How to approve/adjust worked schedules?

vøila!

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

1 Navigate to	https://co	onsole.voila.app/e	n			
2 Click Schedu	ıle					
lä! 27 Dashboard						
Planned hours 46 hours		Draft hours 2 hours			Planned cost \$436.53	
Schedule © Open shifts 2 •	>	음 Replacements 0	>	Assignations to approve	>	Shifts to approve
ج Stand by shifts O	>	☐ Recurring shifts that end soon 2 ●	>	Requests to approve	>	 ☑ Availabilities to approve 4 ●
	>	sł∻ Announcements 33 ●	>			
7 Budget repartition						
510.00 510.00 510.00 510.00 500.00 560.00						
\$40.00 \$20.00 \$0.00 Wed 27 Jul	Thu 28 Ji	ul Fri 29 Jul	Total we	Sat 30 Jul Sur	n 31 Jul	Mon 01 Aug

3

Click the shift you want to approve

〒 Today < Jul 17, 2022 - ,	Iul 23, 2022 >		Calendar v	iew Employees view		W	eek 🗸 No grouping 🗸	/ Auto-a
						٩		2 0 0
	JULY							TOTAL
Sorted by First name \backsim	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	Planned ho Cost Leaves
R Time off							0	
? Open shifts (0)								0h \$0.00
Anne Bonesso Manager 10: 2200 - Full-Time 200: - 30h - Je vanis à l'école	0:00 - ? © Sp1, RI	9:00 - 17:00 (8h 0m) @ 0 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) 50 H1, Restaurant 3	0:15 - 1:30 (1h 15m) © C1, Ri Absent	51.5h \$1,188.6
	0:00 - 1:00 (1h 0m) (0 % 8		9:00 - 17:00 (8h 0m) ∷ ⊕ H1, Restaurant 3	9:00 - 17:00 (8h 0m) 🖙 🕀 H1, Restaurant 3	0:30 - 1:30 (1h 0m) © C1, Ri Absent	+	0:30 - 1:15 (45m) © Sp1,Ri Absent	
					9:00 - 17:00 (8h 0m) 0 0 H1, Restaurant 3			
Anthony Michaud A Full-Time ND - 37h	0:00 - 1:00 (1h 0m) © C1, R2 Absent							2h \$0.00
	0:00 - 1:00 (1h 0m) © C1, R2 - Room 1 Absent							
Bruno Aldik Admin Full-Time 106 - 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 A Full-Time 10h - 37.5h			0:15 - 1:00 (45m) (45m) (45m)	0:15 - 4:00 (3h 45m) © C1, Ri Absent		0:15 - 1:15 (1h 0m) © 01, R2 - Room 1 Absent	٥	5.5h \$122.84
Christian Michaud Admin 10: 10905 - Full-Time	0:00 - 1:00 (1h 0m) © C1, R2 Absent							2h \$0.00
	0:00 - 1:00 (1h 0m) C1, R2 - Room 1 Absent							
Christine Rashford ID: 22365 - Full-Time ND - ND								0h \$0.00
Claudia Hamilton		8 40 00 47 00 (/h 0)		e 🖤				6h
Total planned hours	20.5h	19.2h	20.8h	20.4h	11.5h	9h	2.8h	104.1h
Total overtime hours	Oh	Oh	0h	0h	1.5h	8h	2h	11.5h
Total workforce cast	0264	2200	0252	0421	0054	0050	050	0000

