

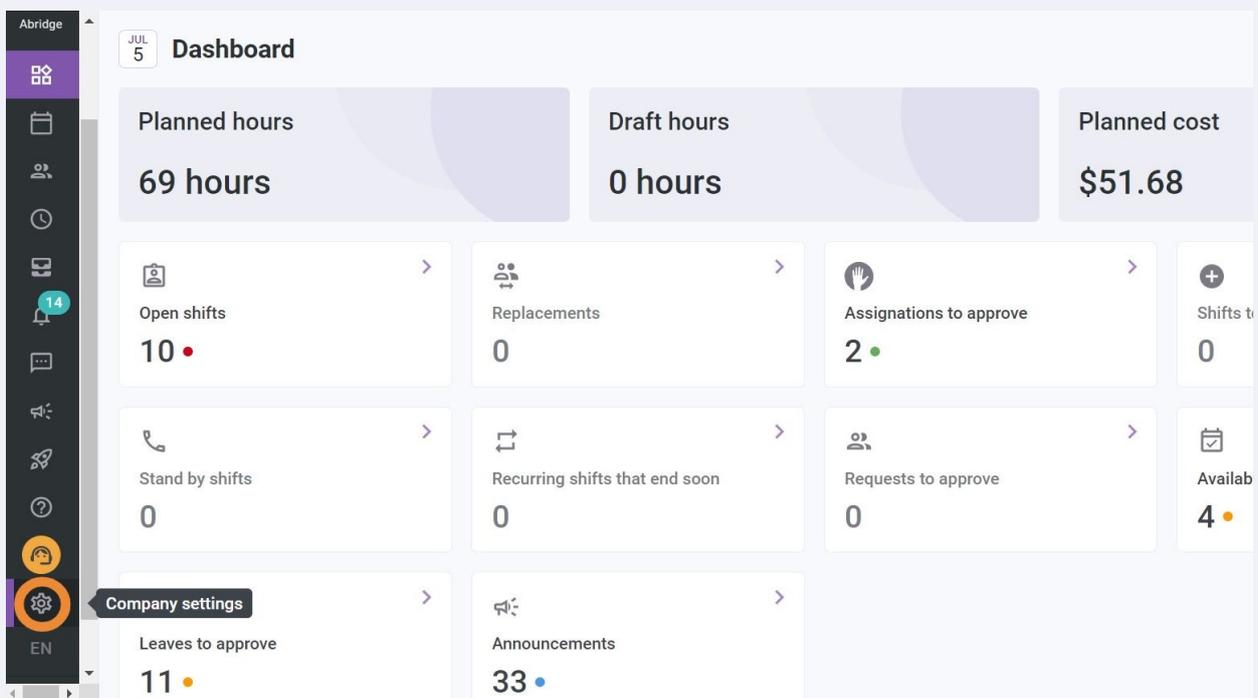
# How to edit/remove a premium?



Learn how to edit/remove a premium with Voilà!

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

2 Click Company settings



### 3 Select Payroll and Time off

The screenshot shows the Abridge settings dashboard. On the left is a vertical navigation menu with icons for various settings, including a gear icon at the bottom. The main content area is divided into several sections:

- Schedules and Availability**: Define the types of events supported, the week's starting day, work constraints and automated schedule publishing settings. Define if employees can modify their availability and if those changes must be approved by a manager.
- Invitation & Assignment**: The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.
- Employee Mobility**: Define fallback teams, positions locations for a shift invitation when regular employee is available.
- Payroll Settings**:
  - Payroll and Time Off**: Set up the payroll periods, manage your time off types, overtime rules and shift premiums. (This card has a large orange circle overlay.)
  - Time and Attendance**: Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions and define validation rules for clocking entries.
- Account Management**: (This section is partially visible at the bottom.)

