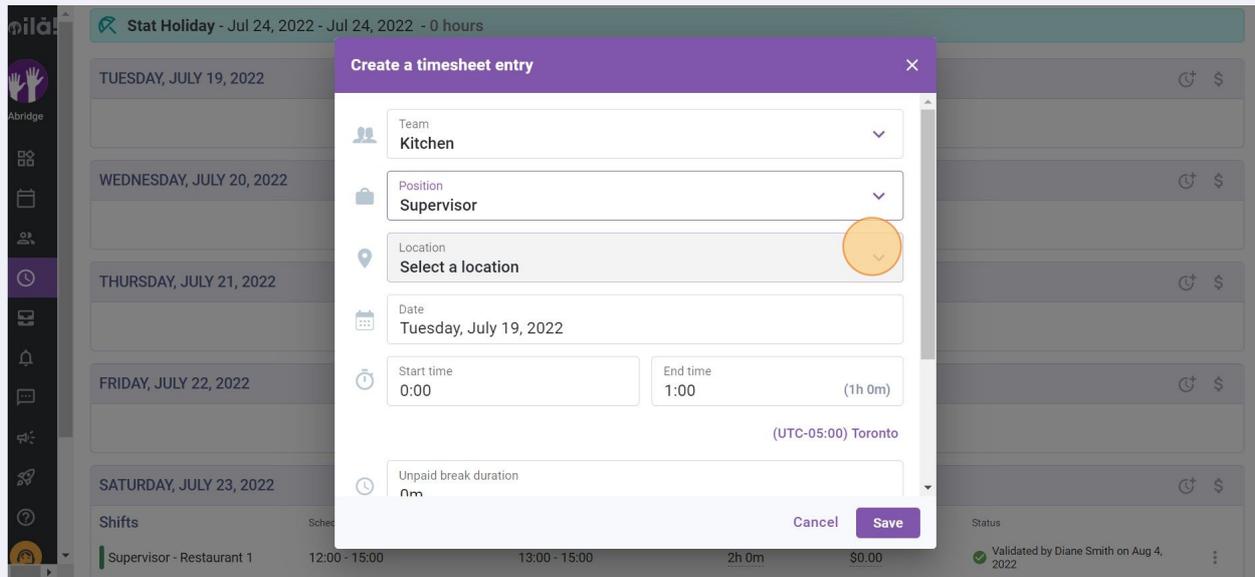
7 Click Position drop down menu



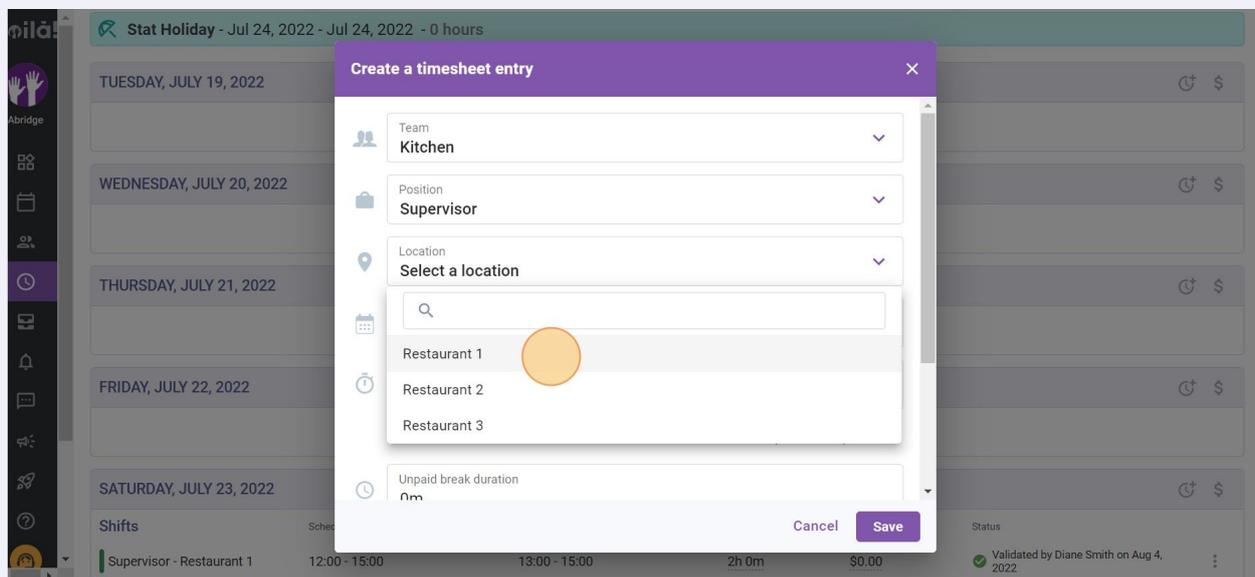
8 Select the Position of your choice



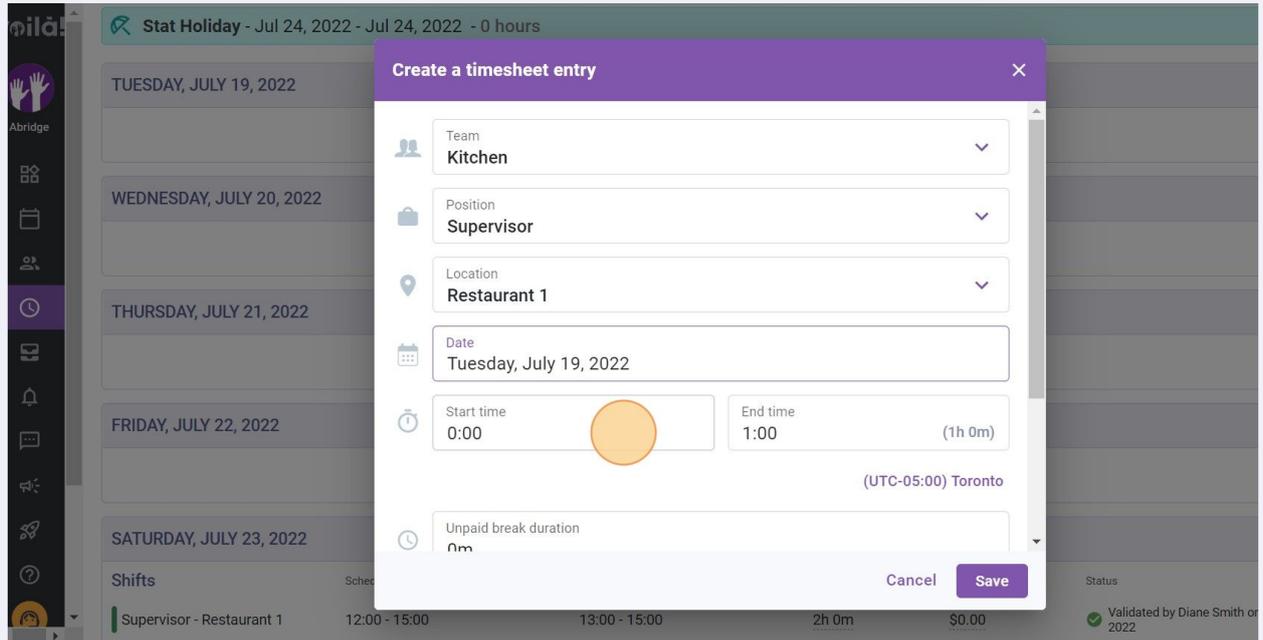
9 Click Location drop down menu



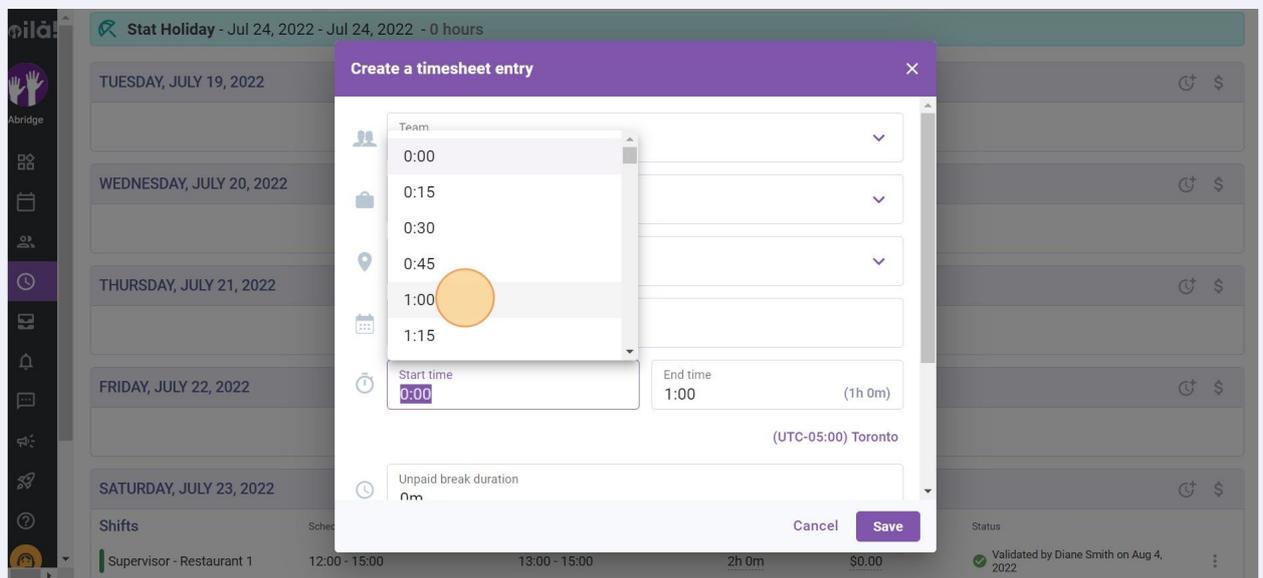
10 Select the location of your choice



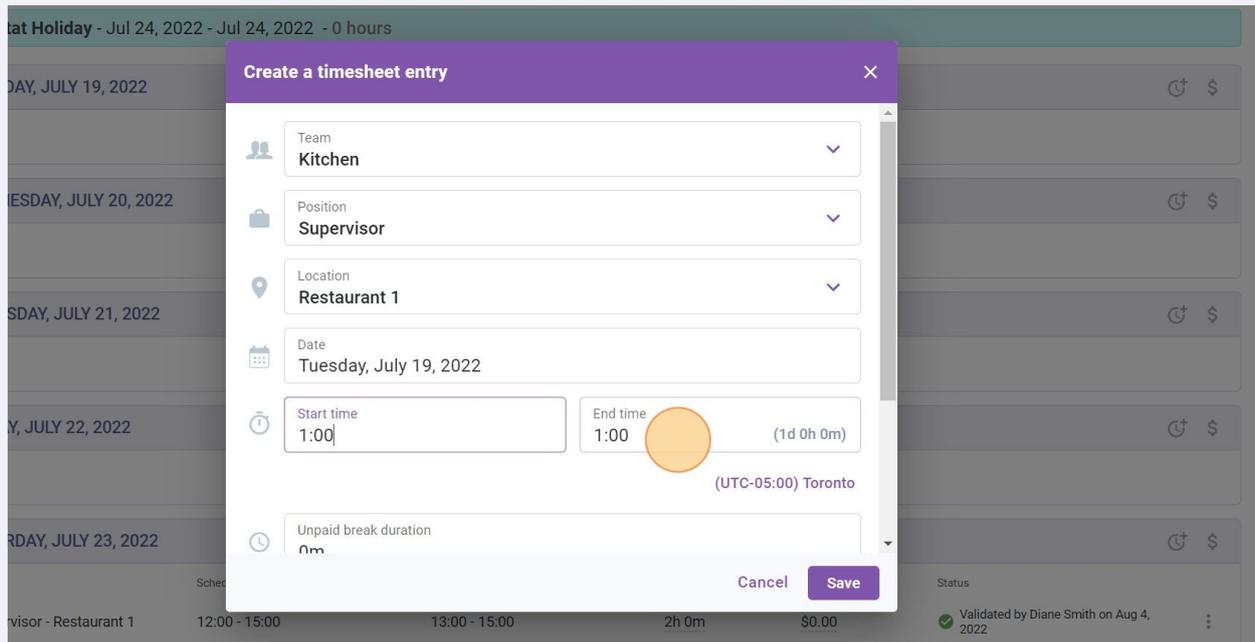
11 Click Start time



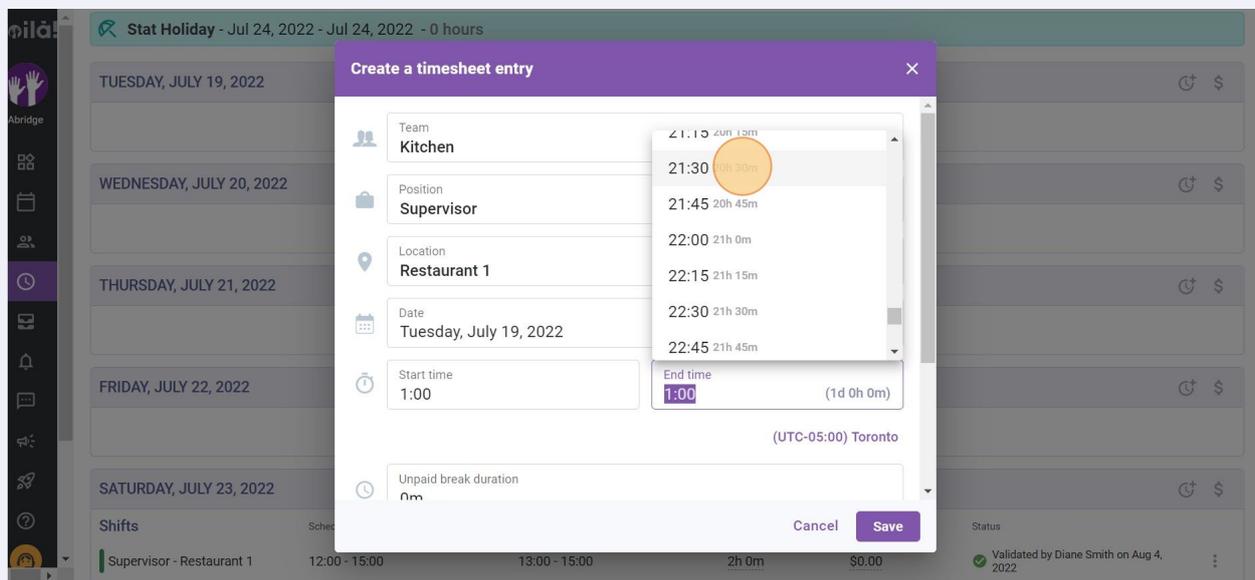
12 Select the Start time of the shift



13 Click End time



14 Select the end time of the shift



15 Select the Unpaid break duration

