

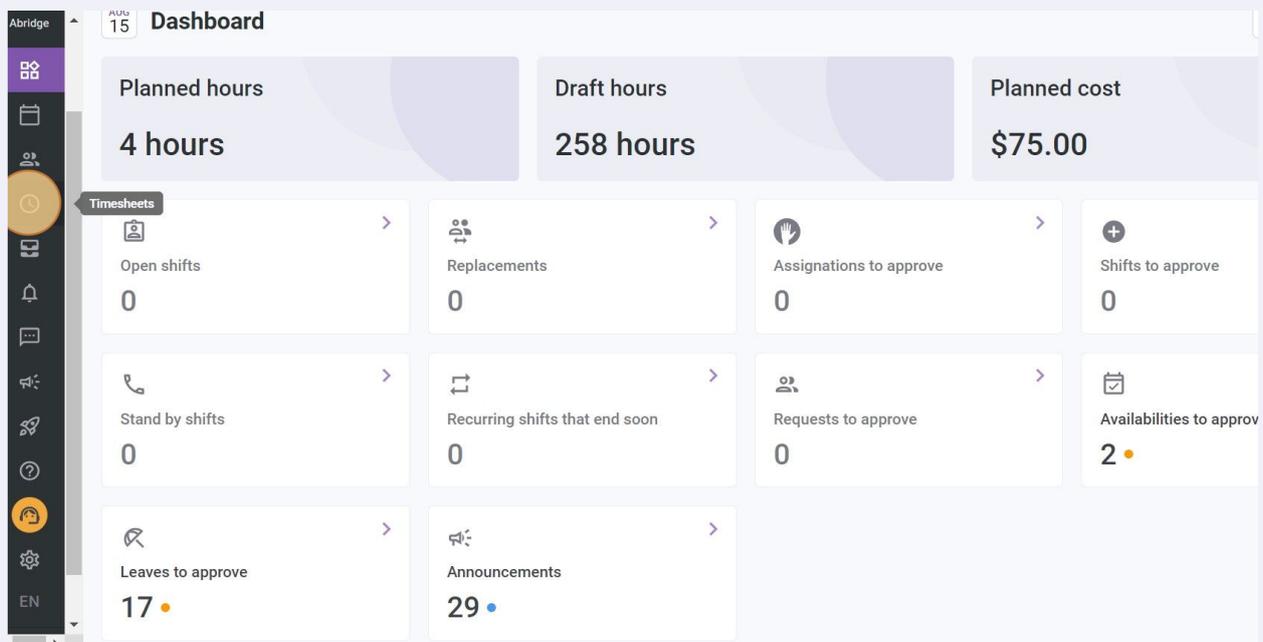
How to edit a specific shift from the timesheet?



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

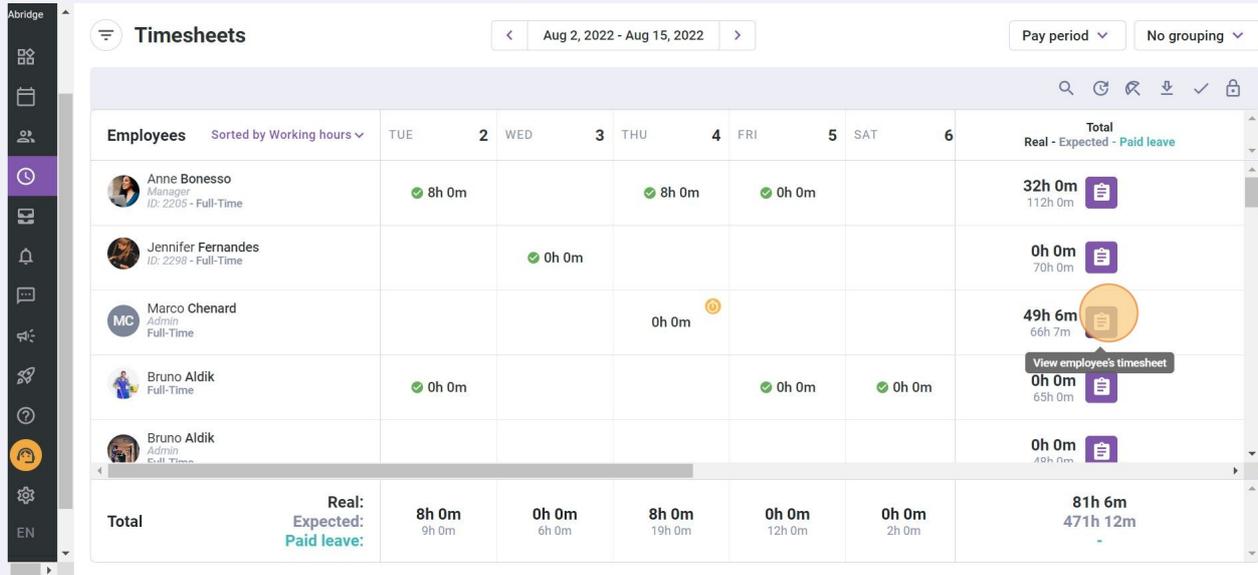
1 Navigate to <https://console.voila.app/en>

