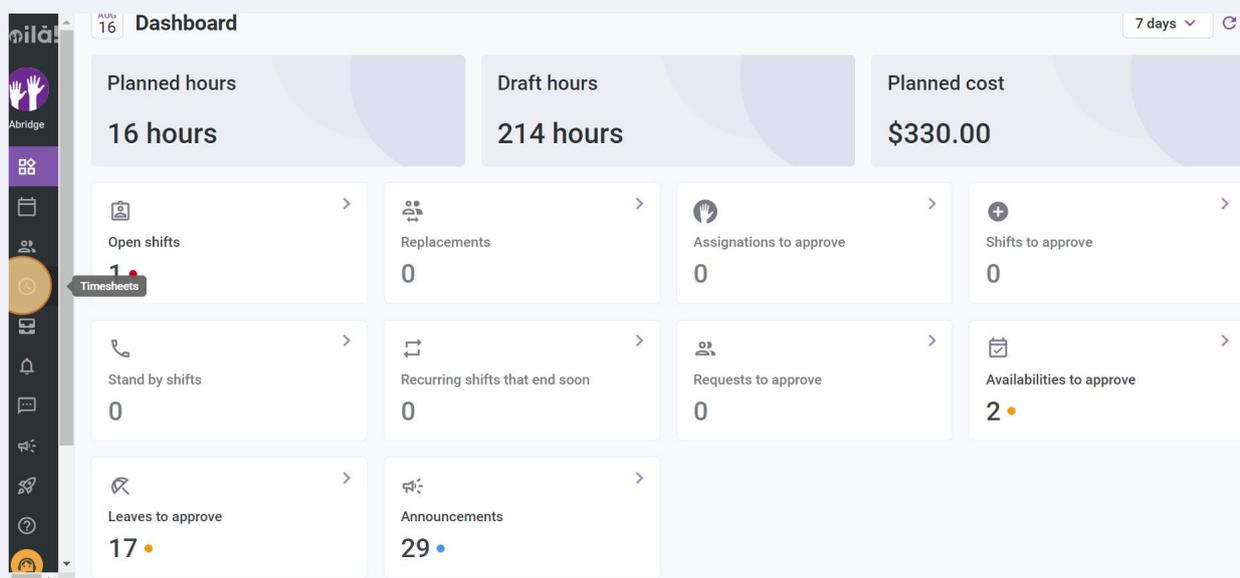


# How to edit a premium in timesheets?

Learn how to modify a premium in timesheets with Voilà!

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

2 Click Timesheets



3

Click View employee's timesheet icon located at the far right of the employee

**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

4

Go to the bottom of the employee's timesheet and click on the three dots located at the right of the premium you wish to edit

SATURDAY, AUGUST 13, 2022 | No entries to display

SUNDAY, AUGUST 14, 2022 | No entries to display

MONDAY, AUGUST 15, 2022 | No entries to display

**PREMIUMS AND OVERTIME RULES APPLIED**

Weekly overtime & premiums	Note	Period	Treatment	Duration	Amount
Règle d'Hiver (+5h)		Aug 7, 2022 - Aug 13, 2022	Paid		\$0.00
Pay period overtime & premiums	Note	Period	Treatment	Duration	Amount
Chef d'équipe (×1.06/h)		Aug 2, 2022 - Aug 2, 2022	Paid	340h 0m	\$5,406.00

## 5 Select Edit

SATURDAY, AUGUST 13, 2022

No entries to display

SUNDAY, AUGUST 14, 2022

No entries to display

MONDAY, AUGUST 15, 2022

No entries to display

PREMIUMS AND OVERTIME RULES APPLIED

Weekly overtime & premiums	Note	Period	Treatment	Duration	Amount
Règle d'Hiver (+5h)		Aug 7, 2022 - Aug 13, 2022	Paid		\$0.00
Pay period overtime & premiums	Note	Period	Treatment	Duration	Amount
Chef d'équipe (x1.06/h)		Aug 2, 2022 - Aug 2, 2022	Paid	340h 0m	\$5,406.00

Edit  
Delete

## 6 Select the Treatment of your choice

SATURDAY, AUGUST 13, 2022

SUNDAY, AUGUST 14, 2022

MONDAY, AUGUST 15, 2022

PREMIUMS AND OVERTIME RULES APPLIED

Weekly overtime & premiums

Règle d'Hiver (+5h)

Pay period overtime & premiums

Chef d'équipe (x1.06/h)

