# How to change your account's time zone

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

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#### 2 Click on the Company settings icon. اھ -\$2 Open shifts Replacements Assignations to approve 0 0 0 **:** > > e T. 0 Stand by shifts Recurring shifts that end soon Requests to approve 0 0 0 > > R **\$** Leaves to approve Announcements 6• 6 • Budget repartition \$20.00 \$18.00 \$16.00 \$14.00 582 \$12.00 \$10.00 \$8.00 Wed 15 Jun Thu 16 Jun Sat 18 Jun Tue 14 Jun Fri 17 Jun Company settings Total workforce cost Employees / position

**V**mila!

# Select General Settings.

voilă!	Settings			Q
Demo Voila		My Company		
		General Settings		
© B1		supporter languages, managers and admins permissions a well as your confidential memory on entered.	levels and the structure of its divisions, teams, positions, locations and sub- locations.	
¢				
4¢;		Scheduling Settings		
		Contemporation of the second s	Diversion & Assignment The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.	Employee Mobility Define fallback teams, positions and locations for a shift invitation when no regular employee is available.
s?		Payroll Settings		
0			Ō	
		Payron and IIME OTT Set up the payroll periods, manage your time off types, overtime rules and shift premiums.	I ITTRE AND ATCHORDANCE Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions and define validation rules for clocking entries.	

## Select the Time Zone text field.

Serre 1 Carlon Construction Const	General Settings    Company Privacy   Permissions Notifications   Notifications Organizational Structure   Schedules and Availability Invitation & Assignment   Employee Mobility Payroll and Time Off   Time and Attendance Billing   Integrations Setting and Seting and Setting and Setting and Setting and Setting and	General Settings     Company     Company Name     Ime     Demo Volta     Company and the set as default for all new locations. However, you can consort for each individual location if necessary.     Time Zone     Your company's timezone will be set as default for all new locations. However, you can consort for each individual location if necessary.     Time Zone     Curce 11:00) Midway     Languages     Image: Company and the set in the s	EN select a different time		
		Name	Fmail	Phone	Status
55		Tech Support	demovoila@gmail.com	(438) 883-4544	Active
		Interporary reprocession			
9 100		Account Administrators			
EN		Name 1	Email	Phone	Status
		CG Christian Gauthier	cgauthier007@gmail.com	(418) 555-0116	Active
10					

### Select the desired Time Zone.

_		General Settings				
1 Př	General Settings	Company				
Demo Voila	Company					
	Privacy	Company Name				
55	Permissions	Name EN Demo Voila				
Ħ	Notifications					
2	Organizational Structure	Logo				
Q	Schedules and Availability	We recommend using a logo of 500px X 500px minimum.				
	Invitation & Assignment					
	Employee Mobility					
<u></u> 	Payroll and Time Off					
	Time and Attendance					
¢0;	Billing	Time Zone				
	Integrations	Your company's timescore will be set as default for all new locations. However, you can select a different time room for each individual of mark in correspond.				
	integrations	Zure no saur number com on hecessary				
		(UTC-11:00) Midwa				
		(UTC-11:00) Niue				
		(UTC-11:00) Pago Pago				
		(UTC-10:00) Honolulu				
		(UTC-10:00) Johnston				
572		(UTC-10:00) Rarotonga	Phone	Status		
0		(UTC-10:00) Tahiti	(438) 883-4544	Active		
6		(UTC-09:00) Anchorage				
鐐		(UTC-09:00) Juneau				
EN		(UTC-09:00) Nome	Phone	Status		
		(UTC-09:00) Sitka				
		(ITC-00:00) Vakutat	(418) 555-0116	Active		

You can also type your Time Zone to find it faster. Once the desired Time Zone is selected, it will automatically be saved on your Voilà account.

2	Organizational Structure	Logo		
Q	Schedules and Availability	We recommend using a logo of 500px X 500px minimum.		
5	Invitation & Assignment			
	Employee Mobility			
÷	Payroll and Time Off	oilc		
۳	Time and Attendance			
ক্ষ	Billing	Time Zone		
Your company's timezone will be set as default for all new locations. However, you can select a different time zone for each individual location if necessary.				
		Time Zone	~	
	(UIC-11:00) Midway			
		Q toron	×	
		(UTC-05:00) Toronto		
		Account Owner		
2		Name	Email	Phone
		Tech Support	demovoila@gmail.com	(438) 883-4544
<b></b>				
容		Account Administrators		
EN		Name 个	Email	Phone
		CG Christian Gauthier	cgauthier007@gmail.com	(418) 555-0116