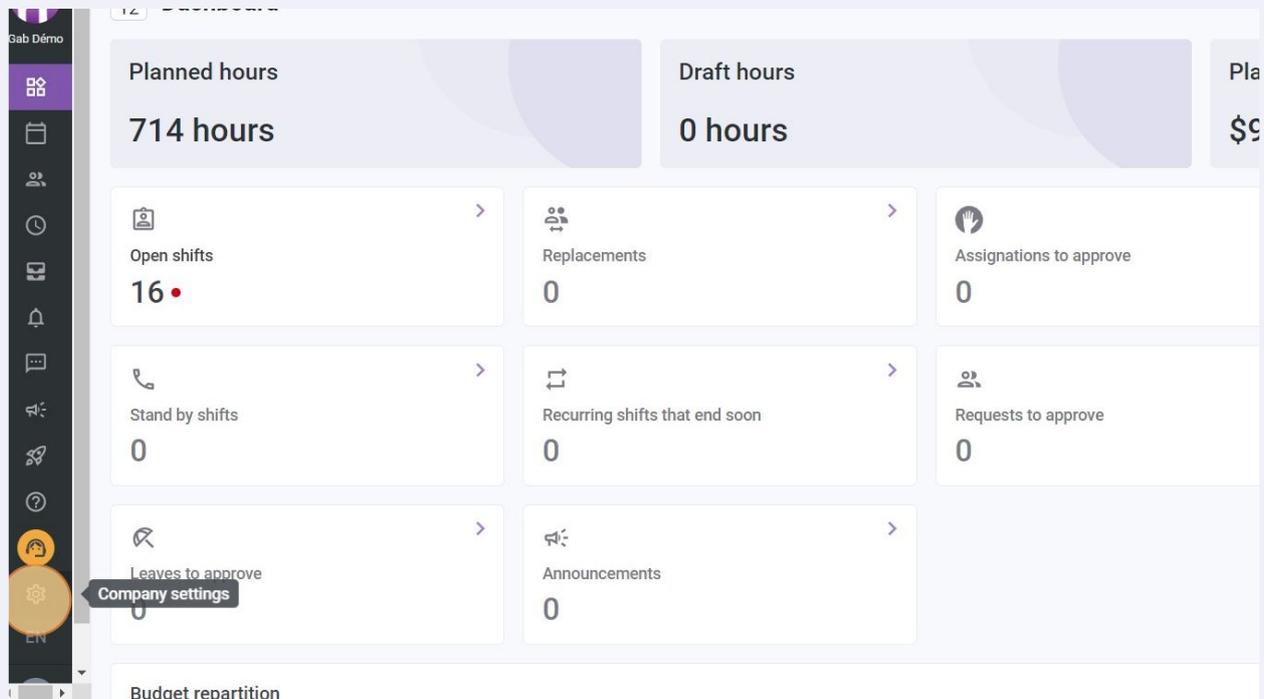


How to edit irregular clocking settings

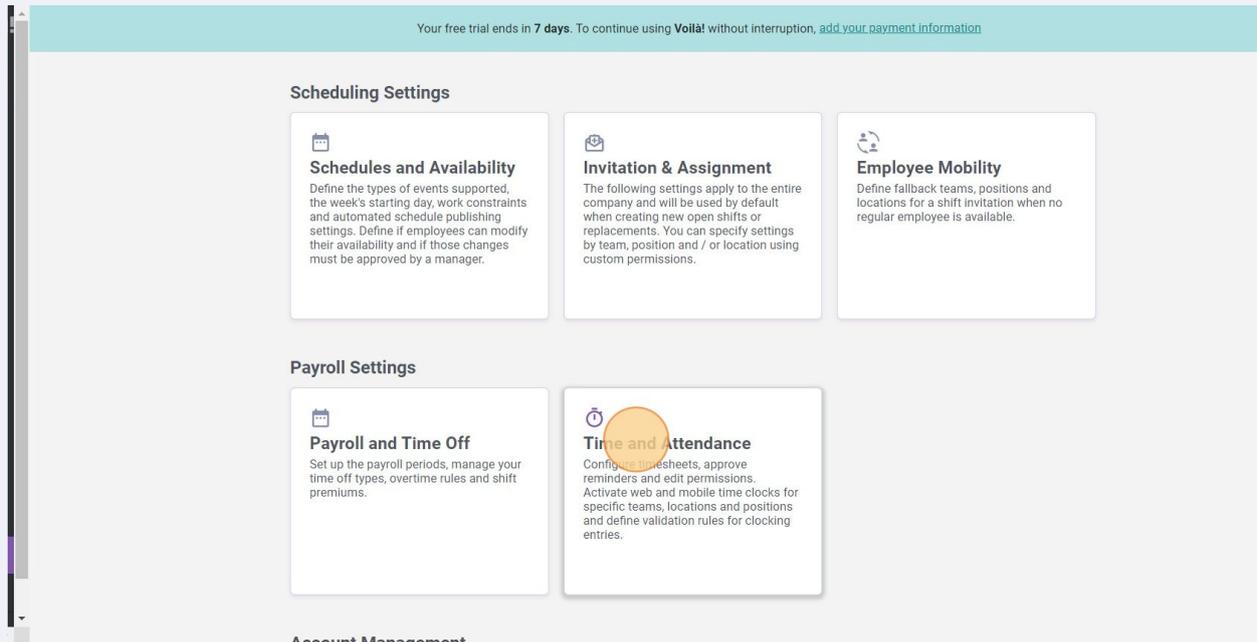


1 Navigate to the Voilà! web console <https://console.voila.app/en>