**Edit a pay period premium**

Name  
Chef d'équipe

**Formula**

Calculation type  
Hourly multiplier

Duration  
340h

Premium Value  
× 1.06 /h

**Treatment**

Pay

Bank hours

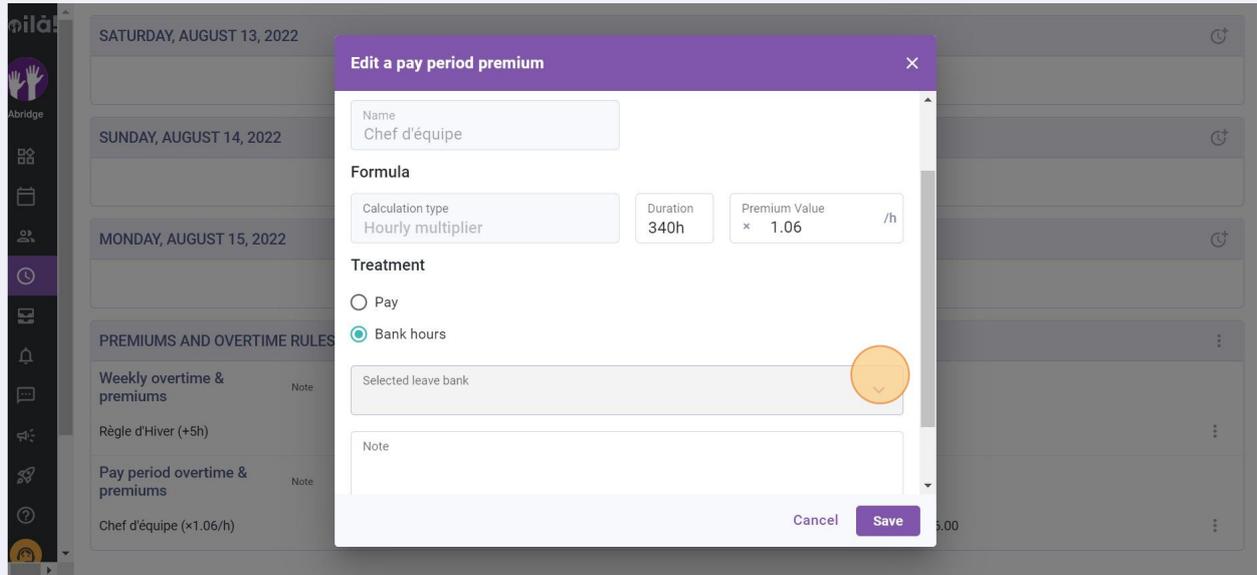
Code

Note

Cancel Save

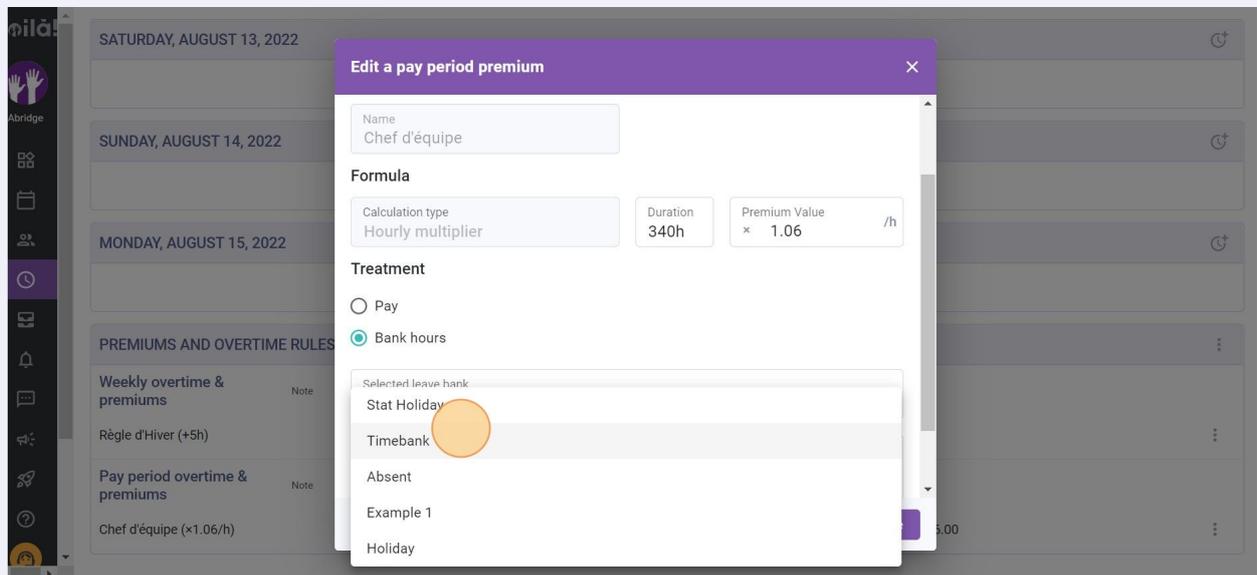
7

If you chose Bank hours, click Selected leave bank drop down menu



8

Select the bank you would like to increase



9

Click Save

The screenshot displays a software interface with a calendar on the left and a modal window titled "Edit a pay period premium" in the center. The calendar shows dates from Saturday, August 13, 2022, to Monday, August 15, 2022. The modal window contains the following fields:

- Selected leave bank:** Timebank
- Note:** (Empty text area)
- Team:** Select a team (optional)
- Position:** Nurse
- Location:** Restaurant 1

At the bottom of the modal, there is a "Show less" link, a "Cancel" button, and a "Save" button. The "Save" button is highlighted with a yellow circle. The background interface shows a sidebar with various icons and a list of "PREMIUMS AND OVERTIME RULES" including "Weekly overtime & premiums", "Règle d'Hiver (+5h)", "Pay period overtime & premiums", and "Chef d'équipe (x1.06/h)".