

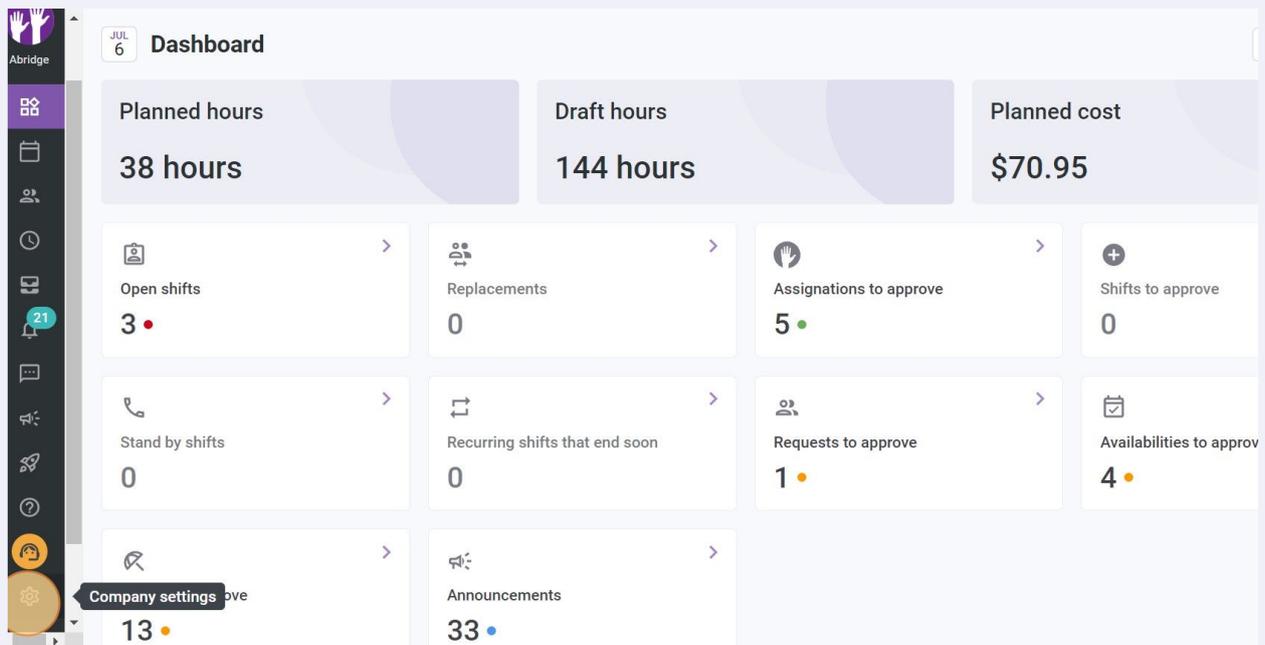
How to edit/remove overtime rule?



Learn how to edit or remove overtime rule 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 Home, Settings, and other functions. 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 and locations for a shift invitation when no 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 is highlighted with an orange circle.)
 - 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:** Two empty input fields.

4 Click Overtime calculation rules

The screenshot shows the 'Payroll and Time Off' settings page. The left navigation menu is expanded to show 'Payroll and Time Off' with a sub-menu where 'Overtime calculation rules' is selected and highlighted with an orange arrow. The main content area is titled 'Payroll and Time Off' and 'Payroll Management'. It contains the following information:

- General Settings
- Organizational Structure
- Schedules and Availability
- Invitation & Assignment
- Employee Mobility
- Payroll and Time Off** (expanded)
 - Payroll Management
 - Time Off Categories
 - Shift Premiums Management
 - Overtime calculation rules** (highlighted with an orange arrow)
 - Time and Attendance
 - Billing
 - Integrations