4 Select Approve

Sorted by First name ~	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22
		SI	hift			
hifts (0) Bonesso - - Jell-Time - Je vais à l'école	0:00-20 Sol. RI 0:00-1:00 (16 0m) © 1, ©	9:00 - 17:00 (6h 0m) = 0 H1, Restaurant 3	 Anne Bon Host 1 9:00 - 17 Friday, Jul Restaura 700 Rue Do Ros A 	tesso ID: 2205 00 (8h 0m) y 22, 2022 nt 3 rchaster, Saint-Jean-sur-Richelieu, C	- 1:00 (45m) ◎	9:00 - 17:00 (8h 0m):= 0 H1, Restaurant 3
ny Michaud 🗼	0:00 - 1:00 (1h 0m) 0: 1, 2 Absent 0: 00 - 1:00 (1h 0m) 0: 00		 Planned Example x1.5/h 	total: 8h 1	testaurant 3	
Aldik	8:00 - 16:00 (8h 0m) © C1, Ri	0:00 - 1:00 (1h 0m) @ \$91.Rl				
Aldik 🛦			Planned 9:00 - 17:00	8h	Om	0:15 - 1:15 (1h 0m) @
sh an Michaud 5 - Full-Time	0:00 - 1:00 (1h 0m) ⊕ 0:00 - 1:00 (1h 0m) ⊕ Absent 0:00 - 1:00 (1h 0m) ⊕ 0:00 - 1:00 (~	To pay	Oh	Dm	Absent
ne Rashford 5 - Full-Time						
a Hamilton		8 10 00 1 (00 ((b 0 m) m c				
hours	20.5h	19.2h	20.8h	20.4h	11.5h	9h
hours	Oh	Oh	Oh	Oh	1.5h	8h
e cost	\$364	\$390	\$353	\$431	\$254	\$250

Click the shift you want to adjust

\Xi Today < Jul 17, 2022 - J	ul 23, 2022 >		Calendar v	ew Employees view		Wee	k v No group
						٩	
	JULY						
Sorted by First name \sim	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT
R Time off							0
? Open shifts (0)							
Anne Bonesso	2						
ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	0:00 - ? © Sp1, RI	9:00 - 17:00 (8h 0m) = © H1, Rectaurant 3	0:45 - 4:45 (4n 0m) @ C1, Ri Absent	015-400 (3n 45m) (0 C1.Ri Absent	0:15 - 1:00 (45m) © Sp1. Ri Absent	9:00 - 17:00 (8h 0m) □ ⊕ H1, Restaurant 3	0115 - 1130 (1h 15 C1, Ri Absent
	0:00 - 1:00 (1h 0m) © 🕓 😆	-	9:00 - 17:00 (8h 0m) = H1, Restaurant 3	9:00 - 17:00 (8h 0m) ∷⊕ H1, Restaurant 3	0:30 - 1:30 (1h 0m) (0) C1, Ri Absent		0:30 - 1:15 (45m) Sp1, Ri Absent
					9:00 - 17:00 (8h 0m) ⇔ H1, Restaurant 3		
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						
Bruno Aldik Admin Full-Time 100- 37.5h	8:00 - 16:00 (8h 0m) (0) C1, Ri Absent	0:00 - 1:00 (1h 0m) Sp1, Ri Ø Absent					
Full-Time Full-Time 10h - 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 Admin 10: 10905 - Full-Time	0:00 - 1:00 (1h 0m) © C1.R2 Absent						
	0:00 - 1:00 (1h 0m) C1.R2 - Room 1 Absent						
Christine Rashford ID: 22365 - Full-Time ND - ND							
Claudia Hamilton		8 10-00 16-00 (Ch 0m) 70					
Total planned hours	20.5h	19.2h	20.8h	20.4h	11.5h	9h	2.8h
Total overtime hours	Oh	Oh	Oh	Oh	1.5h	8h	2h
Total workforce cost	\$364	\$390	\$353	\$431	\$254	\$250	\$58

