How to add a time off category

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



Vmila!

Select Payroll and Time Off.



Go into Time Off Categories.

/oilā!	< Back to settings	Payroll and Time Off	
	General Settings	Payroll Aller Tille Off	
	Organizational Structure	Payroll Management	
Abridge	Schedules and Availability	The following settings apply to the entire company.	
品	Invitation & Assignment	Pay period	
Ħ	Employee Mobility	Frequency Biweekly	
జి	Payroll and Time Off	Start date of the first pay period for your business	
Q	Payroll Management	10/02/2020	
8	Time Off Categories	Any pay period prior to this date will not be accessible in the timesheet	
	Shift Premums Management	Current pay period is non-sun 19, 2022 to sun 2, 2022	
	Overtime calculation rules	Night shift	
	Time and Attendance	Choose how the hours of a shift spread over two days are taken into account.	
547 5	Billing	Hours accounted for	
	Integrations	on the day of the end of the shift	
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Click on Add a time off category.

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Code	Paid leave	Unit	Icon	Associations	
VA	Yes	Hours	R		1 :
VAC002	Yes	Hours	R		/ 1
FER	Yes	Hours	R		1 :
C022	Yes	Hours	2		1
000	No	Days	2		N :
				Dowo por	none 25 1 E of E

Rows per page: $25 \checkmark$ 1-5 of 5 $|\langle \rangle \rangle > |$

6 Click the "Name" field and give a name to the leave type.

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d Availability	Name	Code	Paid leave	Unit	lon	Associations
pility	Vacation	VA	Yes	Hours	R	
ne Off 🔷 🔨	Sick Leave	VAC002	Create a leave type			
ement jories	Stat Holiday	FER	1 Information 2 Association	s 3 Configuration —		
s Management	Timebank	C022	Name			
Idance	Absent	000	Code		EN	
			Unit Hours		~	
			Icon		~	
			Paid leave			
					Cancel Next	



	Name	Code	Paid leave	Unit	lcon
	Vacation	VA	Yes	Hours	R
^	Sick Leave	VAC002	Create a leave type		>
	Stat Holiday	FER	1 Information 2 Association	s 3 Configuration —	
gement	Timebank	C022		÷ //	
rules	Absent	000	Name Example 1		EN
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	Vacation	VA	Yes	Hours	R
^	Sick Leave	VAC002	Create a leave type		×
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nt	Timebank	C022			
	Absent	000	Name Example 1		EN
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			Paid leave		
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Select the unit you want for this type of leave.

Payroll and Time Off Sick Leave VAC002 Create a leave type X Payroll Management Stat Holiday FER Information @ Associations @ Configuration Shift Premiums Management Timebank C022 Overtime calculation rules Absent 000 Filing Information @ Associations @ Configuration EN Integrations Code 001 Unit Hours Information Information Days Days Code Information	Payroll and Time Off Image: Solut Device a leave type Image: Solu
Payroll Management Stat Holiday FER Information @ Associations @ Configuration Shift Premiums Management Timebank C022 Overtime calculation rules Absent 000 Time and Attendance EN Billing Code 001 Integrations Unit Hours Code 001 Variant Days Days Days	Payroll Management Stat Holiday FER 1 Information (2) Associations (3) Configuration Shift Premiums Management Timebank 0022 Overtime calculation rules Absent 000 Integrations Name Example 1 Code 001 Unit Hours Code Outling Days Days
Shift Premiums Management Overtime calculation rules Timebank C022 Absent 000 Filling Code Integrations Unit Hours Code Days Days	Shift Premiums Management Overtime calculation rules Imebank C022 Absent 000 Billing Integrations Imebank C024 Code 001 Unit Hours Imebank Caeri Hours Days Cancel
Overtime calculation rules Absent D00 Name EN Time and Attendance Example 1 Code 001 Integrations Unit Hours Image: Code Code 001 Image: Code Image: Code Days Days Days Cancel	Overtime calculation rules Absent 000 Example 1 EN Billing Integrations Unit 000 000 000 Unit Hours Capit Jays Days Example 1 EN
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Integrations	Unit Hours Carr Hours Days Cancel Next
Cancel Next	Cancel Next
Cancel Next	Cancel

Click on Next.

VA	Yes	Hours	R		
VAC002	Create a leave type				
/ FER	1 Information 2 Associa	ations 3 Configuration			
C022	Nama				
000	Example 1		EN		
	Code 001			Rows per pa	ige: 25 🧹 1-5 of 5
	Unit Hours		~		
	Icon		~		
	Paid leave				
		t	Cancel Next		

11 Select the team(s), position(s), location(s), employee(s) and Employee Statuses desired for this type of leave and click Next.

VA	_	Yes	Hours	R
VAC002	Create	a leave type		
FER	0	nformation 2 Associ	iations 3 Configuration)
C022	0)	Teams (optional)		
000		Select one or more tea	ams	~
	Ċ	Positions (optional) Select one or more po	sitions	~
	0	Locations (optional) Select one or more loc	cations	~
	2	Members (optional) Select one or more em	nployees	~
	04	Employee Statuses (optional) All		~
				Back
		_	_	

12 Select the desired settings for the leave type and click Submit to add the leave type to your account.

VACOUZ	Default affected shift action	
	Replacement	
FER	Default action when approving a leave with affected shifts.	
C022	Enforce a minimum delay before leave request Prevent a leave request from being created if the remaining delay does not meet the specified minimum delay.	
000	Prevent approbation of a leave with a negative bank Prevent approbation of a leave of this type when the associated bank's amount does not meet the requested amount.	
	Prevent creation of a leave with a negative bank Prevent creation of a leave of this type when the associated bank's amount does not meet the requested amount.	Rows per page: 25
	Force entering a leave value to use Prevent submitting a leave request without specifying a leave to use value.	
	Force entering a reason Prevent submitting a leave request without specifying a reason.	
	Include in overtime calculation Include leaves that have this leave type in overtime calculation.	
	Include in holidays calculation Include leaves that have this leave type in statutory holidays calculation.	
	Hide bank Hide the bank associated to this leave type from employees' profiles.	
	Force selecting a team, position and a location Prevent submitting a leave request without specifying a team, position and location.	
	Back Submit	