

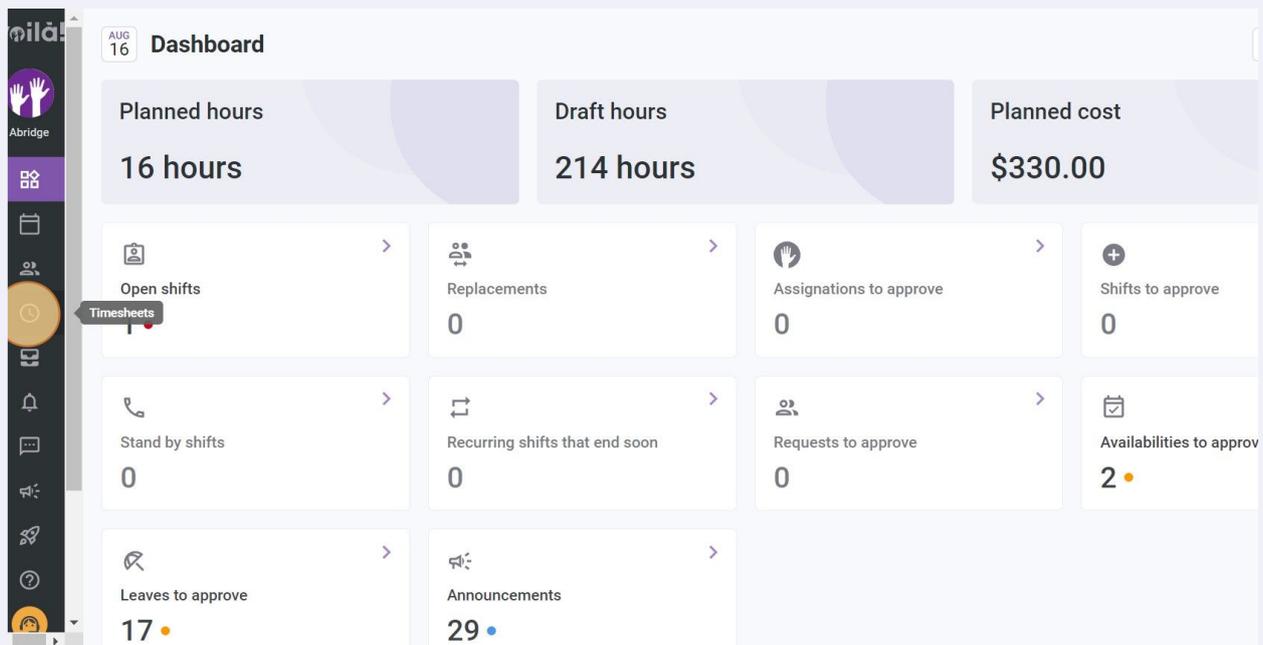
# How to approve an employee's timesheet?



Learn how to approve an employee's timesheet with Voilà!

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

2 Click Timesheets



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To approve all employee's timesheets at the same time, click the Approve timesheets icon located on the right in the bar tool

The screenshot shows the 'Timesheets' interface for the period 'Aug 2, 2022 - Aug 15, 2022'. The table lists employees and their working hours. A bar tool at the top right contains an 'Approve timesheets' icon (a purple document with a checkmark) which is highlighted with a yellow circle.

Employees	TUE	2	WED	3	THU	4	FRI	5	SAT	6	Total		
											Real	Expected	Paid leave
Anne Bonesso Manager ID: 2205 - Full-Time	✓	8h 0m			8h 0m		0h 0m				32h 0m	112h 0m	
Jennifer Fernandes ID: 2298 - Full-Time			✓	0h 0m							0h 0m	70h 0m	
Marco Chenard Admin Full-Time					0h 0m						49h 6m	66h 7m	
Bruno Aldik Full-Time	✓	0h 0m					0h 0m		0h 0m		0h 0m	65h 0m	
Bruno Aldik Admin Full-Time											0h 0m	49h 0m	
<b>Total</b>		<b>Real:</b> <b>Expected:</b> <b>Paid leave:</b>	8h 0m 9h 0m	0h 0m 6h 0m	8h 0m 19h 0m	0h 0m 12h 0m	0h 0m 2h 0m				81h 6m	471h 12m	

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Click Confirm

The screenshot shows the same 'Timesheets' interface as above, but with a 'Confirm action' dialog box overlaid in the center. The dialog box contains the text: 'Do you really want to approve timesheets between Aug 2, 2022 and Aug 15, 2022 for 9 employees'. There are 'Cancel' and 'Confirm' buttons at the bottom of the dialog. The 'Confirm' button is highlighted with a yellow circle.