2 Click Timesheets



3

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

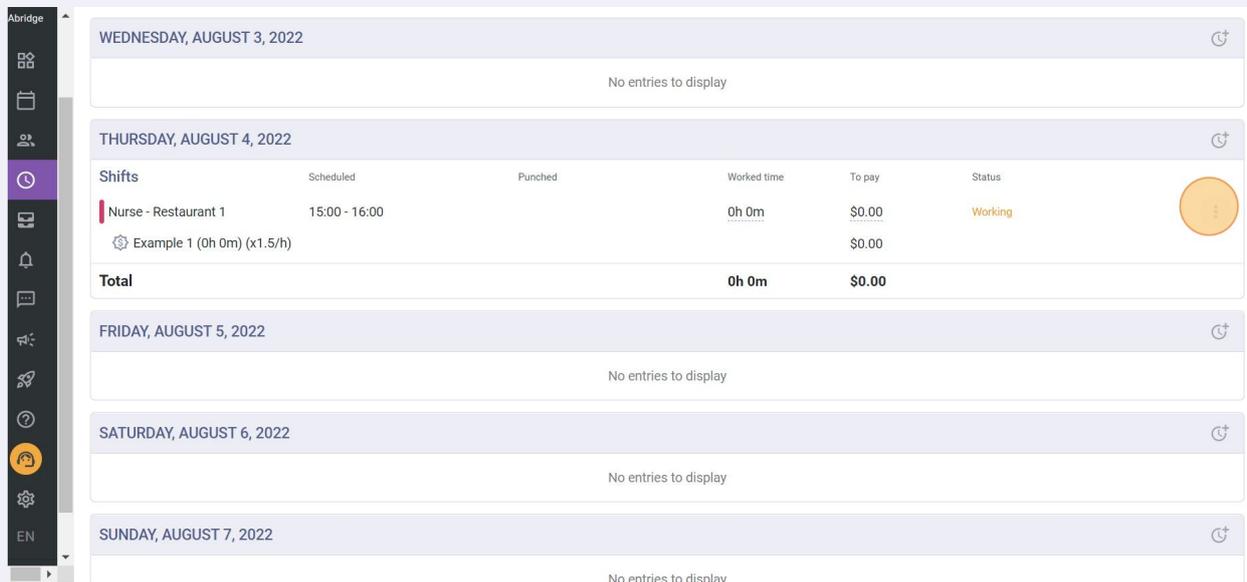


Timesheets | Aug 2, 2022 - Aug 15, 2022 | Pay period | No grouping

| 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 |
| Total | 8h 0m 9h 0m | 0h 0m 6h 0m | 8h 0m 19h 0m | 0h 0m 12h 0m | 0h 0m 2h 0m | 81h 6m 471h 12m |

4

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



WEDNESDAY, AUGUST 3, 2022

No entries to display

THURSDAY, AUGUST 4, 2022

| Shifts | Scheduled | Punched | Worked time | To pay | Status |
|----------------------------|---------------|---------|--------------|---------------|---------|
| Nurse - Restaurant 1 | 15:00 - 16:00 | | 0h 0m | \$0.00 | Working |
| Example 1 (0h 0m) (x1.5/h) | | | | \$0.00 | |
| Total | | | 0h 0m | \$0.00 | |

FRIDAY, AUGUST 5, 2022

No entries to display

SATURDAY, AUGUST 6, 2022

No entries to display

SUNDAY, AUGUST 7, 2022

No entries to display

5 Click Edit

WEDNESDAY, AUGUST 3, 2022

No entries to display

THURSDAY, AUGUST 4, 2022

| Shifts | Scheduled | Punched | Worked time | To pay | Status |
|----------------------------|---------------|---------|--------------|---------------|---------|
| Nurse - Restaurant 1 | 15:00 - 16:00 | | 0h 0m | \$0.00 | Working |
| Example 1 (0h 0m) (x1.5/h) | | | | \$0.00 | |
| Total | | | 0h 0m | \$0.00 | |

FRIDAY, AUGUST 5, 2022

No entries to display

SATURDAY, AUGUST 6, 2022

No entries to display

SUNDAY, AUGUST 7, 2022

No entries to display

Context menu options: View, Edit, Delete

6 Edit the incorrect information

Edit a timesheet entry

Nurse
Restaurant 1
15:00 - 16:00
Thursday, August 4, 2022

Date: Thursday, August 4, 2022

Start time: 14:57 | End time: []

(UTC-05:00) Toronto

Unpaid break duration: 0m

Paid preparation time: 0m

Cancel Save

7

Click Save

The screenshot shows a web application interface for editing a timesheet entry. A modal dialog box titled "Edit a timesheet entry" is open, displaying the following information:

- Job Title:** Nurse
- Location:** Restaurant 1
- Time Range:** 15:00 - 16:00
- Date:** Thursday, August 4, 2022
- Start time:** 14:57
- End time:** (empty field)
- Unpaid break duration:** 0m
- Paid preparation time:** 0m

At the bottom of the dialog, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a yellow circle, indicating the step to be taken. The background shows a calendar view with dates from August 3 to August 7, 2022, and a status indicator for "Working".