

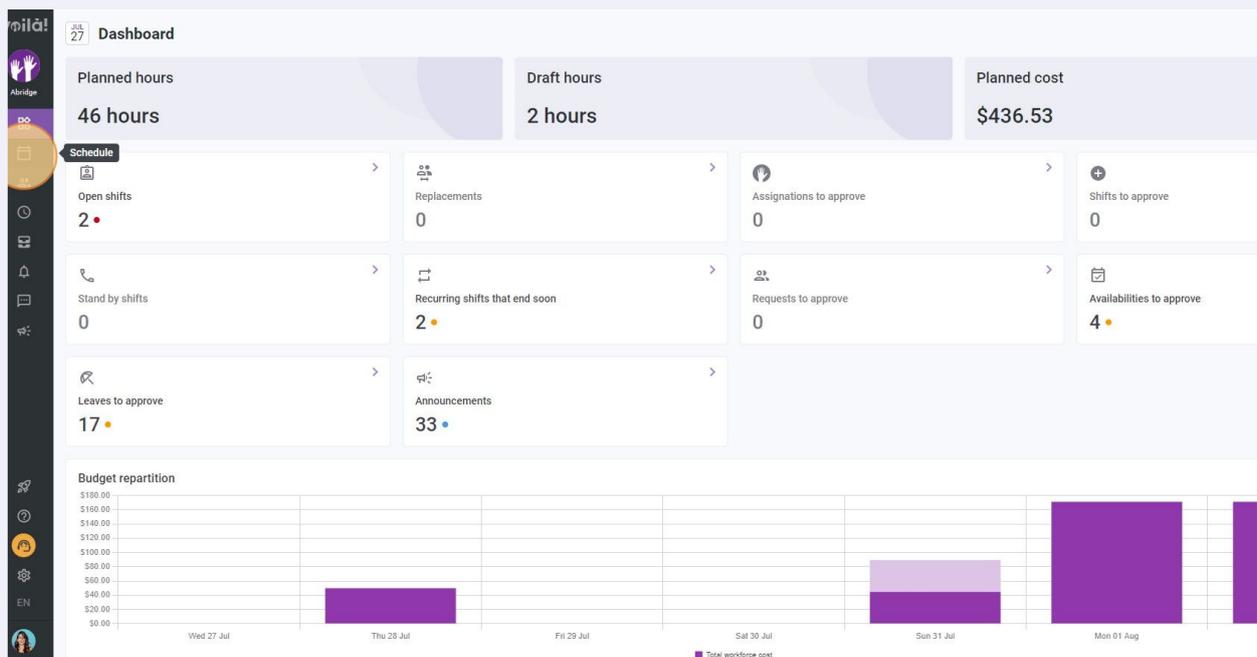
How to approve/adjust worked schedules?



Learn how to approve or edit an employee's clocked time from the schedule with Voilà!

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

2 Click Schedule



3 Click the shift you want to approve

Calendar view Employees view Week No grouping Auto-assign

	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	TOTAL
Sorted by First name								Planned hours Cost Leaves
Time off								0h \$0.00
Open shifts (0)								
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 20h - Je vais à l'école	0:00 - 7:00 (7h 0m) @ Sp1, Ri Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:45 - 4:45 (4h 0m) @ C1, Ri Absent	0:15 - 4:00 (3h 45m) @ C1, Ri Absent	0:15 - 1:00 (45m) @ Sp1, Ri Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:15 - 1:30 (1h 15m) @ C1, Ri Absent	51.5h \$1,188.64
Anthony Michaud Full-Time NO - 37h	0:00 - 1:00 (1h 0m) @ C1, R2 Absent	0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1 Absent						2h \$0.00
Bruno Aldik Full-Time NO - 37.5h	8:00 - 16:00 (8h 0m) @ C1, Ri Absent	0:00 - 1:00 (1h 0m) @ Sp1, Ri Absent						9.17h \$200.10
Bruno Aldik Full-Time NO - 37.5h			0:15 - 1:00 (45m) @ C1, Ri Absent	0:15 - 4:00 (3h 45m) @ C1, Ri Absent		0:15 - 1:15 (1h 0m) @ C1, R2 - Room 1 Absent		5.5h \$122.84
Christian Michaud Full-Time NO - 46h	0:00 - 1:00 (1h 0m) @ C1, R2 Absent	0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1 Absent						2h \$0.00
Christine Rashford Full-Time NO - NO								0h \$0.00
Claudia Hamilton NO - NO								6h
Total planned hours	20.5h	19.2h	20.8h	20.4h	11.5h	9h	2.8h	104.1h
Total overtime hours	0h	0h	0h	0h	1.5h	8h	11.5h	
Total workforce cost	\$364	\$390	\$353	\$431	\$254	\$250	\$58	\$2,099