Select Adjust

SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23
		Shift		×		0
0:00 - 2 % Sp1, Ri 0:00 - 1:00 (1h 0m) % C @ Sp1, Ri	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	 Anne Bor Host 1 9:00 - 17: Monday, J Restaural 700 Rue Do J3B 5AB, Ca 	10:2205 V 00 (8h 0m) uly 18,2022 nt 3 rchester, Saint-Jean-sur-Richelieu, QC anada	- 1.00 (45m) ⊚ 1 - 1.30 (1h 0m) ⊗ rt - 17.00 (9h 0m) ⇔ iestaurant 3	9:00 - 17:00 (8h 0m) ∷⊚ H1, Restaurant 3	0:15-1:30 (11 15m) © 5:,8 Absent 0:30 - 1:15 (45m) © \$0:81 Absent
0:00-1:00 (1h 0m) ⊕ 01:82 Absent 0:00-1:00 (1h 0m) ⊕ 0:14 R2-Room 1 Absent 8:00-16:00 (8h 0m) ⊕ 0:18 0:00-16:00 (8h 0m) ⊕ 0:18 0:00-10:00 (1h 0m) ⊕ 0:00-10:00 (1h	0:00 - 1:00 (1h 0m)© 551 RI © Absent	 Planned 1 Example x1.5/h Planned 9:00 - 17:00 	ootal: 8h 1 8h Om			
0:00 - 1:00 (1h 0m) @		✓ То рау	Oh On	1	0:15 - 1:15 (1h 0m) @ C1, R2 - Room 1 Absent	
C1, R2 Absent 0:00 - 1:00 (1h 0m) © C1, R2 - Room 1 Absent		Approve	Adjust			
	B 40.00 40.00 (0+ 0)		•			
20.5h	19.2h	20.8h	20.4h 1	1.5h	9h	2.8h
	un	UN	Un 1.	.5n	8h	20
\$364	\$390	\$353	\$431 \$	254	\$250	\$58

7 Click Apply scheduled hours

milā!	\Xi Today 🤇 Jul 17, 2022 - J		1	Adlas	Colondar		Employage view			Week 🗸 🛛 No grouping
¥¥				Adjus	t une entry			~		. □ @ ≗ ⊡ £
Abridge		SUN 17	MON		Apply scheduled hours			21	FRI 22	SAT 23
				Paid	Tolerances Start: 0h 3m End: 0h 3m					0
0 8 4	Anne Bonesso Wanger 10:2205 - Fall-Time 206-300- Ja vais à l'école		9:00 - 17:00 (8 H1, Restaurant	Ö ¥1	Planned Arrival 9:00 Unpaid break time 0m	\rightarrow	Paid Arrival 9:00 Unpaid break time Om)© m)© © 1 0m) ⊂ o	9:00 - 17:00 (8h 0m) 50 H1, Restaurant 3	0.15 - 1.30 (1h 15m) ⊕ C1, R Absent 0.30 - 115 (45m) ⊕ Absent
44) 49)	Anthony Michaud	0:00 - 1:00 (1h 0m) (0) 0:1, R2 Absent 0:00 - 1:00 (1h 0m) (0) 0:1, R2 - Room 1 Absent (0)		ľ	Paid break time Om Planned Departure 17:00	\rightarrow	Paid break time Om Paid Departure 17:00 (8h 0m)			
	Bruno Aldik Full-Time Bruno Aldik Pull-Time 10: -27.5b	8.00 - 16:00 (8n 0m) ⊚ C1.R ⊛Absent	0.00 - 1:00 (1h Sp1, Ri © Absent	٩	Example 1 Premium amount will be recalculated	with clo	eking information		0.15 - 1 : 15 (1h 0m) © C1; R2 - Room 1 Absent 1	٥
57 (T	Christian Michaud Atomio 1000 - Full-Time	0:00 - 1:00 (1h 0m) 0 5: R2 Absent 0:00 - 1:00 (1h 0m) 0 5: R2 - Room 1 Absent		Shift Clo	total ocked time	÷	9:00 - 17:00			
6	Christine Rashford 10: 22365 - Full-Time 10: 400			Un	paid breaks	→ →	Sh Om - O minutes			
EN	Total planned hours		• 19.00 Ar.00 Ir 19.2h	_	-11 1		Cancel Validat	•		2.8h
	Total workforce cost	\$364	\$390		5453	243	Cancer Validat		\$250	\$58