### 4 Click Shift Premiums Management

The screenshot shows the 'Payroll and Time Off' settings page. The left navigation menu is expanded, and 'Shift Premiums Management' is selected, indicated by an orange arrow. The main content area is titled 'Payroll and Time Off' and 'Payroll Management'. It contains the following information:

- Pay period**: The following settings apply to the entire company.
  - Frequency: **Biweekly**
  - Start date of the first pay period for your business: **12/05/2022**
  - \* Any pay period prior to this date will not be accessible in the timesheet
  - Current pay period is from Jun 23, 2022 to Jul 6, 2022
- Night shift**: Choose how the hours of a shift spread over two days are taken into account.
  - Hours accounted for: **On the day of the end of the shift**

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Click on the pencil located at the end of the premium to edit

to settings

Settings

Organizational Structure

Locations and Availability

Personnel & Assignment

Employee Mobility

Shifts and Time Off

Shift Management

Shift Categories

Shift Premiums Management

Shift Premium calculation rules

Shift Attendance

Shifts

## Payroll and Time Off

### Shift Premiums Management

Add a premium

Name	Code	Formula	Teams	Positions	Locations	
Evening		+\$1.50/h	All teams	Nurse	All locations	
Afternoon		+\$0.85/h	Emergency	All positions	All locations	
Night		x1.04/h	All teams	All positions	All locations	
night		+\$0.85/h	Emergency	All positions	All locations	
Example 1	001	x1.5/h	All teams	All positions	All locations	

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### Settings



Add spontaneous premiums

A manager can create a spontaneous shift premium when creating a shift.

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Enter the name of the premium

### Edit a premium

1 Information 2 Application

Name  
Evening  EN

Premium calculation

Premium Type  
Hourly rate bonus

Premium Value  
+ 1.5 \$/h

Advanced settings

Minimum required hours  
The shift premium will not be applied if the qualified timeframe is less than X hours.

7 Click the Premium Type drop-down menu

The screenshot shows a form titled 'Premium calculation' with two tabs: '1 Information' and '2 Application'. The 'Name' field contains 'Evening'. The 'Premium Type' dropdown menu is open, showing 'Hourly rate bonus' selected. The 'Premium Value' field contains '+ 1.5' and the unit is '\$/h'. The 'Advanced settings' section has a toggle for 'Minimum required hours' which is turned on, with a description: 'The shift premium will not be applied if the qualified timeframe is less than X hours.' The 'Minimum required hours' field is empty. At the bottom right, there are 'Cancel' and 'Next' buttons.

8 Choose the premium type

The screenshot shows the same 'Premium calculation' form as in step 7. The 'Premium Type' dropdown menu is open, showing a list of options: 'Hourly rate bonus', 'Fixed amount added to the shift', 'Hours added to the worked time', 'Hourly rate multiplier', and 'Hourly rate bonus'. The 'Hourly rate bonus' option is highlighted with an orange circle. The 'Premium Value' field contains '+ 1.5' and the unit is '\$/h'. The 'Advanced settings' section has a toggle for 'Minimum required hours' which is turned on, with a description: 'The shift premium will not be applied if the qualified timeframe is less than X hours.' The 'Minimum required hours' field is empty. At the bottom right, there are 'Cancel' and 'Next' buttons.

## 9 Enter the Premium Value

**1** Information **2** Application

Name  
Evening EN

**Premium calculation**

Premium Type  
Fixed amount added to the shift

Premium Value  
+ 1.5 \$

**Advanced settings**

**Minimum required hours**  
The shift premium will not be applied if the qualified timeframe is less than X hours.

Minimum required hours

Cancel Next

## 10 Activate the Minimum required hours field if you would like to set up a minimum amount of time until the premium is applied

**Edit a premium**

**1** Information **2** Application

**Advanced settings**

**Minimum required hours**  
The shift premium will not be applied if the qualified timeframe is less than X hours.

Minimum required hours  
0.5

**Lock premium**  
Managers cannot manually apply or remove this premium from a shift.

**Integration**  
Integration code for payroll systems

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Activate Lock premium field if you want to remove the capavity of editing the premium settings

