How to edit a premium in Voila! timesheets?

Learn how to modify a premium in timesheets with Voilà!

Navigate to	https://	console.voila.a	op/en					
Click Times	heets						7 days 🗸	C
Planned hours 16 hours		Draft hours 214 hou	s Irs		Planned \$330.	cost DO		
Dpen shifts	>	ਵੇਜੇ Replacements 0	>	Assignations to approve	>	➡Shifts to approveO		>
یے Stand by shifts O	>	≓ Recurring shifts that end soon 0	>	음 Requests to approve 0	>	 ✓ Availabilities to appre 2 ● 	ove	>
	>	ন: Announcements 29 •	>					

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

^	≂ Timesheets		< Aug 2, 202	2 - Aug 15, 2022	>		Pay period v No grouping v
							< < < < < < < < < < < < < < < < < < <
	Employees Sorted by Working hours ~	TUE 2	WED 3	тни 4	FRI 5	SAT 6	Total Real - Expected - Paid leave
	Anne Bonesso Manager ID: 2205 - Full-Time	🥝 8h 0m		🥝 8h 0m	🥝 0h 0m		32h Om 📋
	Jennifer Fernandes ID: 2298 - Full-Time		🥝 0h 0m				View employee's timesheet Oh Om 70h Om
	Marco Chenard Admin Full-Time			0h 0m			49h 6m
	Bruno Aldik Full-Time	🕏 0h 0m			🥝 0h 0m	🕏 0h 0m	Oh Om 65h Om
	Bruno Aldik						Oh Om
•	Real: Real: Expected: Paid leave:	8h 0m 9h 0m	Oh Om 6h Om	8h Om 19h Om	Oh Om 12h Om	Oh Om 2h Om	81h 6m 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

oilă!	SATURDAY, AUGUST 13, 2	022					¢
Abridge			No entrie	s to display			
晗	SUNDAY, AUGUST 14, 202	2					C†
			No entrie	s to display			
2	MONDAY, AUGUST 15, 202	22					¢
S			No entrie	s to display			
8							
0	PREMIUMS AND OVERTIM	IE RULES APPLIED					:
	Weekly overtime & premiums	Note	Period	Treatment	Duration	Amount	
न:	Règle d'Hiver (+5h)		Aug 7, 2022 - Aug 13, 2022	Paid		\$0.00	
58	Pay period overtime & premiums	Note	Period	Treatment	Duration	Amount	
⑦ 	Chef d'équipe (×1.06/h)		Aug 2, 2022 - Aug 2, 2022	Paid	340h 0m	\$5,406.00	
•							

5 Select Edit

oilă!	SATURDAY, AUGUST 13, 20	022					C†
Abridge			No entrie	s to display			
略	SUNDAY, AUGUST 14, 2022	2					C†
8			No entrie	s to display			
2	MONDAY, AUGUST 15, 202	2					Ċ
S			No entrie	s to display			
8							
A	PREMIUMS AND OVERTIM	IE RULES APPLIED					:
	Weekly overtime & premiums	Note	Period	Treatment	Duration	Amount	
दा :	Règle d'Hiver (+5h)		Aug 7, 2022 - Aug 13, 2022	Paid		\$0.00	:
53	Pay period overtime & premiums	Note	Period	Treatment	Duration	Amount	Edit
⑦ 	Chef d'équipe (×1.06/h)		Aug 2, 2022 - Aug 2, 2022	Paid	340h 0m	\$5,406.00	Delete

6

Select the Treatment of your choice

SATURDAY, AUGUST 13, 2	2022				
	Edit a pay p	eriod premium			×
SUNDAY, AUGUST 14, 202	Name Chef d'équ	ipe			-
	Formula				- 1
MONDAY, AUGUST 15, 20	Calculation typ Hourly mu	e Itiplier	Duration 340h	Premium Value × 1.06	/h
	Treatment				
PREMIUMS AND OVERTII	ME RULES Bank hour	s			
Weekly overtime & premiums	Note				
Règle d'Hiver (+5h)	Note				
Pay period overtime & premiums	Note				
Chef d'équipe (×1.06/h)				Cancel	Save

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

oilà!	SATURDAY, AUGUST 13, 2022			৫
WYY		Edit a pay period premium	×	
Abridge	SUNDAY, AUGUST 14, 2022	Name Chef d'équipe	Â	¢
晗		Formula		
		Calculation type	Duration Premium Value /h	
8	MONDAY, AUGUST 15, 2022	Treatment	34011	Ċ
Q		○ Pay		
8	PREMIUMS AND OVERTIME RULE	Bank hours		-
¢	Weekly overtime &	Selected leave bank		
	premiums			
\$\$÷	Règle d'Hiver (+5h)	Note		:
58	Pay period overtime & Note Note		-	
0	Chef d'équipe (×1.06/h)		Cancel Save	5.00
· · · ·				

8 Select the bank you would like to increase

oilă!	SATURDAY, AUGUST 13, 2022	Edit a pay period premium ×	
Abridge	SUNDAY, AUGUST 14, 2022	Name Chef d'équipe	
8		Formula	
2 2	MONDAY, AUGUST 15, 2022	Calculation type Duration Hourly multiplier Duration	
G		Treatment	
8		O Pay	
¢	PREMIUMS AND OVERTIME RULES	Bank hours	
	Weekly overtime & Note Note	Selected leave hank Stat Holiday	
4 6	Règle d'Hiver (+5h)	Timebank	
59	Pay period overtime & Note	Absent -	
0 0 , -	Chef d'équipe (×1.06/h)	Example 1 Holiday	

9	Click Save			
oilă!	SATURDAY, AUGUST 13, 2022			¢
WY		Edit	a pay period premium ×	
Abridge ⊡¢	SUNDAY, AUGUST 14, 2022	Tin	lebank V	C†
		Note		
0)	MONDAY, AUGUST 15, 2022			Ċ
0		00	Team Select a team (optional)	
¢	PREMIUMS AND OVERTIME RULES	ů	Position Vurse	
	Weekly overtime & Note Note	0	Location Destaurant 1	
₩÷ —	Règle d'Hiver (+5h)		Show less	:
84 (?)	premiums		Canael	
<u>,</u> -	cher a'equipe (x 1.06/h)			•