# How to edit a specific **Voila!** shift from the timesheet?

Learn how to edit a specific shift from the timesheet with Voilà!

1	Navigate to https://console.voila.app/en								
2	Click Timesheets								
Abridge	Planned hours 4 hours	Draft hours 258 hours				Planned cost \$75.00			
	nesheets © Open shifts O	>	en acemer Replacemer 0	ıts	>	Assignations to approve	>	C Shifts to approve	
1 ÷ ₽ 0	Stand by shifts	>	≓ Recurring st O	) shifts that end soon		Requests to approve	>	☑ Availabilities to approv 2 ●	
(で) (学) EN	<ul><li>ℝ</li><li>Leaves to approve</li><li>17 •</li></ul>	>	r∜÷ Announcem 29 ●	ents	>				

## **3** Click on the purple timesheet icon located at the far right of the employee in question

		< Aug 2, 202	Pay period V No gro			
						Q @ Ø ⊉
Employees Sorted by Working hours v	TUE <b>2</b>	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		<b>32h 0m</b> 112h 0m
Jennifer Fernandes ID: 2298 - Full-Time		📀 0h 0m				<b>0h 0m</b>
Marco Chenard Admin Full-Time			0h 0m			<b>49h 6m</b>
Bruno Aldik Full-Time	🕏 0h 0m			🥥 0h 0m	🥥 0h 0m	View employee's timesheet Oh Om 65h Om
Bruno Aldik Admin						Oh Om
Real: Total Expected: Paid leave:	<b>8h 0m</b> 9h 0m	<b>Oh Om</b> 6h 0m	<b>8h 0m</b> 19h 0m	<b>Oh Om</b> 12h Om	<b>Oh Om</b> 2h 0m	<b>81h 6m</b> 471h 12m

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Click the three dots located at the far right of the shift you want to edit

Abridge	*	WEDNESDAY, AUGUST 3, 202	2						Ċ
部					No entries to displa	ау			
] đ		THURSDAY, AUGUST 4, 2022							Ċ
©		Shifts	Scheduled	Punched		Worked time	То рау	Status	
8		Nurse - Restaurant 1	15:00 - 16:00			Oh Om	\$0.00	Working	
۵		Example 1 (0h 0m) (x1.5/h)					\$0.00		
		Total				0h 0m	\$0.00		
ू च:		FRIDAY, AUGUST 5, 2022							Ċ
58					No entries to displa	ау			
0		SATURDAY, AUGUST 6, 2022							¢
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P P	*				No entries to displa	av			

#### 5 Click Edit

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0	Shifts	Scheduled	Punched	Worked time	To pay	Status	
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	Total			0h 0m	\$0.00		Edit
] \∳	FRIDAY, AUGUST 5, 2022						Delete
53			No e	ntries to display			
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( <sup>12)</sup> 章			No e	ntries to display			
EN	SUNDAY, AUGUST 7, 2022						Ċ
			No e	ntries to display			

### 6 Edit the incorrect information

ESDAY, AUGUST 3, 2022			Ċ
	Edit	a timesheet entry X	
SDAY, AUGUST 4, 2022	hec	Nurse Restaurant 1 15:00 - 16:00 Thursday, August 4, 2022	¢
e - Restaurant 1 15	5:0	Working	
xample 1 (0h 0m) (x1.5/h)		Thursday, August 4, 2022	
Y. AUGUST 5, 2022	Ō	Start time End time 14:57	C <sup>+</sup>
		(UTC-05:00) Toronto	
RDAY, AUGUST 6, 2022	3	Unpaid break duration Om	C†
	3	Paid preparation time Om	
AY, AUGUST 7, 2022		Cancel Save	C†
		No entries to display	

#### 7 Click Save

IESDAY, AUGUST 3, 2022		Edit a	timesheet entry				Ŭ
SDAY, AUGUST 4, 2022	Schec		Nurse Restaurant 1 15:00 - 16:00		1	Status	ণ
e - Restaurant 1 1	15:0	ſ	Thursday, August 4, 2022			Working	:
xample 1 (0h 0m) (x1.5/h)			<sup>Date</sup> Thursday, August 4, 2022				
V AUGUST 5 2022		Ō	Start time 14:57	End time			a†
1,71000010,2022					(UTC-05:00) Toronto		
RDAY, AUGUST 6, 2022		0	Unpaid break duration Om				d
	L	0	Paid preparation time Om			•	
AY, AUGUST 7, 2022					Cancel Save		Ċ
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