4 Select Approve

Shift

Anne Bonesso ID: 2205
Host 1
9:00 - 17:00 (8h 0m)
Friday, July 22, 2022
Restaurant 3
700 Rue Dorchester, Saint-Jean-sur-Richelieu, QC
J3B 5A8, Canada
Planned total: 8h
Example 1
x1.5/h

Planned 9:00 - 17:00 8h 0m

To pay 0h 0m

Approve Adjust

5 Click the shift you want to adjust

Calendar view Employees view Week No grouping

Sorted by First name

	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23
Open shifts (0)							
Anne Bonesso (Manager ID: 2205 - Full-Time 20h-30h - Je ven & Teede)	0:00 - ? (Sp1, RI) Absent	9:00 - 17:00 (8h 0m) H1, Restaurant 3	0:45 - 4:45 (4h 0m) C1, RI Absent	0:15 - 4:00 (3h 45m) C1, RI Absent	0:15 - 1:00 (45m) Sp1, RI Absent	9:00 - 17:00 (8h 0m) H1, Restaurant 3	0:15 - 1:30 (1h 15m) C1, RI Absent
Anthony Michaud (Full-Time ND - 37h)	0:00 - 1:00 (1h 0m) C1, R2 Absent	0:00 - 1:00 (1h 0m) C1, R2 - Room 1 Absent			0:30 - 1:30 (1h 0m) C1, R2 Absent	9:00 - 17:00 (8h 0m) H1, Restaurant 3	
Bruno Aldik (Adonis Full-Time ND - 37.5h)	8:00 - 16:00 (8h 0m) C1, RI Absent	0:00 - 1:00 (1h 0m) Sp1, RI Absent					
Bruno Aldik (Full-Time ND - 37.5h)			0:15 - 1:00 (45m) C1, RI Absent	0:15 - 4:00 (3h 45m) C1, RI Absent		0:15 - 1:15 (1h 0m) C1, R2 - Room 1 Absent	
Christian Michaud (Adonis ID: 10905 - Full-Time 10h - 45h)	0:00 - 1:00 (1h 0m) C1, R2 Absent						
Christine Rashford (ID: 22365 - Full-Time ND - ND)	0:00 - 1:00 (1h 0m) C1, R2 - Room 1 Absent						
Claudia Hamilton							
Total planned hours	20.5h	19.2h	20.8h	20.4h	11.5h	9h	2.8h
Total overtime hours	0h	0h	0h	0h	1.5h	8h	2h
Total workforce cost	\$364	\$390	\$353	\$431	\$254	\$250	\$58

6 Select Adjust

Shift

Anne Bonesso ID: 2205
Host 1

9:00 - 17:00 (8h 0m)
Monday, July 18, 2022

Restaurant 3
700 Rue Dorchester, Saint-Jean-sur-Richelieu, QC J3B 5A8, Canada

Planned total: 8h

Example 1
x1.5/h

Planned 9:00 - 17:00 8h 0m

To pay 0h 0m

Approve Adjust

	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23
Total planned hours	20.5h	19.2h	20.8h	20.4h	11.5h	9h	2.8h
Total overtime hours	0h	0h	0h	0h	1.5h	8h	2h
Total workforce cost	\$364	\$390	\$353	\$431	\$254	\$250	\$58



You have two options to adjust the timesheet

7

Click Apply scheduled hours

The screenshot shows a timesheet application interface. A modal dialog titled "Adjust time entry" is open, allowing users to adjust scheduled hours. The dialog includes the following fields and options:

- Apply scheduled hours:** A button highlighted with a yellow circle.
- Paid Tolerances:** Start: 0h 3m, End: 0h 3m.
- Planned Arrival:** 9:00
- Paid Arrival:** 9:00
- Unpaid break time:** 0m
- Paid break time:** 0m
- Planned Departure:** 17:00
- Paid Departure:** 17:00 (8h 0m)
- Example 1:** Premium amount will be recalculated with clocking information.
- Shift total:**
 - Clocked time: 9:00 - 17:00 (8h 0m)
 - Unpaid breaks: - 0 minutes
- Buttons:** Cancel and Validate.

8 Click Paid Arrival

The screenshot shows the 'Adjust time entry' dialog box overlaid on a calendar view. The dialog has a purple header and contains the following sections:

- Apply scheduled hours:** A toggle switch that is currently turned off.
- Paid Tolerances:** A section with 'Start: 0h 3m' and 'End: 0h 3m'. It contains several input fields:
 - Planned Arrival: 9:00
 - Paid Arrival: 9:00 (highlighted with an orange circle)
 - Unpaid break time: 0m
 - Unpaid break time: 0m
 - Paid break time: 0m
 - Paid break time: 0m
 - Planned Departure: 17:00
 - Paid Departure: 17:00 (8h 0m)
- Example 1:** A note stating 'Premium amount will be recalculated with clocking information'.
- Shift total:** A summary section showing:
 - Clocked time: 9:00 - 17:00
 - Unpaid breaks: 8h 0m

9 Select the paid arrival

This screenshot shows the same 'Adjust time entry' dialog box as in step 8, but with a dropdown menu open for the 'Paid Arrival' field. The dropdown menu displays a list of time options in 15-minute increments, starting from 8:15 and ending at 10:30. The option '9:00' is highlighted with an orange circle, indicating it is the selected value. The 'Shift total' section at the bottom shows 'Clocked time' as 8h 0m and 'Unpaid breaks' as 0 minutes. At the bottom right of the dialog, there are 'Cancel' and 'Validate' buttons.

