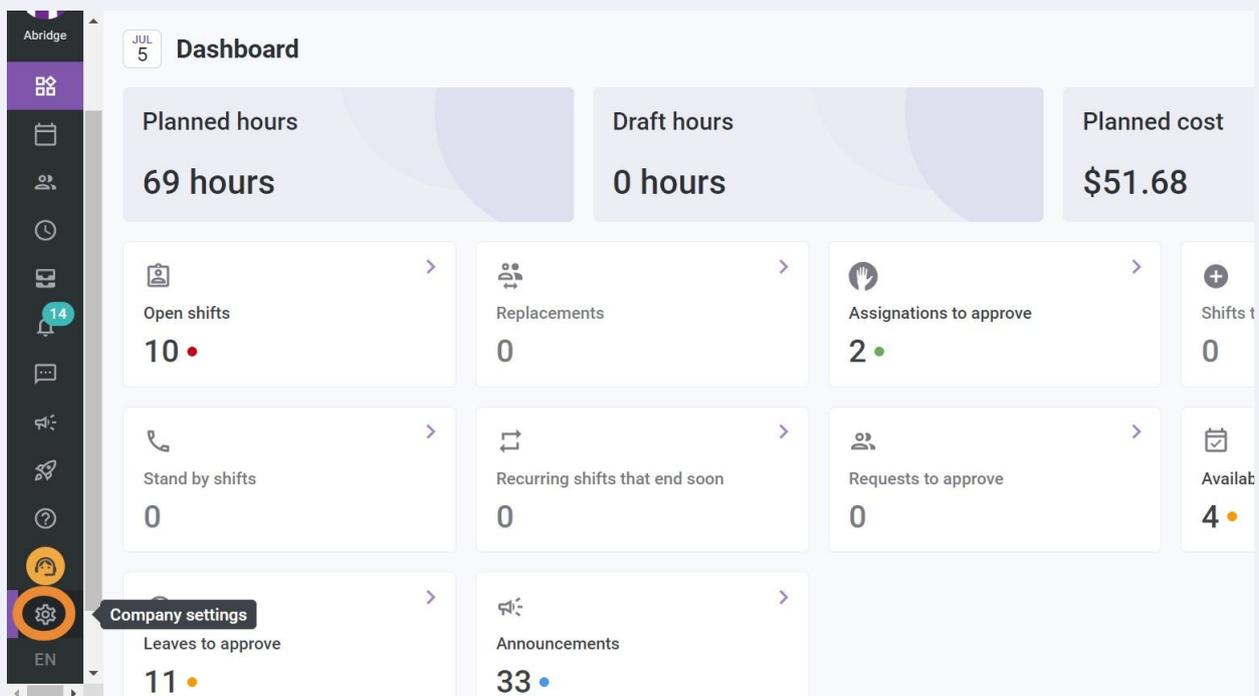


How to edit/remove a time off category?