8 Click Paid Arrival

ul 23, 2022 >	Adjust time entry	Week 🗸 No grouping 🧸
		▲ · · · · · · · · · · · · · · · · · · ·
SUN 17 M	Apply scheduled hours	21 FRI 22 SAT 23
	Paid Tolerances Start: 0h 3m End: 0h 3m	0
9:00 - 17:01 So1, RI 9:00 - 17:01 0:00 - 1:00 (1h 0m) 9	nt ■ Planned Arrival 9:00 → Planned Arrival	10 00 17:00 (8h 0m) ± 0 H1, Restaurant 3 m) ⊕ 00 117:00 (8h 0m) ± 0 H1, Restaurant 3 0.30 ± 115 (45m) ⊕
Spl, R	₩1 Unpaid break time Om Om	ak time Om) = 0
0:00 - 1:00 (1h 0m) © 01, R2 Absent	Paid break time Om	time
0:00 - 1:00 (1h 0m) © C1, R2 - Room 1 Absent	Planned Departure 17:00 Paid Depa 17:00 Paid Depa 17:00	rture (8h 0m)
8:00 - 16:00 (Sh 0m) (5 C1, R Absent Absent	Example 1 Premium amount will be recalculated with clocking inform	10.15 - 1:15 (1h 0m) ©
0:00 - 1:00 (1h 0m) c	Shift total	Absent
C: N2 Absent 0:00 - 1:00 (1h 0m) ◎ C:, R2 - Room 1 Absent	Clocked time - →	9:00 - 17:00
	→ Unpaid breaks	su num

Select the paid arrival

SUN 17	MON			21	ę.	FRI 22	SAT 23
	Paid	Tolerances Start: 0h 3m End: 0h 3m					0
0.00 - ? · · · · · · · · · · · · · · · · · ·	00 - 17:00 (8 11, Restaurant	Planned Arrival 9:00	÷	Paid Arrival 9200 m)	0	9:00 - 17:00 (8h 0m) 4 @ H1, Restaurant 3	0:15 - 1:30 (1h 15m) ⊚ 01.8 Absent 0:30 - 1:15 (45m) ⊚ Sp1.8
	Ψ1	Unpaid break time Om	\rightarrow	8:15			Addeat
0:00 - 1:00 (1h 0m) @ 01,82 Absent	E	Paid break time Om	÷	8:30 8:45			
0:00 - 1:00 (1h 0m) © C1, R2 - Room 1 Absent	Ő	Planned Departure 17:00	÷	9:00			
8:00 - 16:00 (8h 0m) 0 C1 Ri © Absent	00 - 1:00 (1h ^{p1, Ri} (Absent	Example 1 Premium amount will be recalculate	ed with cl	9:00			
				9:45		0:15 - 1:15 (1h 0m) © C1. R2 - Room 1 Absent	
0.00 - 1.00 (1h Gm) ©	Shift	t total		10:00			
Agsent 0:00 - 1:00 (1h Gm) © 01, R2 - Room 1 Absent	Cl.	ocked time	\rightarrow \rightarrow	10:15 10:30 •			
	Ur - 0	npaid breaks minutes	÷	- 0 minutes			
0.5h 19.2	2h ~						2.8h
n Oh				Cancel Validate			2h
364 \$39	90	\$353	\$43	1 \$254			\$58

