How to assign an open shift?

Learn how to assign an open shift with Voilà!



Voila!

Select Employees view

3

jay 🔇 Jul 17, 2022 - J	Jul 23, 2022 >		Calendar v	ew Employees view		W	Yeek 🗸 No grouping 🗸
					This perio	d has drafts Publish Q	0 8 2 10 2 10
Sorted by First name 🗸	JULY SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23
shifts (2)	8:00 - 16:00 (8h 0m) © C1, RI	+ 10:00 - 16:00 (6h 0m) ₽Φ C1, RI					
e Bonesso ger 05 - Full-Time 30h - Je vais à l'école	0:00 - ? Ф Sp1, Ri	9:00 - 17:00 (8h 0m) # 0 H1, Restaurant 3	0:45 - 4:45 (4h 0m) C1, R Absent	0:15 - 4:00 (3h 45m) C1, Ri Absent	0:15 - 1:00 (45m) (0 Sp1, Ri Absent	9:00 - 17:00 (8h 0m) ≓ ⊕ H1, Restaurant 3	0:15 - 1:30 (1h 15m) Φ C1, RI
	0:00 - 1:00 (1h 0m) (0 5p1, Ri		9:00 - 17:00 (8h 0m) ¤ H1, Restaurant 3	9:00 - 17:00 (8h 0m) ¤ H1, Restaurant 3	0:30 - 1:30 (11 011) 0 (1, 81 Absent 9:00 - 17:00 (8h 0m) ⊏ 0 H1, Restaurant 3		0:30 - 1:15 (45m) Sp1, Ri
iony Michaud 🛕 ime 7h	0:00 - 1:00 (1h 0m) © C1, R2 Absent 0:00 - 1:00 (1h 0m) © C1, R2 - Room 1 Absent	9:00 - 17:00 (8h 0m) ¤ H1, Restaurant 3		9:00 - 17:00 (8h 0m) = H1, Restaurant 3	9:00 - 17:00 (8h 0m) # H1, Restaurant 3	9:00 - 17:00 (8h 0m) □ Φ H1, Restaurant 3	
io Aldik ime 37.Sh			0:15 - 1:00 (45m) (0 C1, RI Absent	0:15 - 4:00 (3h 45m) () C1, Ri Absent		0:15 - 1:15 (1h 0m) @ C1, R2 - Room 1 Absent	•
10 Aldik 7 Ime 37.5h							
stian Michaud ⁹ 905 - Full-Time 905	0:00 - 1:00 (1h 0m) ⊕ C1, R2 Absent 0:00 - 1:00 (1h 0m) ⊕ C1, R2 - Room 1 Absent						
stine Rashford 365 - Full-Time ID							
dia Hamilton				Ψ			
d hours	12.5h (20.5h)	26h (26h)	28.8h (28.8h)	27.3h (27.3h)	19.5h (19.5h)	17h (17h)	2.8h (2.8h)
ne hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	1.5h (1.5h)	8h (8h)	2h (2h)
vrce cost	\$190 (\$190)	\$260 (\$260)	\$353 (\$353)	\$409 (\$409)	\$254 (S254)	\$250 (\$250)	\$58 (\$58)

4

Drag the open shift to the employee you wish to assign and drop it into their schedule

mila!	〒 Today < Jul 17, 2022 - J	Jul 23, 2022 >	Calendar view Employees view Week ~ No group								
YY						This perio	d has drafts Publish Q	. ⊜ ⊻ ⊡ 2			
Abridge	Sorted by First name 🗸	JULY SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23			
H	R Time off							0			
2	Open shifts (2)	8:00 C1, R	10:00 - 16:00 (6h 0m) 空© C1, Ri								
0	Anne Bonesso Manager 1D: 2205 - Full-Time 20h - 30h - Je vais à l'école	0.00 - ? © Sp1, Ri	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	©: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) 6 C1, RI			
8		0:00 - 1:00 (1h 0m) © 🕓 😆		9:00 - 17:00 (8h 0m) = 0 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			
Ф						9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3					
¶ \$	Anthony Michaud A Full-Time ND - 37h	0:00 - 1:00 (1h 0m) C1, R2 Absent	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3		9:00 - 17:00 (8h 0m) ⊏ H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	9:00 - 17:00 (8h 0m) ⊏⊕ H1, Restaurant 3				
		0:00 - 1:00 (1h 0m) C1, R2 - Room 1 Absent									
	Bruno Aldik A 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				
	Bruno Aldik Admin Full-Time 106-37.5h										
58	Christian Michaud Admin 10: 10905 - Full-Time 10: - 40h	0:00 - 1:00 (1h 0m) © C1.R2 Absent									
0		0:00 - 1:00 (1h 0m) 0:1, R2 - Room 1 Absent									
1	Christine Rashford ID: 22365 - Full-Time ND - ND										
鐐	Claudia Hamilton				9 C 🔹						
EN	Total planned hours	12.5h (20.5h)	26h (26h)	28.8h (28.8h)	27.3h (27.3h)	19.5h (19.5h)	17h (17h)	2.8h (2.8h)			
	Total overtime hours	Oh (Oh)	0h (0h)	0h (0h)	0h (0h)	1.5h (1.5h)	8h (8h)	2h (2h)			
	Total workforce cost	\$190 (\$190)	\$260 (\$260)	\$353 (\$353)	\$409 (\$409)	\$254 (\$254)	\$250 (\$250)	\$58 (\$58)			