Employees	TUE	2	WED	3	THU	4	FRI	5	SAT	6	Total		
											Real	Expected	Paid leave
Anne Bonesso Manager ID: 2205 - Full-Time	✓	8h 0m			8h 0m		0h 0m				32h 0m	112h 0m	
Jennifer Fernandes ID: 2298 - Full-Time			✓	0h 0m							0h 0m	70h 0m	
Marco Chenard Admin Full-Time					0h 0m						49h 6m	66h 7m	
Bruno Aldik Full-Time	✓	0h 0m					0h 0m		0h 0m		0h 0m	65h 0m	
Bruno Aldik Admin Full-Time											0h 0m	49h 0m	
<b>Total</b>		<b>Real:</b> <b>Expected:</b> <b>Paid leave:</b>	8h 0m 9h 0m	0h 0m 6h 0m	8h 0m 19h 0m	0h 0m 12h 0m	0h 0m 2h 0m				81h 6m	471h 12m	

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To approve one timesheet at a time, select the View employee's timesheet icon located at the far right of the employee in question

**Timesheets** | Aug 2, 2022 - Aug 15, 2022 | Pay period | No grouping

Employees	TUE 2	WED 3	THU 4	FRI 5	SAT 6	Total
Anne Bonesso Manager ID: 2205 - Full-Time	8h 0m		8h 0m	0h 0m		32h 0m 112h 0m
Jennifer Fernandes ID: 2298 - Full-Time		0h 0m				0h 0m 70h 0m
Marco Chenard Admin Full-Time			0h 0m			49h 6m 66h 7m
Bruno Aldik Full-Time	0h 0m			0h 0m	0h 0m	0h 0m 65h 0m
Bruno Aldik Admin Full-Time						0h 0m 48h 0m
<b>Total</b>	<b>8h 0m</b> 9h 0m	<b>0h 0m</b> 6h 0m	<b>8h 0m</b> 19h 0m	<b>0h 0m</b> 12h 0m	<b>0h 0m</b> 2h 0m	<b>81h 6m</b> 471h 12m

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Click Approve

**Anne Bonesso** | Aug 2, 2022 - Aug 15, 2022 | Approve | Close

Scheduled time	Worked time	Regular time	Overtime and bonuses	Paid leave	Premium	Expenses	To pay
112h 0m	32h 0m	32h 0m \$480.00	340h 0m \$5,406.00	1 day	\$240.00	\$0.00	\$6,126.00

**Absent - Aug 2, 2022 - Aug 4, 2022 - Je suis malade - 1 day**

**Absent - Aug 8, 2022 - Aug 8, 2022 - 1 day**

**TUESDAY, AUGUST 2, 2022**

Shifts	Scheduled	Punched	Worked time	To pay	Status
Host 1 - Restaurant 3	9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00	Validated by Diane Smith on Aug 15, 2022
Example 1 (8h 0m) (x1.5/h)				\$60.00	
<b>Total</b>			<b>8h 0m</b>	<b>\$180.00</b>	

# 7 Click Confirm

to timesheets

## Anne Bonesso

Period: Aug 2, 2022 - Aug 15, 2022 [Refresh] [Approve] [Close]

Scheduled time	Worked time	Regular time	Overtime and	Premium	Expenses	To pay
112h 0m	32h 0m	32h 0m \$480.00		\$240.00	\$0.00	\$6,126.00
Absent - Aug 2, 2022 - Aug 4, 2022 - Je suis mala						
Absent - Aug 8, 2022 - Aug 8, 2022 - 1 day						
DAY, AUGUST 2, 2022 [Share]						
	Scheduled	Punched	Worked time	To pay	Status	
1 - Restaurant 3	9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00	Validated by Diane Smith on Aug 15, 2022	
Example 1 (8h 0m) (x1.5/h)				\$60.00		
			8h 0m	\$180.00		

**Confirm action** [Close]

Do you really want to approve this timesheet?

[Cancel] [Confirm]