10 Click Unpaid break time

C	1 23 2022		Catalog	alour .	Emolóxicos store		W	ek v No grouping v	2 Auto-assion
		Adjus	st time entry						V
						4			108
Sorted by First name ~	SUN 17	MON	Apply scheduled hours			21	FRI 22	SAT 23	TOTAL Planned hours Cost Leeves
		Paid	Tolerances					0	
is (0)			Start: 0h 3m End: 0h 3m						\$0.00
iesso A-Time - vaio à l'école	0.00 - 7 0 · · • • • • • • • • • • • • • • • • •	17:00 (8 staurant	Planned Arrival 9:00	÷	Paid Arrival 9:30)® ()) ()) ()) ()) ()) ()) ()) ()) ()) (9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	0.15 - 1:30 (1h 15m) © C1, R Absent 0.30 - 1:15 (45m) ©	51.5h \$1,188.64
		Ψſ	Unpaid break time Om	>	Om me	0m) = 0		Absent	
Michaud 🛓	0:00 - 1:00 (1h 0m) © C1, R2 Absent	E	Paid break time Om	→	Om Om				2h \$0.00
116	C1, P2 - Room 1 O	Ō	Planned Departure 17:00	\rightarrow	Paid Departure 17:00 (7h 30m)				0.171
iik.	8:00 - 16:00 (8n 0m) © C1;Ri & Absent	1:00 (1h) m (j)	Example 1 Premium amount will be recalculated	with clo	ecking information				\$200.10
lik 🔺							0:15 - 1:15 (1h 0m) © C1, R2 - Room 1	1	5.5h \$122.84
Michaud	0:00 - 1:00 (1h 0m) ©	Shift	total						2h \$0.00
	0:00 - 1:00 (1h 0m) ⊕ C1, #2 - Room 1 Absent	Clo	ocked time	÷	9:30 - 17:00				
Rashford ull-Time		Un	paid breaks	÷	7h 30m				0h \$0.00
lamilton	-	-01	minutes	÷	- 0 minutes	ananan			6h
rs						*			104.1h
urs					Cancel Validate				11.5h
ost	\$364 \$390		9453	543	3254 3254		\$250	\$59	\$2,099

Select the right unpaid break time

	Adjust time entry					
SUN 17 MON	Apply scheduled hours			21	FRI 22	SAT 23
	Paid Tolerances					0
	Start: 0h 3m End: 0h 3m					
9:00 - 17:00 (6				10	9:00 - 17:00 (8h 0m) = 0	0.15 - 1.30 (1h 15m) 0
Sp1, RI H1, Restaurant	Planned Arrival 9:00	\rightarrow	Paid Arrival	mid	H1, Restaurant 3	0:30 - 1:15 (45m) (5
Sp1;RI C O	5.00		9.50			Sp1, Ri Absent
	Unpaid break time Om	>	Om	0m) = 0		
0:00 - 1:00 (1h 0m) © 01. R2 Absent	Paid break time Om	÷	Om			
0:00 - 1:00 (1h 0m) © C1, R2 - Raom 1 Absent	Planned Departure 17:00	÷	10m			
8:00 - 16:00 (8h 0m) © 0:00 - 1:00 (1h C1, Ri © Absent © Absent	Example 1 Premium amount will be recalculate	d with clo	15m			
			- 20m		0:15 - 1:15 (1h 0m) © C1. R2 - Room 1	
			25m		Absent	
0:00 - 1:00 (1h 0m) © C1, R2 Absent	Shift total		30m			
0.00 - 1:00 (1h 0m) 0 C1 R2 - Room 1	Clocked time	-	35m			
Absent		<i>→</i>	40m			
	Unpaid breaks		45m -			
A 10:00 10:00 1	- 0 minutes	<i>→</i>	- 0 minutes	2012-11/1		
20.5h 10.2h					Oh	2.85

12 Click Paid break time

<	ul 23, 2022 💙			Colouis	e oleme	Providence and the				ĺ	Week 🗸	No grouping 🗸	1	Auto-assign
			Adjus	t time entry			>	×						
Sorted by First name ~	JULY SUN 17	мом		Apply scheduled hours				21		FRI 22		SAT 23		DTAL anned hours ost
(0)			Paid 5	Folerances start: 0h 3m End: 0h 3m							q			Jn 20.00
Ime in à l'école		9:00 - 17:00 (6 H1, Restaurant	Ō	Planned Arrival 9:00 Unpaid break time	→ →	Paid Arrival 9:30 Unpaid break time) © m) ©	0	9:00 - 17:00 (8h 0m) ::0 H1, Restaurant 3			0	1.5h 31,188.64
chaud 🛓	0:00 - 1:00 (1h 0m) © 0:1, 92 Absent 0:00 - 1:00 (1h 0m) © 0:1, 92 - 8:0em 1 Absent (0:00 - 1:00 (1h 0m) ©		Ľ	Om Paid break time Om Planned Departure	→ →	Om Paid break time On Paid Departure								2n 50.00
A :	8:00 - 16:00 (8h Dm) © C1. Ri & Absent	0:00 - 1:00 (1h Sp1. Ri & Absent	٩	Example 1 Premium amount will be recalculated	d with clo	cking information	(/h 30m)			0:15-1:15(1h 0m)@				17h 1200.10 5.5h \$122.84
chaud Time	0:00 - 1:00 (1h 0m) Φ 0:1.82 Absent 0:00 - 1:00 (1h 0m) Φ 0:1.82 - Keom 1 ©		Shift Clo	total cked time	<i>→</i>		9:30 - 17:00			Absent				7n 50.00
shford Time nilton	1 March		Un; - 0 r	baid breaks ninutes	→ →		7h 30m - 0 minutes							50.00 6h
		19.2h Oh		11 E.		,	Cancel Validate							04.1h 11.5h
	\$364	\$390		3333	543		8254			\$250	S	58		2,099