5 Click Confirm

< Jul 17, 2022 - Ju	ul 23, 2022 >		Calendar v	iew Employees view			W	eek 🗸 🛛 No grouping 🗸	🎢 Auto-assign
						This period has drafts P	Publish Q		₹ Ē ⊗ \$
rted by First name 🗸	JULY SUN 17	MON 18	TUE 19	WED 20	THU 21	FF	RI 22	SAT 23	TOTAL Planned hours Cost Leaves
								0	
	8:00 - 16:00 (8h 0m) © C1, RI	10:00 - 16:00 (6h 0m) 20 C1, RI							6h (14h) \$0.00
inda	• 0:00 - ? © Sp1, RI	9:00 - 17:00 (8h 0m) #@ H1, Restaurant 3	Confirm		× 1:00 (45m) ⊗	 9:00 - 17:00 H1, Restaurant 	(8h 0m)⊏© nt 3	♥ 0:15 - 1:30 (1h 15m) Φ C1, RI	51.5h \$1,188.64
	0:00 - 1:00 (1h 0m) 0 🕓 🛇		Are you sure you want to assign	n the employee for the shift	? - 1:30 (1h 0m)⊕ nt	0		0:30 - 1:15 (45m) © Sp1, RI	
			Restaurant 1		- 17:00 (8h 0m) = testaurant 3				
ua 🛦	0:00 - 1:00 (1h 0m) © C1, R2 Absent	9:00 - 17:00 (8h 0m) = H1, Restaurant 3	8:00 - 16:00 Sunday, July 17, 20	22	- 17:00 (8h 0m) = testaurant 3	9:00 - 17:00 H1, Restaura	(8h 0m)⊏© nt 3		34n \$0.00
	0:00 - 1:00 (1h 0m) © C1, R2 - Room 1 Absent		Employee that will be assign	ed: Bruno Aldik Full-Time					
			Max pay period hour beginning Jul 5	s reached for the period		0:15 - 1:15 (1 C1, R2 - Room 1 Absent	h 0m) ©)	5.5h \$122.84
									0h \$0.00
ud 🗼	0:00 - 1:00 (1h 0m) © C1, R2 Absent		Do not show anymore	Draft ⑦ Cance Con	firm				2h \$0.00
	0.00 - 1.00 (1n 0m) © C1, R2 - Room 1 Absent								
ord e									0h \$0.00
in									Oh
	12.5h (20.5h)	26h (26h)	28.8h (28.8h)	27.3h (27.3h)	19.5h (19.5h)	17h (17h)		2.8h (2.8h)	133.8h (141.8h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	1.5h (1.5h)	8h (8h)		2h (2h)	11.5h
	\$190 (\$190)	\$260 (\$260)	\$353 (\$353)	\$409 (\$409)	\$254 (\$254)	\$250 (\$250)		\$58 (\$58)	\$1,773 (\$1,773)

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There is another way to assign an open shift. Here are the steps to follow:

6 Right click on the open shift

						Q	. ⊜ ⊻ ⊡ ≥ ⊡	RO
	JULY							TOTAL
Sorted by First name \backsim	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	Planned h Cost Leaves
R Time off							0	
? Open shifts (1)		1000 - 16:00 (6h 0m) 20 +						6h \$0.00
Anne Bonesso			VII	o minimi	o			51.5h
ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	0:00 - ? © Sp1, RI	(?)	4:45 (4h um)⊗ 1	015 - 400 (3n 45m) @ C1,Ri Absent	Sp1, RI Absent	9:00 - 17:00 (8h 0m) # 0 H1, Restaurant 3	0:15 - 1:30 (1h 15m) C1, RI	\$1,188.
	0:00 - 1:00 (1h 0m) Sp1, RI	Dpen shift	17:00 (8h 0m) ⊄ Φ estaurant 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	
		Cook 1			9:00 - 17:00 (8h 0m) 0 0 H1, Restaurant 3			
Anthony Michaud	0:00 - 1:00 (1h 0m) ©	Monday, July 18, 2022		9:00 - 17:00 (8h 0m) □⊙	9:00 - 17:00 (8h 0m) :: •	9:00 - 17:00 (8h 0m)≓⊚		34h \$0.00
NU - 3/h	Absent () 0:00 - 1:00 (1h 0m) () 0:1 82 - Room 1	Restaurant 1		H1, Restaurant 3	H1, Restaurant 3	H1, Restaurant 3		
Bruno Aldik	Absent	Planned total : 6h Paid break time : 15m						8h
Full-Time 10h - 37.5h	8:00 - 16:00 (8h 0m) (0 C1, Ri Absent	Example 1						\$174.0
Bruno Aldik A Full-Time 106 - 37.Sh	Ŀ		0:15 - 1:00 (45m) (45m) (45m)	0:15 - 4:00 (3h 45m) © C1, Ri Absent		0:15 - 1:15 (1h 0m) © C1, R2 - Room 1 Absent		5.5h \$122.8
Christian Michaud Admin 100 - 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	9						
Christine Rashford ID: 22365 - Full-Time ND - ND								0h \$0.00
Claudia Hamilton				8				Oh
Total planned hours	20.5h	26h :	28.8h	27.3h	19.5h	17h	2.8h	141.8h
Total overtime hours	0h	Oh	Dh	Oh	1.5h	8h	2h	11.5h
Total workform oast	0264	0260	6252	0400	0254	0050	050	61.047

7 Click Assign



8 Select the employee you want to assign for the shift

	Assign							
	Search in all employees					Q		TOTAL
		IIIY				TOTAL	SAT 23	Planed
& Time off	Employee	SUN 17 MO	N 18 TUE 19	WED 20 THU	21 FRI 22 SAT 23	Planned hours		Leaves
	Recommended employees (available) View criteria			6h				
(7) Open sinnis (1)	O		0:15-1:00 01,81	0:15-4:00 C1,Ri	0:15-1:15 C1, R2-Reem 1 👄	5.5h/40h \$122.84		\$0.00
Mininger Manager 10: 2205 - Pull-Time 205 - 305 - Je vais à l'école	O 🍓 Filippo Boileau 12.75h Full-Time	0:00-?	0.45-4:45 G1.81		0:30 - 1:15 Sp1, Ri	12.75h \$0.00	0:15 - 1:30 (1h 15m) © C1, RI	51.5h \$1,188
		0:00 - 1:00 🖕 😐	9:00 - 17:00:: H1, Restaura_		-		0:30 - 1:15 (45m) ⊙ Sp1, RI	
	Other suggested employees (available) View criter	fia						
Anthony Michaud Full-Time ND - 375	Christian Michaud - 19905 🛦 2h Full-Time Admin 106- 40h	0:00-1:00 21. R2 Absent 0:00-1:00 0:1. R2 - Resent 9				2h/40h \$0.00		34h \$0.00
	Christine Rashford - 22365 0h	Absert				Oh /40h		
Bruno Aldik Admin Full-Time	O International Full-Time					\$0.00		8h \$174.0
Bruno Aldik Full-Time 106 - 37.5h	Claudia Hamilton - 100 Oh Mangor 106 - 23h - Je suis à Fécole			•		0h /40h \$0.00		5.5h \$122.8
CM Christian Michaud Admin 10: 10705 - Full-Time	La Kitchen Cook 1 David Genest A Dh Full-Time					0h /40h \$0.00		2h \$0.00
	20h-40h							
ID: 22365 - Full-Time ND - ND	Diane Smith On Full-Time				S Absent - Jul 22, 2022 - Jul 23, 2022	0h /40h \$0.00		\$0.00
Claudia Hamilton	200-40h				· Advent · Jul 2		2.95	0h
Total overtime bours	Advanced search				Cancel	n selection	26	11.5h
Total workforce cost	Autored search				Cancer	n servedon	050	C1 04

9 Click Confirm selection