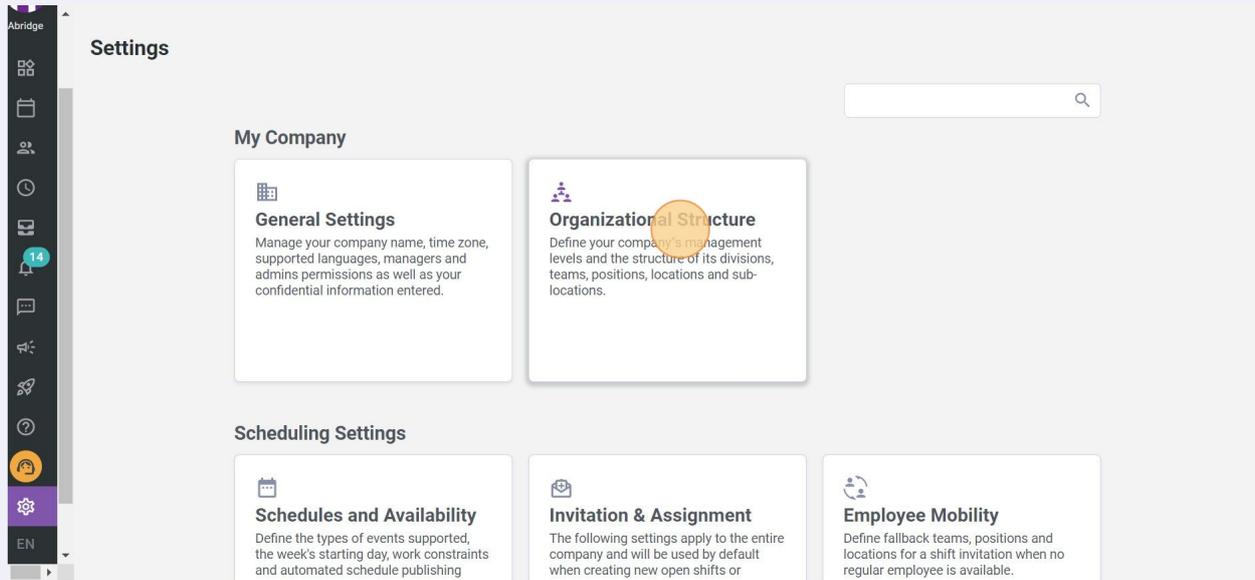
Learn how to edit or remove a time off category with Voilà!