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: 12/05/2020

* Any pay period prior to this date will not be accessible in the timesheet

Current pay period is from Jul 5, 2022 to Jul 18, 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 overtime rule to edit

to settings

Settings

Organizational Structure

Roles and Availability

Person & Assignment

Employee Mobility

Payroll and Time Off

Management

Leave Categories

Remuneration Management

Time calculation rules

Attendance

Options

Payroll and Time Off

Overtime calculation rules

Add overtime rule

Priority	Rule name	Code	Time frame	More than	Less than	Calculation	Teams	Pc
1	Overtime		Weekly	40h	-	x1.5/h	All teams	All
2	Daily Overtime		Daily	8h	-	x1.5/h	All teams	All
3	Example 1	001	Weekly	40h	-	x1.5/h	All teams	All

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Enter the name of the overtime rule in english

to settings

Settings

Organizational Structure

Roles and Availability

Person & Assignment

Employee Mobility

Payroll and Time Off

Management

Leave Categories

Remuneration Management

Time calculation rules

Attendance

Options

Edit an overtime rule

1 Information 2 Application

Name Overtime EN

Name Heures Supplémentaires FR

Application Rule

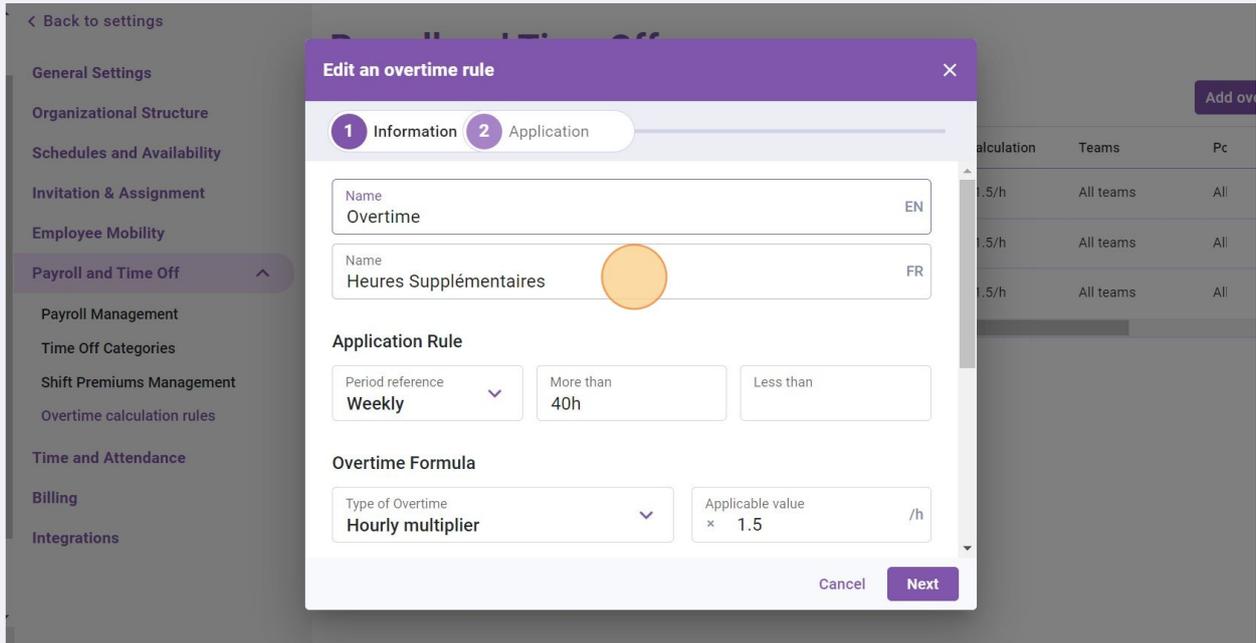
Period reference Weekly More than 40h Less than