Organizational Structure

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Payroll Management

Time Off Categories

Shift Premiums Management

Overtime calculation rules

Time and Attendance

Billing

Integrations

1 Information 2 Application

### Advanced settings

**Minimum required hours**  
The shift premium will not be applied if the qualified timeframe is less than X hours.

**Lock premium**  
Managers cannot manually apply or remove this premium from a shift.

### Integration

Integration code for payroll systems

Code (optional)

Cancel

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Click Next

Edit a premium

1 Information 2 Application

### Advanced settings

**Minimum required hours**  
The shift premium will not be applied if the qualified timeframe is less than X hours.

**Lock premium**  
Managers cannot manually apply or remove this premium from a shift.

### Integration

Integration code for payroll systems

Code (optional)

Cancel Next

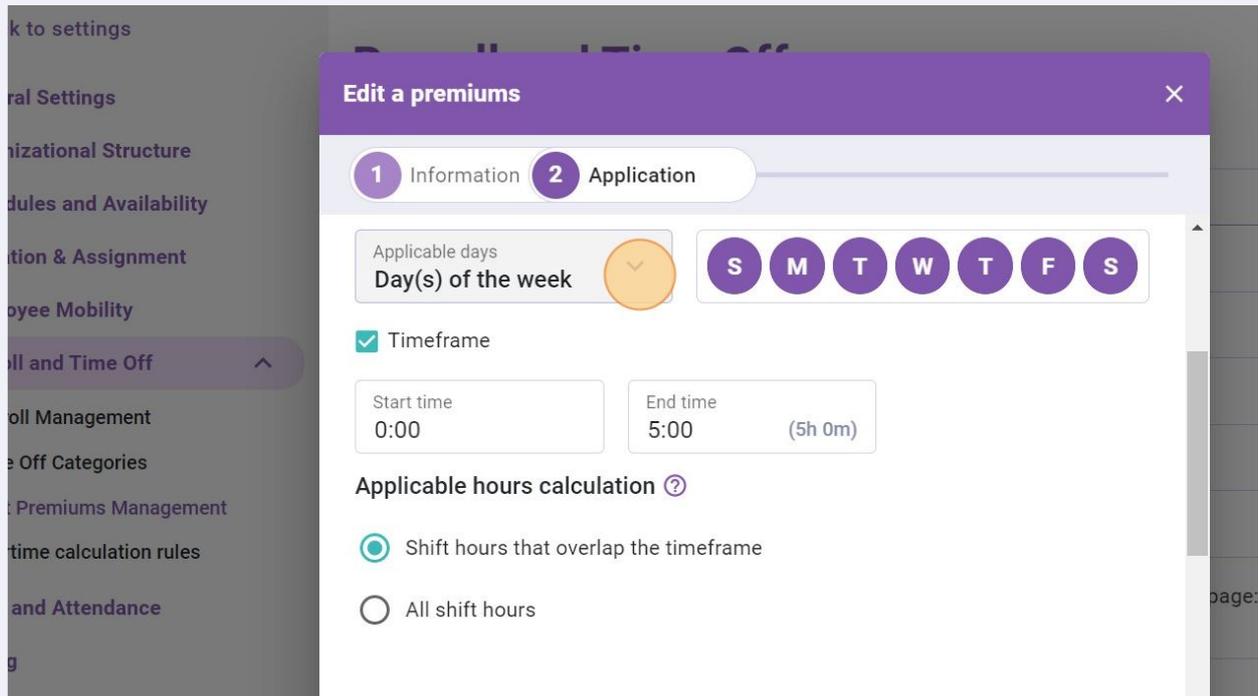
Add a premium

Locations

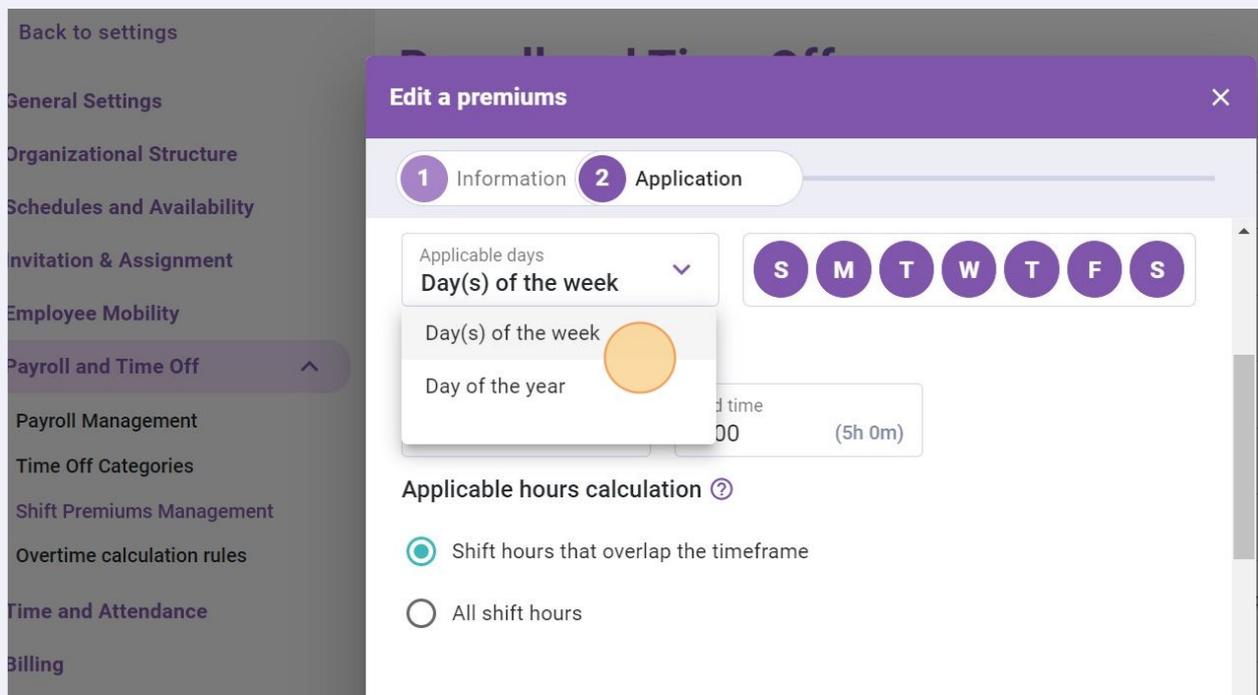
All locations	✎	⋮

page: 30 1-5 of 5

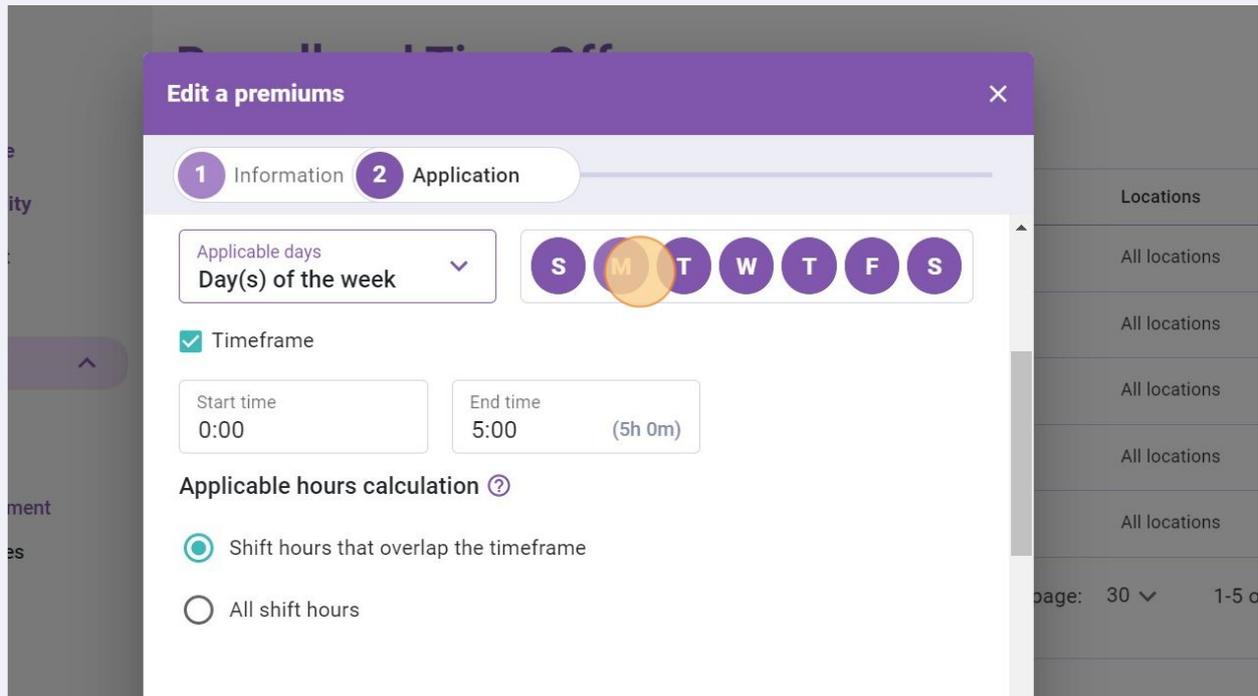
13 Click the Applicable day drop down menu