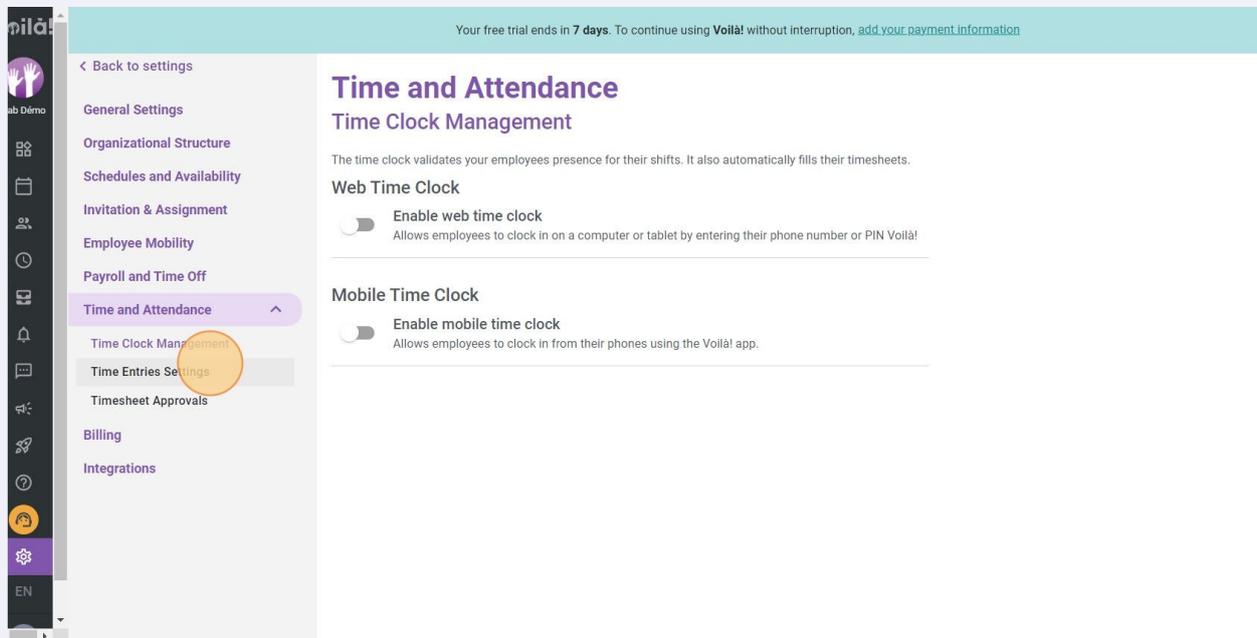
2 Click on the Company settings icon.



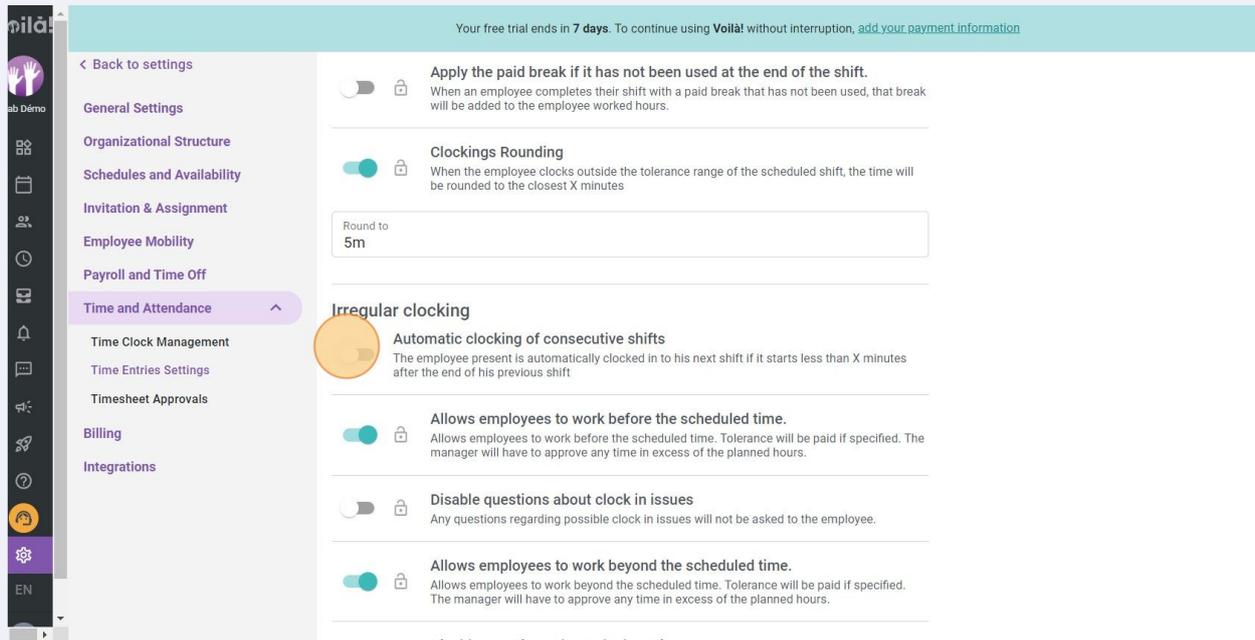
3 Select Time and Attendance.