Overtime Formula

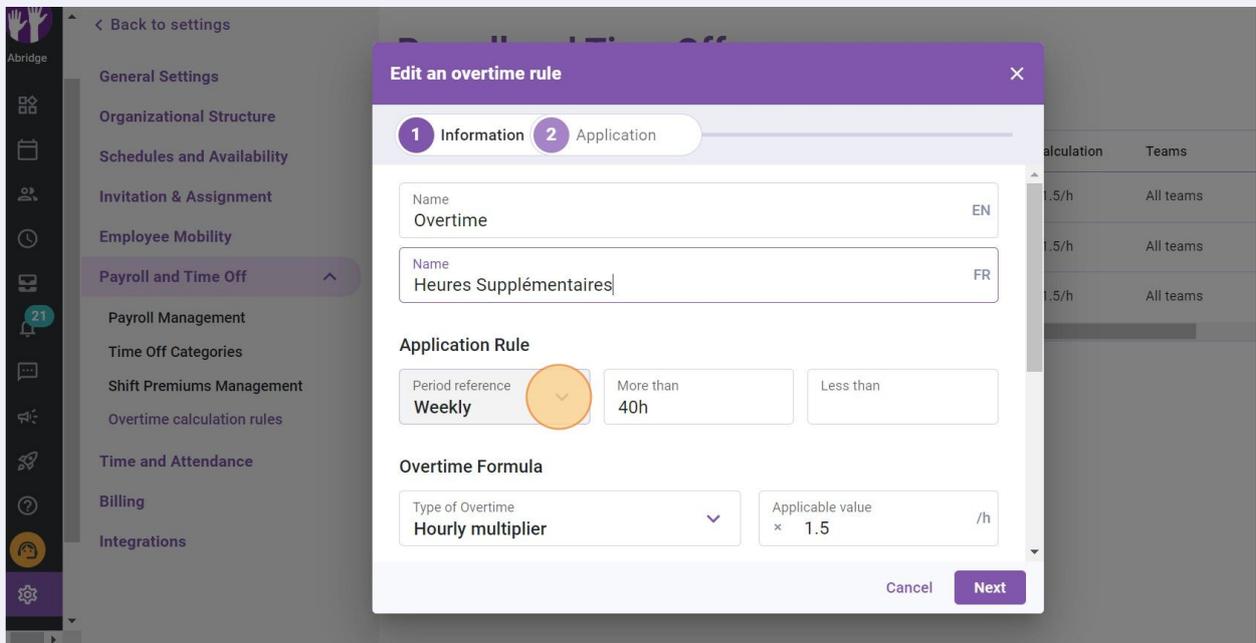
Type of Overtime Hourly multiplier Applicable value x 1.5 /h

Cancel Next

7 Enter the name of the overtime rule in french



8 Click Period reference drop down menu



9 Choose the period reference

Edit an overtime rule

1 Information 2 Application

Name: Overtime EN

Name: Heures Supplémentaires FR

Application Rule

Period reference: Weekly (selected) More than: 40h Less than: /h

Applicable value: 1.5 /h

Cancel Next

10 Click More than

Edit an overtime rule

1 Information 2 Application

Name: Overtime EN

Name: Heures Supplémentaires FR

Application Rule

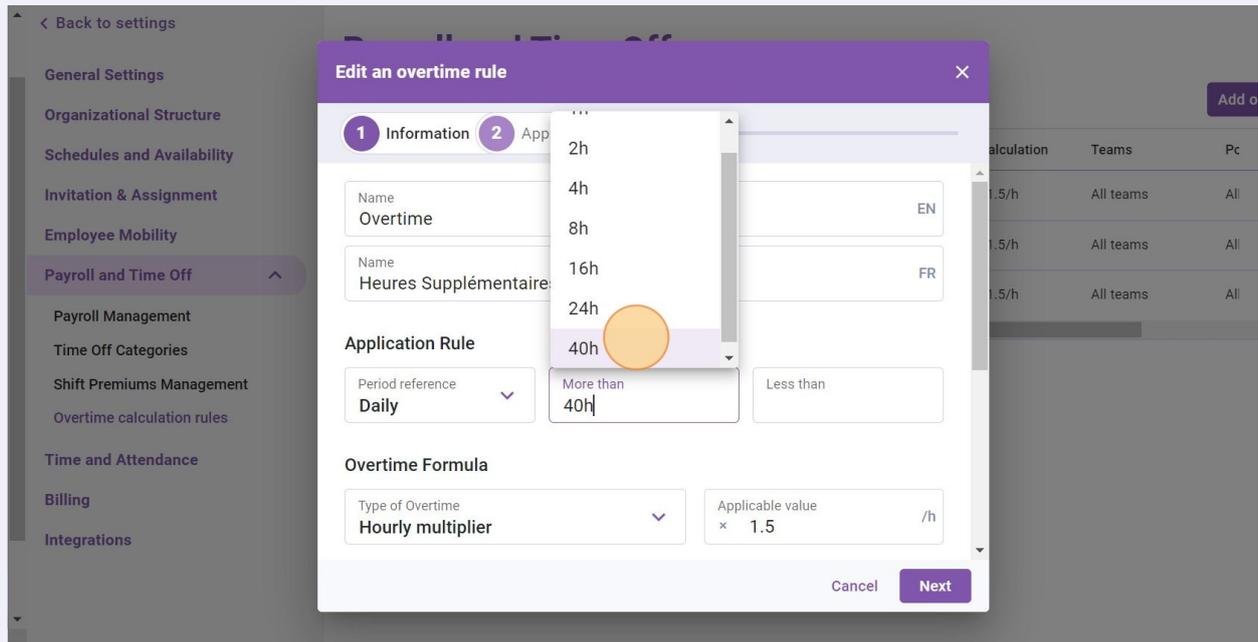
Period reference: Daily More than: 40h (highlighted) Less than: /h