10 Click Unpaid break time

The screenshot shows the 'Adjust time entry' dialog box. The 'Unpaid break time' field is highlighted with an orange circle. The 'Paid break time' field is also highlighted with an orange circle. The 'Shift total' section shows 'Clocked time' as 9:30 - 17:00 (7h 30m) and 'Unpaid breaks' as -0 minutes.

11 Select the right unpaid break time

The screenshot shows the 'Adjust time entry' dialog box with the 'Unpaid break time' dropdown menu open. The '0m' option is highlighted with an orange circle. The 'Shift total' section shows 'Clocked time' as 9:30 - 17:00 (7h 30m) and 'Unpaid breaks' as -0 minutes.

12 Click Paid break time

The screenshot shows the 'Adjust time entry' dialog box overlaid on a time sheet. The dialog has a purple header and a white body. At the top, there is a toggle for 'Apply scheduled hours'. Below that, the 'Paid Tolerances' section shows 'Start: 0h 3m' and 'End: 0h 3m'. The main area contains several input fields for 'Planned Arrival', 'Paid Arrival', 'Unpaid break time', 'Paid break time', and 'Planned Departure'. The 'Paid break time' field is highlighted with an orange circle, and a dropdown menu is open, showing options from 0m to 45m. The 'Shift total' section at the bottom shows 'Clocked time' as 9:30 - 17:00 (7h 30m) and 'Unpaid breaks' as -0 minutes. The background shows a time sheet grid with columns for days (SUN 17, MON 18, TUE 19, WED 20, THU 21, FRI 22, SAT 23) and rows for employees. A 'TOTAL' column on the right shows planned hours, cost, and leave.

13 Select the right paid break time

This screenshot is similar to the previous one, but the 'Paid break time' dropdown menu is expanded, showing a list of options: 0m, 5m, 10m, 15m, 20m, 25m, 30m, 35m, 40m, and 45m. The 0m option is highlighted with an orange circle. The rest of the dialog and background time sheet are the same as in the previous image.

14 Click Paid Departure

Adjust time entry

Apply scheduled hours

Paid Tolerances
Start: 0h 3m End: 0h 3m

Planned Arrival	9:00	→	Paid Arrival	9:30
Unpaid break time	0m	→	Unpaid break time	0m
Paid break time	0m	→	Paid break time	0m
Planned Departure	17:00	→	Paid Departure	17:00 (7h 30m)

Example 1
Premium amount will be recalculated with clocking information

Shift total

Clocked time	→	9:30 - 17:00
Unpaid breaks	→	7h 30m
Unpaid breaks	→	- 0 minutes

Cancel Validate

15 Select the paid departure

Adjust time entry

Apply scheduled hours

Paid Tolerances
Start: 0h 3m End: 0h 3m

Planned Arrival	9:00	→	Paid Arrival	9:30
Unpaid break time	0m	→	Unpaid break time	0m
Paid break time	0m	→	Paid break time	0m
Planned Departure	17:00	→	Paid Departure	17:00 (7h 30m)

Example 1
Premium amount will be recalculated with clocking information

Shift total

Clocked time	→	16:00 - 17:00
Unpaid breaks	→	7h 30m
Unpaid breaks	→	- 0 minutes

Cancel Validate

16 Click Validate

The image shows a software interface for adjusting time entries. A central dialog box titled "Adjust time entry" is overlaid on a calendar grid. The dialog box contains several input fields for time adjustments and a summary section.

Adjust time entry

Planned Arrival	9:00	→	Paid Arrival	9:30
Unpaid break time	0m	→	Unpaid break time	0m
Paid break time	0m	→	Paid break time	0m
Planned Departure	17:00	→	Paid Departure	16:30 (7h 0m)

Example 1
Premium amount will be recalculated with clocking information

Shift total

Clocked time	-	→	9:30 - 16:30	7h 0m
Unpaid breaks	- 0 minutes	→	- 0 minutes	- 0 minutes
Paid breaks	0 minutes	→	0 minutes	0 minutes
Example 1	0\$	→	49.88\$	
Total paid time	0h 0m	→	7h 0m	

Buttons: Cancel, Validate

The background calendar grid shows a weekly view from July 17, 2022, to July 23, 2022. It lists employees and their scheduled shifts, with some shifts marked as "Absent".