voila!

How to change view period on the timesheets?

Learn how to change view period on the timesheets with Voilà!

1

Navigate to https://console.voila.app/en

2 Click Timesheets

9 Dashboard Planned hours O hours		Draft hours 88 hours		Planned cost \$0.00				
Copen shifts Timeshees	>	eplacements		×	Assignations to approve 0	2	>	shifts to approve
جي Stand by shifts O	>	≓ Recurring shifts tha 0	t end soon	>	오. Requests to approve O		>	Availabilities to approve 2 •
R Leaves to approve 17 •	>	ମାର୍ଚ୍ଚ Announcements 29 •		>				
Budget repartition								
330.00 330.00 320.00 320.00 310.00 50.00 50.00								
\$0.00 Tue 09 Aug	Wed 10	Aug	Thu 11 Aug	Total wor	Fri 12 Aug	Sat 13 Aug	J	Sun 14 Aug

3 Click the drop down menu located at the right of the timesheets

C	Timeshee	ts						<	Jul 19, 2022 -	Aug 1, 2022 >						Pay period V No gro
																a cra #
	Employees So	ted by Working hours $\!$	TUE	19	WED 20	тни	21	FRI 22	SAT 23	8 SUN 24	MON 25	TUE 26	WED 27	тни 28	FRI	Total Real - Expected - Paid leave
	Anne Bonesso Manager ID: 2205 - Full-Ti	ne	8h Om	@	8h 30m 🧐	8h 0m	0	🥝 8h 0m	2h 0m	RRR				1h 0m 🗞 🙆		40h 30m 52h 30m 18h 58m
	Jennifer Zapp 10: 552 - Part-Tir	a			1h 10m					R	🥝 8h 0m	🥝 8h 0m	😻 8h 0m	0h 0m 🧐		24h 0m 29h 10m 1h 48m
	Marco Chenar Admin Full-Time	d							🥝 2h 0m	RRR			8	🎯 Oh Om	Oh	2h 2m 18h 40m
	Bruno Aldik Admin Full-Time									RRR	🥥 6h 0m	7h 0m		😋 7h 8m		20h 8m 17h 38m 4h 30m
	Filippo Boilean	i	4h Om	0					0h 45m	RRR	6h 5m		6h 5m			12h 10m 16h 55m
	Nicole Fernan	dez								RRR				0h 7m 😯	8h	8h 7m 16h 7m 8h 0m
	Anthony Mich Full-Time	aud								RRR			6h 5m		1h	7h 5m
	Jennifer Ferna 10: 2298 - Full-Ti	indes ne								RRR						3h 0m
	Christine Rash	ford ime								RRR		🤓 6h 0m		🕏 0h 38m	1h	16h 38m 15h 38m 0h 53m
	Christian Mich Admin ID: 10905 - Full-1	el ime								RRR			6h 5m			6h 5m
4	4			^	^			^								
	Total	Real: Expected: Paid leave:	8h 0n 20h 45r	n m	8h 30m 20h 25m	8h 0m 11h 30m	1	8h 0m 9h 0m	2h 0m 5h 45m	Oh Om Oh Om	20h 5m 18h 5m	26h 0m 20h 0m	38h 20m 52h 20m	21h 8m 19h 38m	111 311	171h 5m 261h 8m 37h 20m

4 Select the period of your choice

													Pay period
Employees Sorted by Wo	rking hours ~ T	UE 19	WED 20	тни 21	FRI 22	SAT 23	SUN 24	MON 25	TUE 26	WED 27	тни 28	FRI	aid leave
Anne Bonesso Manager ID: 2205 - Full-Time		8h 0m	8h 30m	8h 0m	🥥 8h 0m	2h 0m	RRR				1h 0m 🗞 🙆		40h 30m 52h 30m 18h 58m
Jennifer Zappa ID: 552 - Part-Time			1h 10m				R	🛛 8h 0m	🤓 8h 0m	🤓 8h 0m	0h 0m 🥯		24h 0m 29h 10m 1h 48m
Marco Chenard Admin Full-Time						🥥 2h 0m	RRR			2	🥏 0h 0m	Oh	2h 2m 18h 40m
Bruno Aldik Admin Full-Time							RRR	🥥 6h 0m	7h 0m		🥑 7h 8m		20h 8m 17h 38m 4h 30m
Filippo Boileau Full-Time		4h 0m				0h 45m	RRR	6h 5m		6h 5m			12h 10m 📋
Nicole Fernandez							RRR				0h 7m 😯	8h	8h 7m 16h 7m 8h 0m
Anthony Michaud Full-Time							RRR			6h 5m 🛞		1h	7h 5m
Jennifer Fernandes ID: 2299 - Full-Time							RRR						3h 0m 📋
Christine Rashford							RRR		🤓 6h 0m		🔮 0h 38m	1h	16h 38m 15h 38m 0h 53m
Christian Michel Admin ID: 10905 - Full-Time							RRR			6h 5m			6h 5m
< [^	^		^			l					
Total	Real: Expected: Paid leave:	8h 0m 20h 45m	8h 30m 20h 25m	8h 0m 11h 30m	8h 0m 9h 0m	2h 0m 5h 45m	Oh Om Oh Om	20h 5m 18h 5m	26h 0m 20h 0m	38h 20m 52h 20m	21h 8m 19h 38m	111 311	171h 5m 261h 8m 37h 20m