Select the right paid break time

K Jul 17, 2022 - J			a	Palandarulau	Feedbalancestan			We	ek 🗸 🛛 No grouping 🤟	Auto-assign
			Adjust time entry			×				< □ < < :
Sorted by First name ~	JULY SUN 17	MON	Apply scheduled hou	rs		21		FRI 22	SAT 23	TOTAL Planned hours Cost Leaves
s (0)			Paid Tolerances Start: 0h 3m End: 0h 3	m					0	0h \$0.00
esso Il-Time vars à l'école		9:00 - 17:00 (8 H1, Restaurant	Planned Arrival 9:00 Unpaid break time 0m	→ →	Paid Arrival 9:30 Unpaid break time 0m	(0) (0) (0) (0)	0	9:00 - 17:00 (8h 0m) # 0 H1, Restaurant 3	0:15 - 1:30 (1h 15m) © 0:15 - 1:30 (1h 15m) © 0:1, H Absent 0:30 - 1:15 (45m) © Sol, Ri Absent	51.5h \$1,188.64
Alchaud 🗼	0 00 - 1 00 (1h 0m) (0 C1, R2 Absent 0 00 - 1 00 (1h 0m) (0 C1, R2 : Room 1 Absent 0 00 - 1 00 (1h 0m) (0 C1, R2 : Room 1 Absent		Paid break time Om Planned Departure 17:00	→ →	Paid break time Om					2n 50.00
ik ik 🛓	8:00 - 16:00 (Sh 0m) © C1, R © Absent	0:00 - 1:00 (1h Sp1.Ri o Absent	Example 1 Premium amount will be re	ecalculated with clo	5m 10m			1015-115(0)0m)o		9.17h \$200.10
					15m			C1.R2-Room 1		\$122.84
ull-Time	0:00 - 1:00 (1h 0m) Φ 0:1, R2 Absent 0:00 - 1:00 (1h 0m) Φ 0:1, R2, Room 1 Absent 0:00 - 1:00 (1h 0m) Φ 0:1, R2, Room 1 0:00 - 1:00 (1h 0m) Φ		Shift total Clocked time	÷	20m 25m 30m					2h \$0.00
Rashford off-Time			Unpaid breaks	<i>→</i>	35m					0h \$0.00
aminon		8 40.00 AC.00.00	- 0 11111010-0	7	45					6h
us		0h			Cancel Val	idate				11.5h
ost	\$364	\$390	5353	3431	5254			\$250	\$58	\$2,099