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

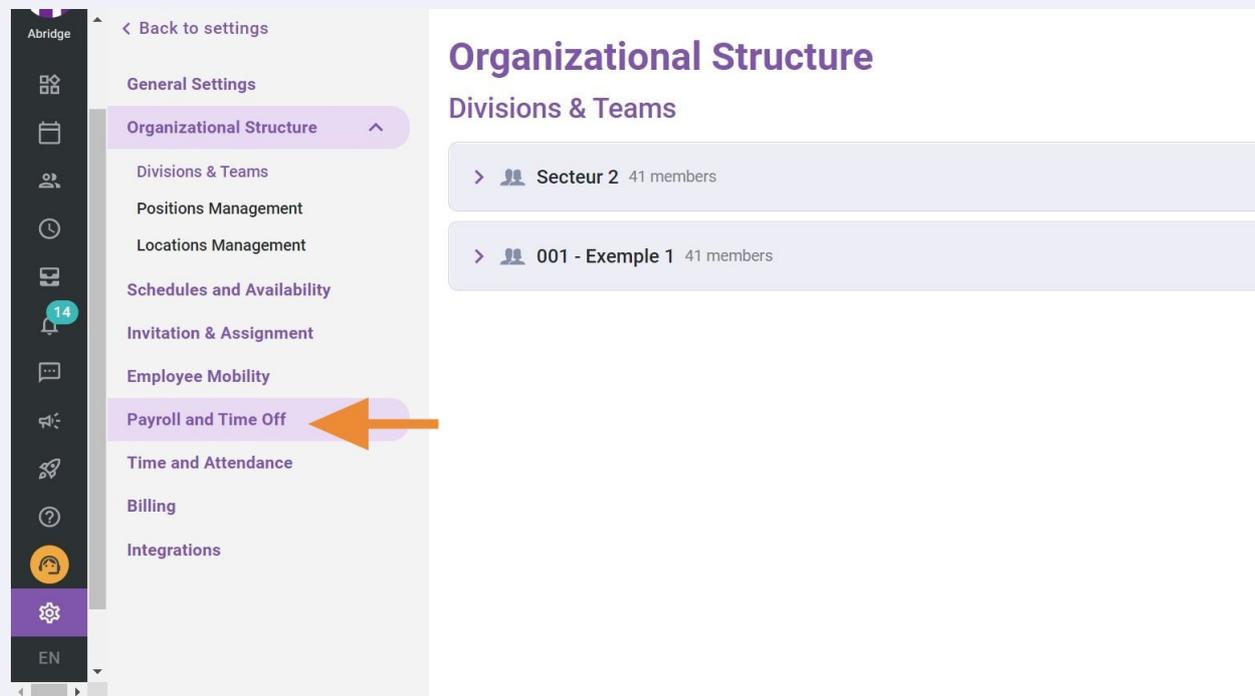
2 Click Company settings



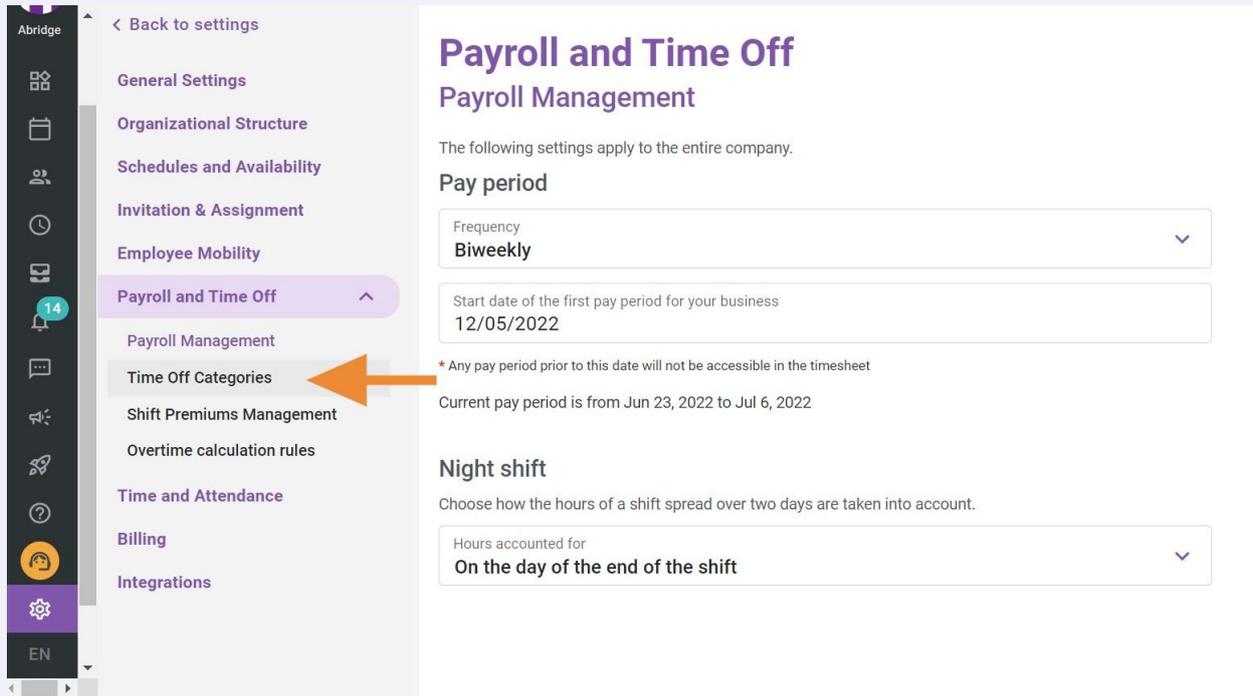
3 Select Organizational Structure



4 Click Payroll and Time off



5 Click Time Off Categories



Payroll and Time Off
Payroll Management

The following settings apply to the entire company.

Pay period

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

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

Payroll and Time Off

Time Off Categories

Add a time off category

Name	Code	Paid leave	Unit	Icon	Associations
arrêt maladie court terme	VAC002	Yes	Hours		
Congé férié	FER	Yes	Hours		
Banque de temps	C022	Yes	Hours		
Absence	000	No	Days		
Example 1	001	No	Hours		

Rows per page: 25 ▾ 1-5 of 5 |< < > >|

7 Edit the necessary information

Edit a leave type

1 Information 2 Associations 3 Configuration

Name: arrêt maladie court terme FR

Code: VAC002

Unit: Hours

Icon:

Paid leave

Cancel Next

8 Click Next

Edit a leave type

1 Information 2 Associations 3 Configuration

Name: arrêt maladie court terme FR

Code: VAC002

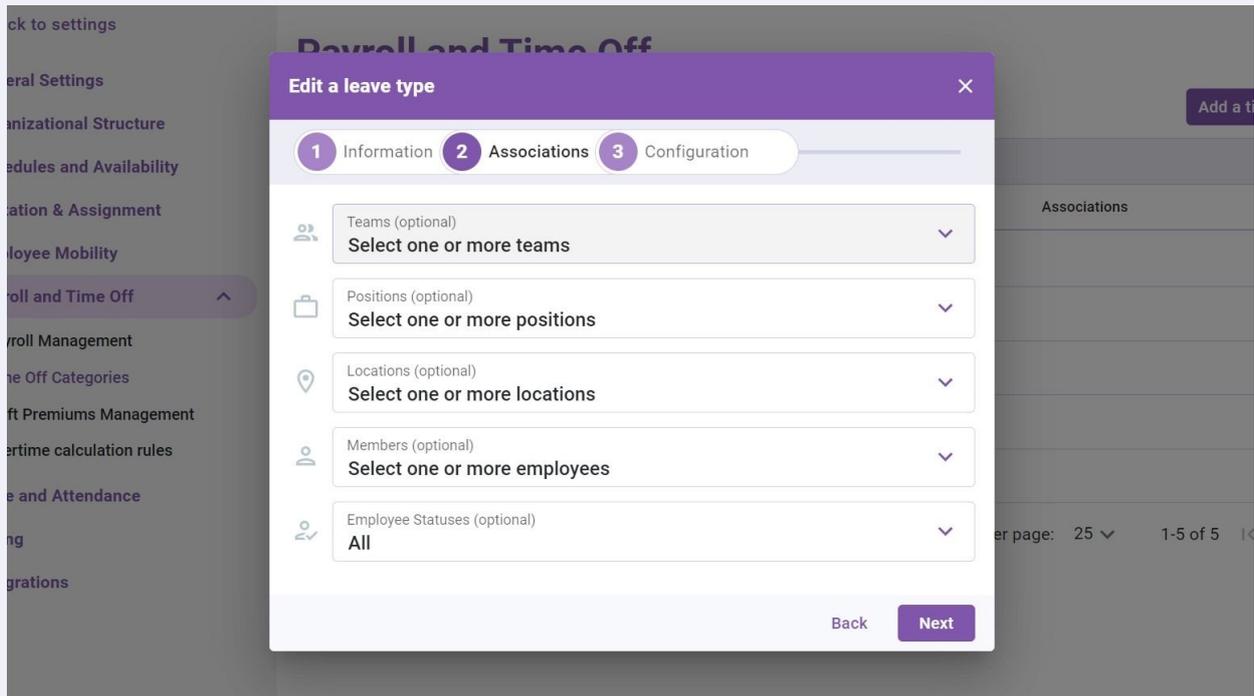
Unit: Hours

Icon:

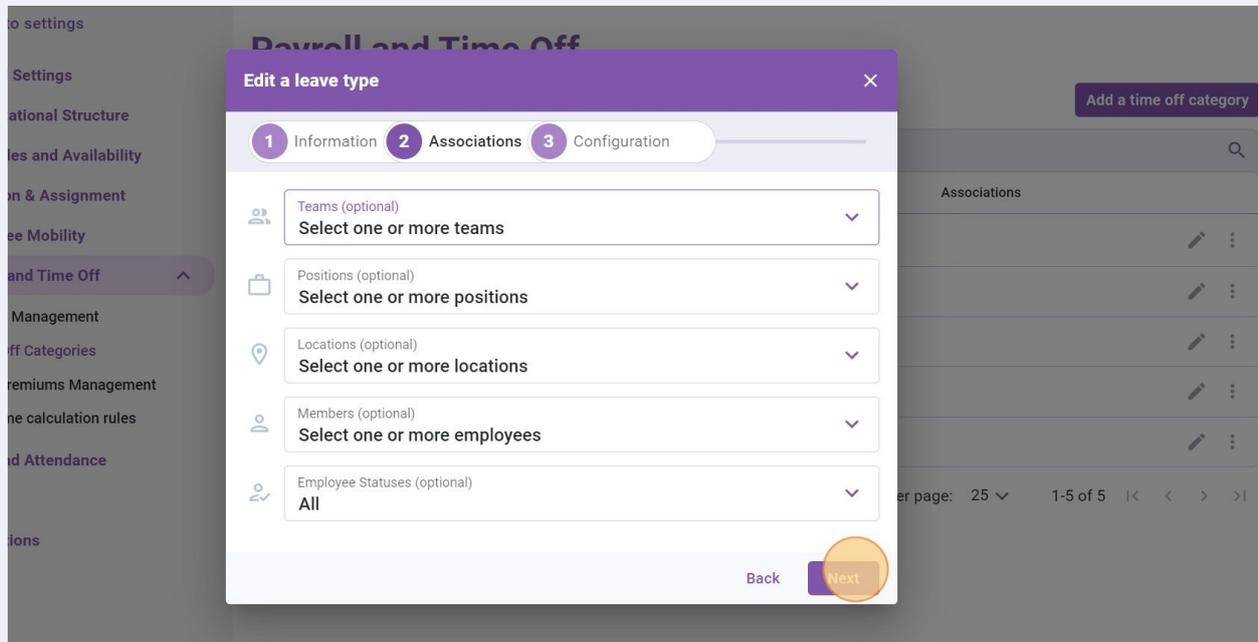
Paid leave

Cancel Next

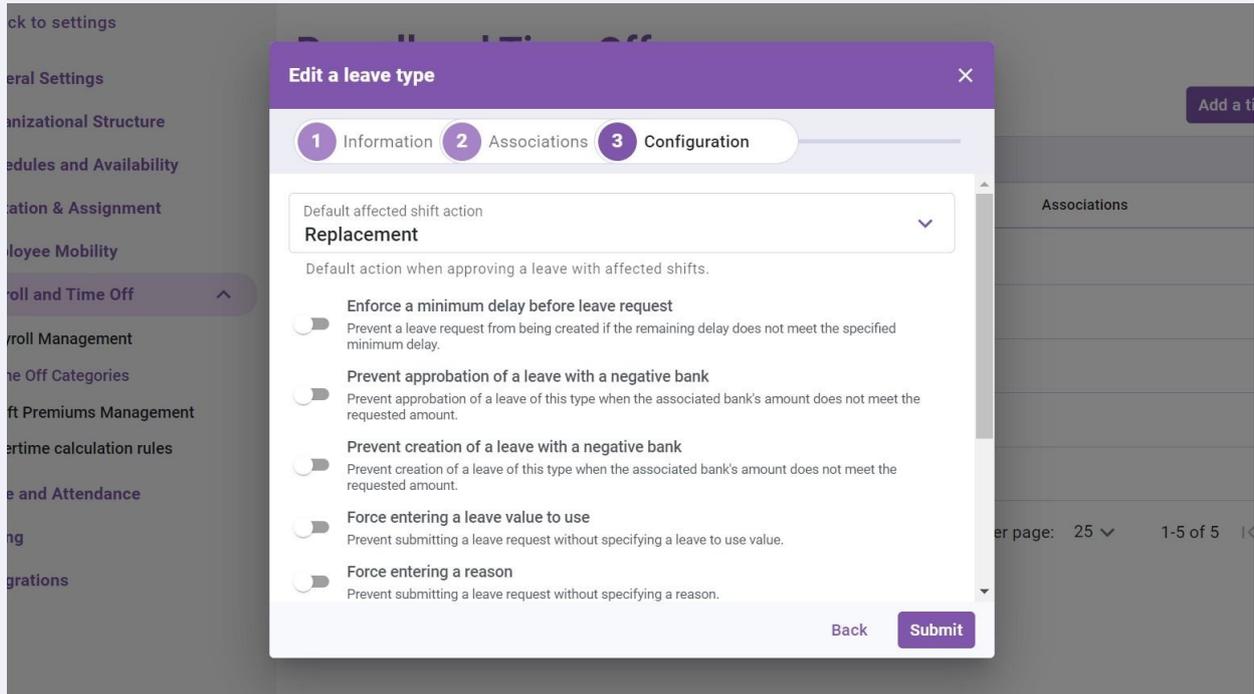
9 Edit the necessary information



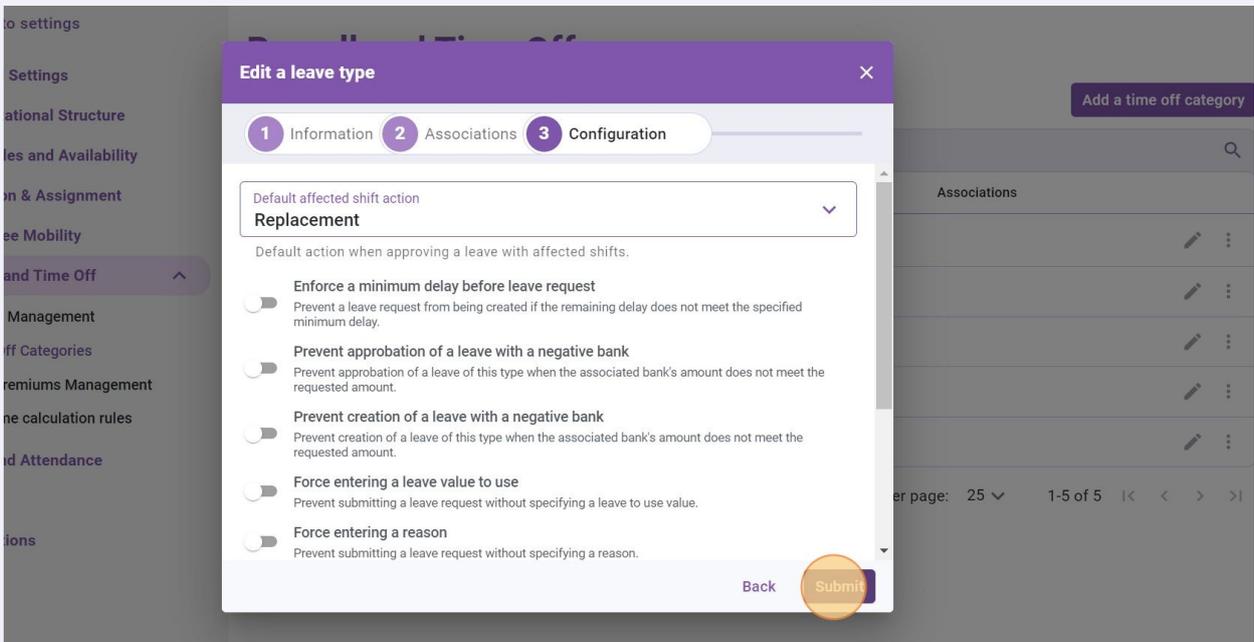
10 Click Next



11 Edit the necessary information



12 Click Submit



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

Payroll and Time Off

Time Off Categories

Add a time off category

Name	Code	Paid leave	Unit	Icon	Associations
arrêt maladie court terme	VAC002	Yes	Hours		 
Congé férié	FER	Yes	Hours		 
Banque de temps	C022	Yes	Hours		 
Absence	000	No	Days		 
Example 1	001	No	Hours		 

Rows per page: 25  1-5 of 5    

14 Press Delete

Time Off Categories

Add a time off category

Name	Code	Paid leave	Unit	Icon	Associations
arrêt maladie court terme	VAC002	Yes	Hours		 
Congé férié	FER	Yes	Hours		 
Banque de temps	C022	Yes	Hours		 
Absence	000	No	Days		 
Example 1	001	No	Hours		 

Rows per page: 25  1-5 of 5    

Update log

Delete

15 Click Confirm

Name	Code	Paid leave	Unit	Icon	Associations
arrêt maladie court terme					
Congé férié					
Banque de temps					
Absence					
Example 1	001	No	Hours		

Rows per page: 25 ▾ 1-5 of 5 <

Confirm action ✕

Are you sure you want to delete this time off category?

Cancel **Confirm**