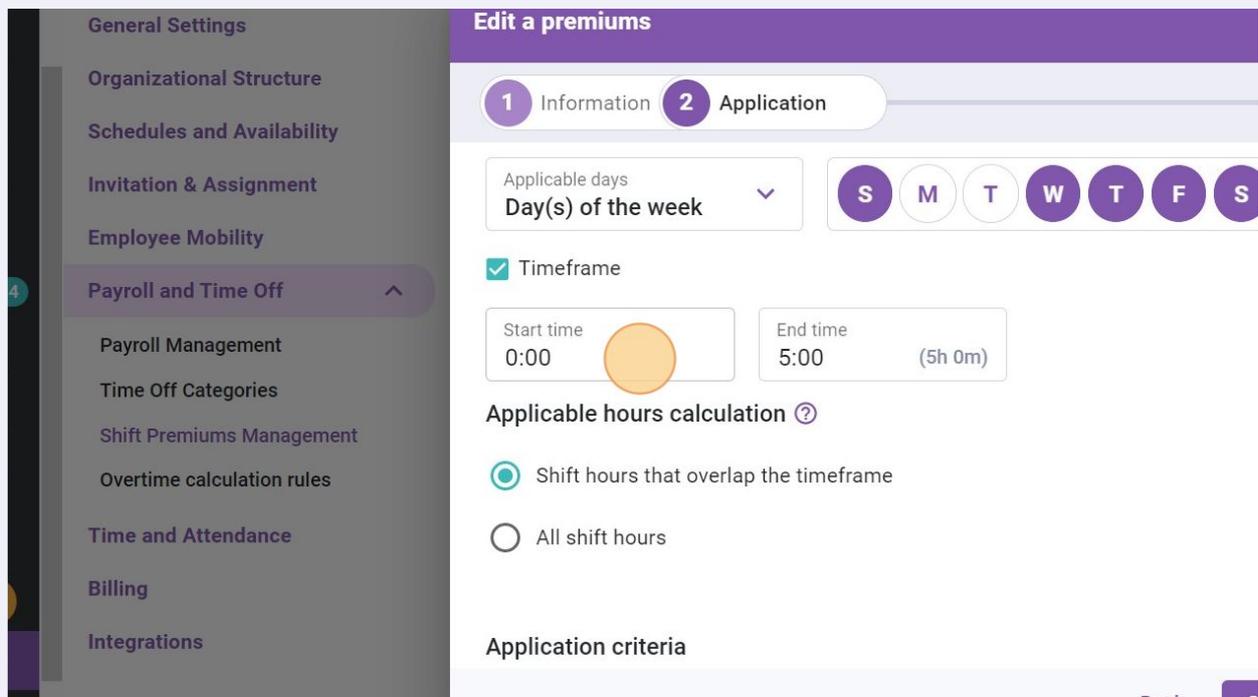
14 Choose the applicable days



