How to edit/remove a time off category?



Learn how to edit or remove a time off category with Voilà!

1	Navigate to https:/	//consol	e.voila.a	op/en/dasht	oarc	I		
2	Click Company set	tings						
Abridge	5 Dashboard							
	Planned hours			Draft hours			Planned	cost
2	69 hours			0 hours			\$51.6	8
C II E	② Open shifts 10・	>	Replacement 0	ts	>	 Assignations to approve 2 • 	>	Shifts t
₩ 88 ©	ی Stand by shifts 0	>	₽ Recurring sh	ifts that end soon	>	음 Requests to approve O	>	i Availab 4 ●
	Company settings Leaves to approve 11 •	>	⊴: Announcema 33 ●	ents	>			

Select Organizational Structure

Settings	My Company		Q
	E General Settings Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.	Define your company's management levels and the structure of its divisions, teams, positions, locations and sub- locations.	
2 2 3 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Scheduling Settings	Invitation & Assignment The following settings apply to the entire company and will be used by default	Employee Mobility Define fallback teams, positions and locations for a shift invitation when no

4 Click Payroll and Time off



5 Click Time Off Categories



6 Click the pencil at the end of time off category to edit

Payroll and Time Off

Time Off Ca	tegories					Add a time off cate	gory
							Q
Name	Code	Paid leave	Unit	Icon	Associations		
arrêt maladie court terme	VAC002	Yes	Hours	R):
Congé férié	FER	Yes	Hours	R		1	0 0 0
Banque de temps	C022	Yes	Hours	2		1	0 0 0
Absence	000	No	Days	12		1	0 0 0
Example 1	001	No	Hours	R		1	:
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Edit the necessary information

ck to settings	Pavroll and Time Off			
eral Settings	Edit a leave type	×		
anizational Structure				Add a ti
edules and Availability	1 Information 2 Associations 3 Configuration			
ation & Assignment	Name		Associations	
loyee Mobility	arrêt maladie court terme	FR		
roll and Time Off	Code			
roll Management	VAC002			
ne Off Categories	Unit	~		
ft Premiums Management	Hours			
ertime calculation rules		~		
e and Attendance				
ng	Paid leave		er page: 25 🗸	1-5 of 5 🛛 K
grations				
	Cancel	Next		

8 Click Next

o settings	Payroll and Time Off	
Settings	Edit a leave type	
ational Structure		Add a time off category
les and Availability	1 Information 2 Associations 3 Configuration	٩
on & Assignment	Nemo	Associations
ee Mobility	arrêt maladie court terme	/ :
and Time Off	Code	
Management	VAC002	
ff Categories	Unit	/ :
remiums Management	Hours	
ne calculation rules		
id Attendance		
	✓ Paid leave	er page: 25 🗸 1-5 of 5 🛛 < < > >)
ions		
	Cancel	

Edit the necessary information

9



10 Click Next

o settings	Bourroll and Time Off	
Settings	Edit a leave type ×	
ational Structure		Add a time off category
les and Availability	1 Information 2 Associations 3 Configuration	٩
on & Assignment	Teams (optional)	Associations
ee Mobility	Select one or more teams	/ :
and Time Off	Positions (optional) Select one or more positions	/ :
Management		
ff Categories	Locations (optional) Select one or more locations	/ E
remiums Management		/ :
ne calculation rules	Members (optional) Select one or more employees	
id Attendance		
	Employee Statuses (optional) All	er page: 25 🗸 1-5 of 5 🖂 < 🔿 刘
ions		
	Back	

Edit the necessary information



12 Click Submit

o settings		
Settings	Edit a leave type X	
ational Structure		Add a time off category
les and Availability	Information 2 Associations 3 Configuration	٩
on & Assignment	Default affected shift action Associations	
ee Mobility	Replacement	/ :
and Time Off	Enforce a minimum delay before leave request	<i>.</i>
Management	Prevent a leave request from being created if the remaining delay does not meet the specified minimum delay.	
ff Categories	Prevent approbation of a leave with a negative bank	1
remiums Management	Prevent approbation of a leave of this type when the associated bank's amount does not meet the requested amount.	/ :
ne calculation rules	Prevent creation of a leave with a negative bank	
d Attendance	Prevent creation of a leave of this type when the associated bank's amount does not meet the requested amount.	
	Force entering a leave value to use Prevent submitting a leave request without specifying a leave to use value. er page: 25 v 1-5	of 5 I< < > >I
ions	Prevent submitting a leave request without specifying a reason.	
	Back Submit	

13 Click on the three dots located at the end of the time off category to delete

Payroll and Time Off

Fime Off Categories

							Q
Name	Code	Paid leave	Unit	Icon	Associations		
arrêt maladie court terme	VAC002	Yes	Hours	R		-	
Congé férié	FER	Yes	Hours	R		1	0 0 0
Banque de temps	C022	Yes	Hours	2		-	0 0 0
Absence	000	No	Days	7		1	0 0 0
Example 1	001	No	Hours	R		-	0 0 0
				D	05		

Rows per page: $25 \checkmark$ 1-5 of 5 $|\langle \rangle \rangle$

Add a time off category

Add a time off category

14 Press Delete

Off Categories

						Q	
	Code	Paid leave	Unit	Icon	Associations		
die court	VAC002	Yes	Hours	R		1 :	
é	FER	Yes	Hours	R		Update log	
e temps	C022	Yes	Hours	2		Delete	Ī
	000	No	Days	2		1 :	
	001	No	Hours	R		/ :	

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15 Click Confirm

Nume	Code		Unit		Associations	
arrêt maladie court terme	Confirm action		×	R		
Congé férié				R		
Banque de temps	Are you sure yo off category?	u want to delete	e this time	*		
Absence		Cancel	Confirm	Ż		
Example 1	001	No	Hours	R		
				Rows p	oer page: 25 🗸	1-5 of 5