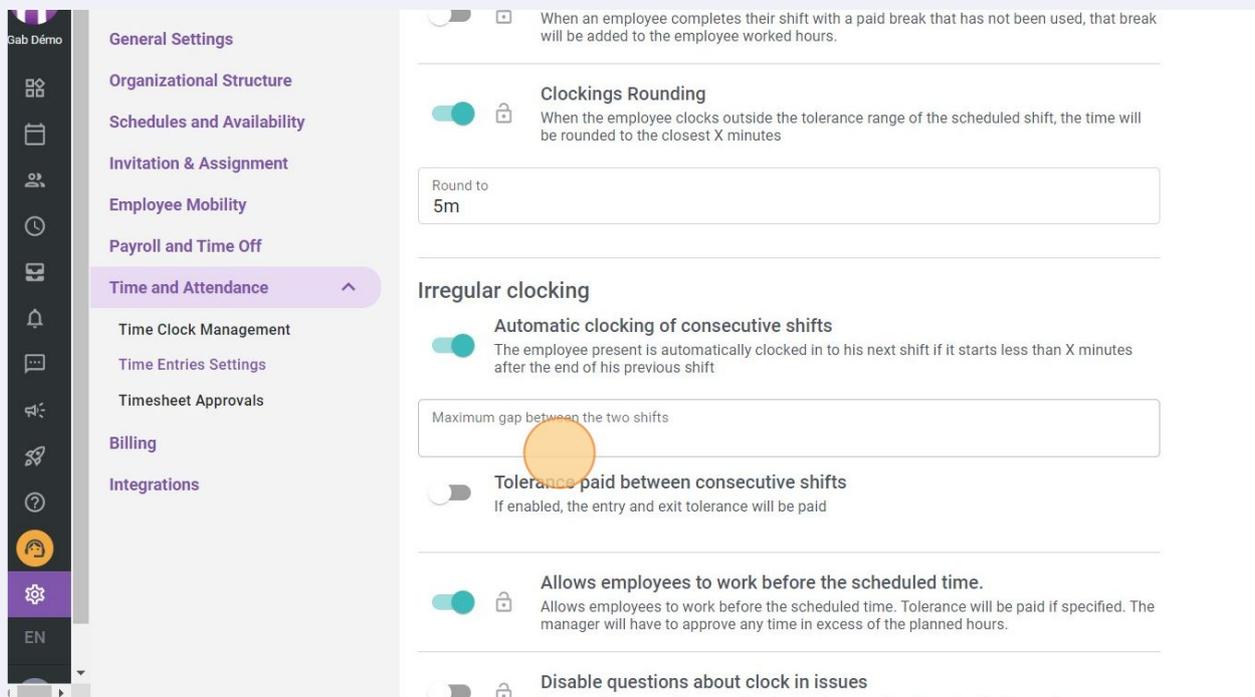
4 Go into the Time Entries Settings section.



5 To enable the Automatic clocking of consecutive shifts, click on the switch.



6 Then, Click on the Maximum gap between the two shifts text bar.



7 Enter the maximum gap between the two shifts.

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Employee Mobility

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Time Clock Management

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Timesheet Approvals

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Integrations

Apply the paid break if it has not been used at the end of the shift.
When an employee completes their shift with a paid break that has not been used, that break will be added to the employee worked hours.

Clockings Rounding
When the employee clocks outside the tolerance range of the scheduled shift, the time will be rounded to the closest X minutes

Round to
5m

Irregular clocking

Automatic clocking of consecutive shifts
The employee present is automatically clocked in to his next shift if it starts less than X minutes after the end of his previous shift

Maximum gap between the two shifts

5m

30m

45m

1h 0m

1h 30m

8 For all the other irregular clocking settings, simply click on the switch to enable/disable the setting.

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30m

45m

1h 0m

1h 30m

Tolerance paid between consecutive shifts
if enabled, the entry and exit tolerance will be paid

Allows employees to work before the scheduled time.
Allows employees to work before the scheduled time. Tolerance will be paid if specified. The manager will have to approve any time in excess of the planned hours.

Disable questions about clock in issues
Any questions regarding possible clock in issues will not be asked to the employee.

Allows employees to work beyond the scheduled time.
Allows employees to work beyond the scheduled time. Tolerance will be paid if specified. The manager will have to approve any time in excess of the planned hours.

✔ Your settings were successfully saved