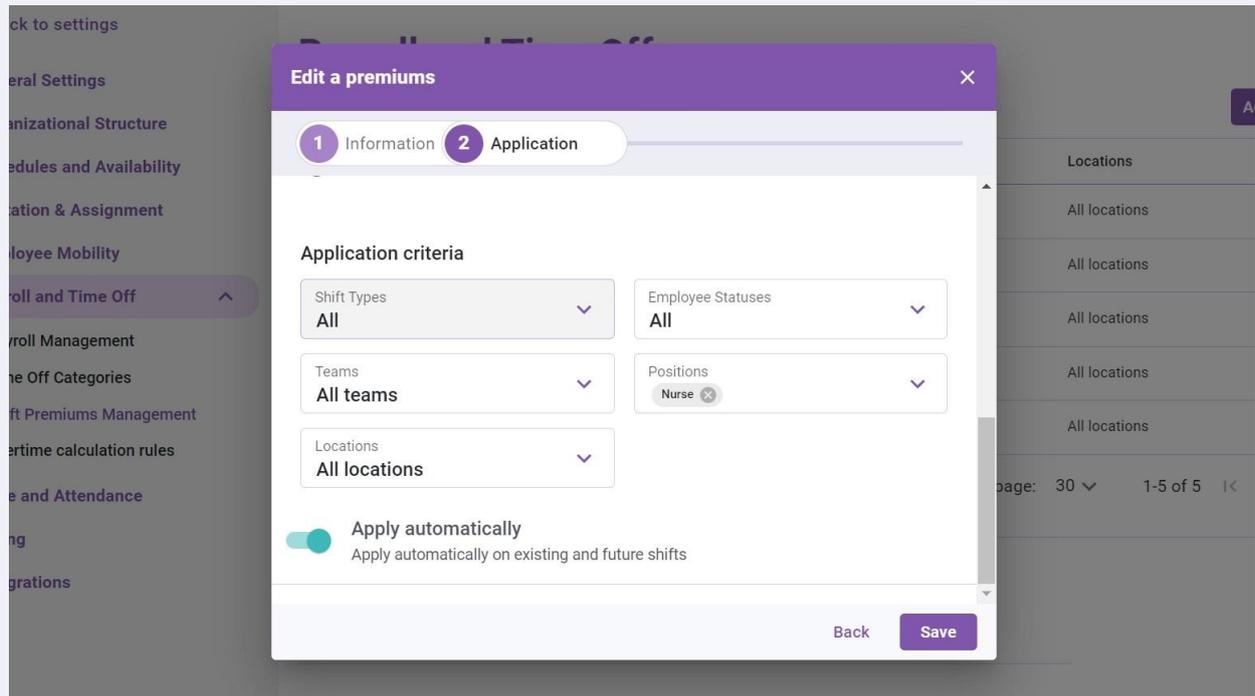
15 Select the day for which your employees should receive the premium