The screenshot shows a 'Create a timesheet entry' dialog box overlaid on a calendar interface. The dialog box contains the following fields:

- Date: Tuesday, July 19, 2022
- Start time: 1:00
- End time: 21:30 (20h 30m)
- Location: (UTC-05:00) Toronto
- Unpaid break duration: 0m (highlighted with an orange circle)
- Paid preparation time: 0m
- Arrival note: (empty)

At the bottom of the dialog box, there are 'Cancel' and 'Save' buttons. The background shows a calendar for July 19-23, 2022, with a shift for 'Supervisor - Restaurant 1' from 12:00 to 15:00.

16 Select the Paid preparation time

The screenshot shows the same 'Create a timesheet entry' dialog box as in step 15, but with the 'Paid preparation time' field highlighted by an orange circle. The 'Paid preparation time' field now contains the value '5m'.

The background calendar and shift information are the same as in step 15.

17 Click Save

The screenshot displays a software interface for creating a timesheet entry. A purple dialog box titled "Create a timesheet entry" is centered on the screen, overlaying a calendar view. The dialog contains the following fields:

- Date:** Tuesday, July 19, 2022
- Start time:** 1:00
- End time:** 21:30 (20h 30m)
- Location:** (UTC-05:00) Toronto
- Unpaid break duration:** 0m
- Paid preparation time:** 5m
- Arrival note:** (empty text area)

At the bottom of the dialog, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a yellow circle. The background shows a calendar with dates from Tuesday, July 19, 2022, to Saturday, July 23, 2022. A shift entry for "Supervisor - Restaurant 1" is visible on July 19th, with a duration of 12:00 - 15:00 and a total of 2h 0m. A status message at the bottom right indicates "Validated by Diane Smith on Aug 4, 2022".