14 Click Paid Departure

< Jul 17, 2022 - Jul 23, 2022 >									Week 🗸 🛛 No grouping 🗸	9. Auto-assign
			Adjust time entry ×				<			
							*			1 8 8 1
Sorted by First name ~	JULY SUN 17	MON		Apply scheduled hours			21	FRI 22	SAT 23	TOTAL Planned hours Cost Leaves
			Daid	Televenee					0	
(0)			Falu	Start: Oh 3m End: Oh 3m						0h \$0.00
SO Time In à l'école		9:00 - 17:00 (8 H1, Restaurant	Ō	Planned Arrival 9:00	÷	Paid Arrival 9:30)® ()) ()) () ()	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	0.15 - 1.30 (1h 15m) () 0.15 - 1.30 (1h 15m) () 0.30 - 1.15 (45m) () 0.30 - 1.15 (45m) () 0.30 - 0.15 (45m	51.5h \$1,188.64
			Ψ٩	Unpaid break time Om	<i>→</i>	Unpaid break time Om	0m) = 0		Absent	
chaud 🗼	0:00 - 1:00 (1h 0m) 0 C1, R2 Absent			Paid break time Om	×	Paid break time Om				2h \$0.00
	010 - 1:00 (1h 0m) @ 01, R2 - Room 1 Absent		Ô	Planned Departure 17:00	\rightarrow	Paid Departure 17:00 (7h 30m)				0.175
	8:00 - 16:00 (8h 0m) 0 C1, Ri © Absent	0:00 - 1:00 (1h) Sp1.Ri © Absent	(3)	Example 1 Premium amount will be recalculate	d with cl	cking information				\$200.10
A :								0:15 - 1:15 (1h 0m) @ C1, R2 - Room 1 Absent	0	5.5h \$122.84
Time	0:00 - 1:00 (1h 0m) © 01, R2 Absent		Shift	total						2h \$0.00
	0.00 - 1.00 (1h 0m) ⊕ C1, R2 - Room 1 Absent		Clo -	cked time	<i>→</i>	9:30 - 17:00 7b 20m				
shford Time			Unț	paid breaks	7	713011				0h \$0.00
nilton		A 10.00 17.00 P	- 0 r	ninutes	÷	- 0 minutes				6h -
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		Oh				Cancel Validate				11.5h
		\$390		3333	543	8254				\$2,099

Select the paid departure

			Addinat time enter				Week 🗸 No grouping 🗸			
			Adjust time entry X				Q 🖓 🗗 🖉 🖓 🔍 Q			
Sorted by First name ~	SUN 17	MON	Apply scheduled hours			21	FRI 22	SAT 23	TOTAL Planned hours Cost Leaves	
(0)			Paid Tolerances Start: 0h 3m End: 0h 3m					8	0h \$0.00	
SSO Time us à l'école		9:00 - 17:00 (6 H1, Restaurant	Planned Arrival 9:00 Unpsid break time Om	→ →	Paid Arrival 9:30 Unpaid break time Om	m) © () 10m) = 0	9:00 - 17:00 (8h 0m) a to H1, Restaurant 3	22 0.15 - 1.30 (1h 15m) ⊕ C1, R Abpent 0.30 - 1.15 (45m) ⊕ 9.50 - 1.15 (45m) ⊕ 9.50 - 1.15 (45m) ⊕ 9.50 - 1.15 (45m) ⊕	\$1.5n \$1,188.64	
chaud 🛓	0:00 - 1:00 (1h 0m) ⊕ 0:1,82 Absent 0:00 - 1:00 (1h 0m) ⊕ 0:1,82 - Room 1 Absent Ø		Paid break time Om Planned Departure 17:00	 → → 	Paid break time Om Paid Departure 17200 (7h 30m)				2h 50.00	
	8:00 - 16:00 (8h 0m) © C1, Ri © Absent	0.00 - 1:00 (1h Sp1.R) 6 Absent	Example 1 Premium amount will be recalcu	ulated with clo	14:45 5h 15m • 15:00 5h 30m		B015-115/00000		9.17h \$200.10	
					15:15 5h 45m		C1, R2 - Room 1 (absent		\$122.84	
i-Time	0:00 - 1:00 (1h 0m) © C1, R2 Absent 0:00 - 1:00 (1h 0m) © C1, R2 - Reem 1 Absent		Shift total Clocked time	÷	15:30 6h 0m 15:45 6h 15m 16:00 6h 30m				2N \$0.00	
ashford I-Time milton			Unpaid breaks - 0 minutes	÷ →	16:15 15m				0h \$0.00	
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s t	0h \$364	0h \$390	5333	-545	17:00 7h 30m		8h \$250	2h \$58	11.5h \$2,099	

16 Click Validate