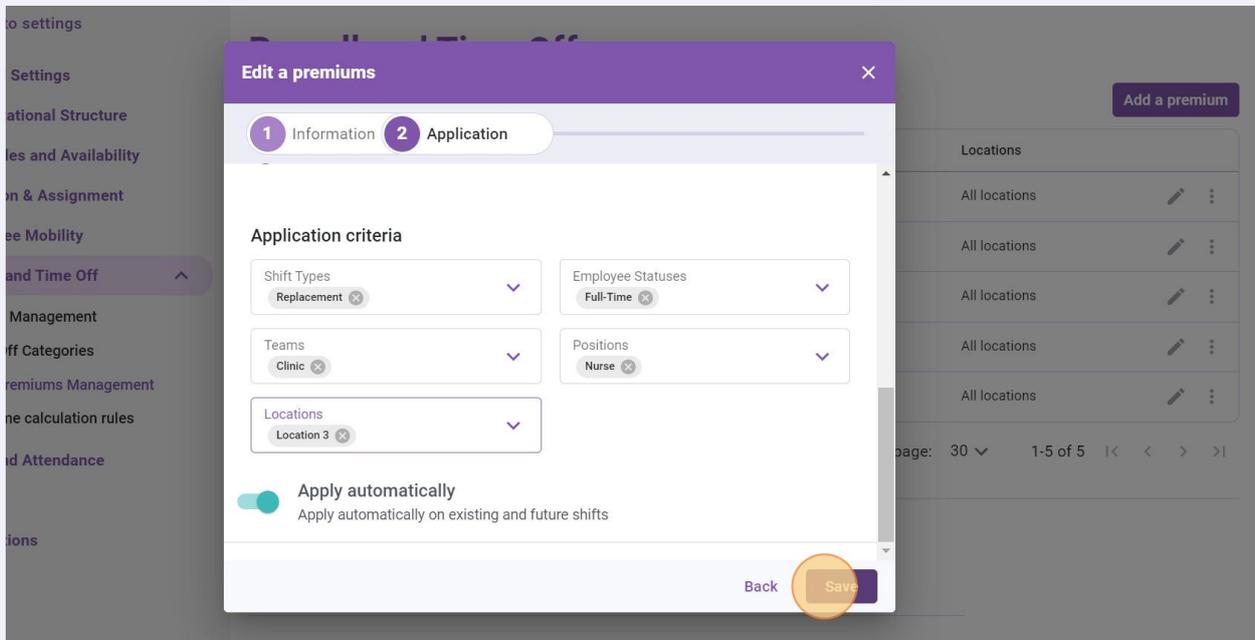
16 Choose the start time and the end time



## 17 Select the Application criteria



## 18 Click "Save"



19 Click on the three dots located at the end of the premium to be deleted

## Payroll and Time Off

### Premiums Management

[Add a premium](#)

Code	Formula	Teams	Positions	Locations	
	+\$1.50	Clinic	Nurse	Location 3	 
	+\$0.85/h	Emergency	All positions	All locations	 
	x1.04/h	All teams	All positions	All locations	 
	+\$0.85/h	Emergency	All positions	All locations	 
001	x1.5/h	All teams	All positions	All locations	 

Rows per page: 30  1-5 of 5    

20 Click Delete

## Payroll and Time Off

### Shift Premiums Management

[Add a premium](#)

Name	Code	Formula	Teams	Positions	Locations	
Evening		+\$1.50	Clinic	Nurse	Location 3	 
Afternoon		+\$0.85/h	Emergency	All positions	All locations	 
Night		x1.04/h	All teams	All positions	All locations	 
night		+\$0.85/h	Emergency	All positions	All locations	 
Example 1	001	x1.5/h	All teams	All positions	All locations	 

Rows per page: 30  1-5 of 5    

### Settings

Add spontaneous premiums  
A manager can create a spontaneous shift premium when creating a shift.

## 21 Click Confirm

Name	Code	Formula	Teams	Positions	Locations
Evening		+\$1.50	Clinic	Nurse	Location 3
Afternoon				All positions	All locations
Night				All positions	All locations
night				All positions	All locations
Example 1				All positions	All locations

Rows per page: 30 ▾ 1-5 of 5 |< <

### Settings

**Add spontaneous premiums**  
A manager can create a spontaneous shift premium when creating a shift.

**Confirm action** ✕

Are you sure you want to delete this premium?

Cancel **Confirm**