Overtime Formula

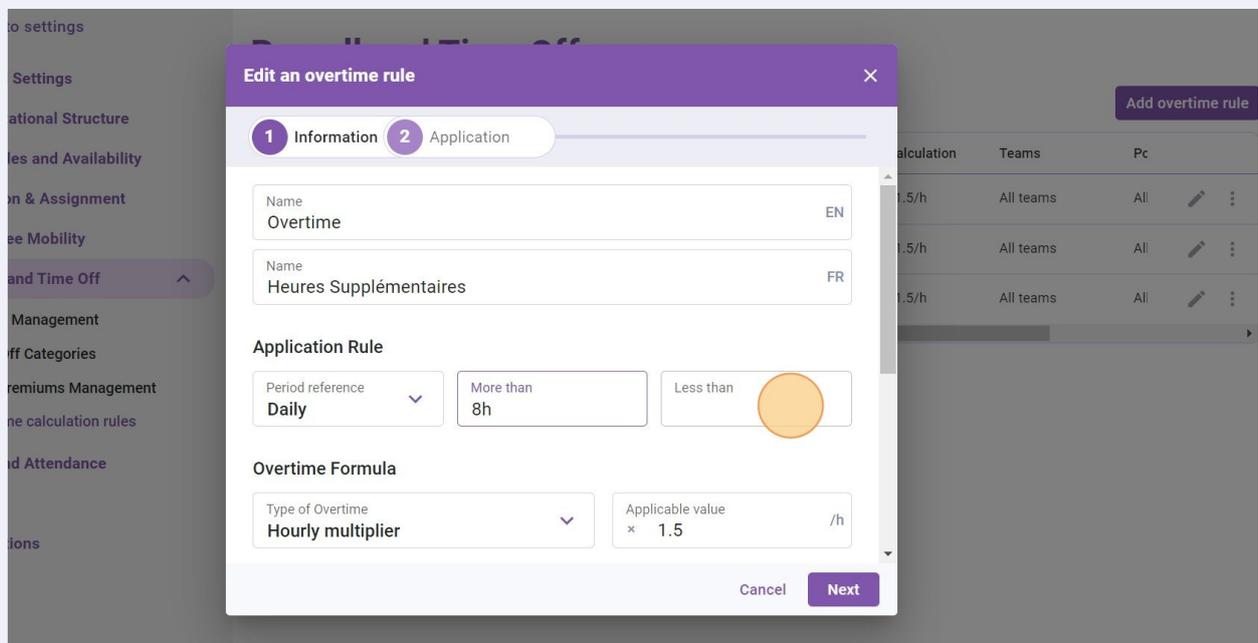
Type of Overtime: Hourly multiplier Applicable value: 1.5 /h

Cancel Next

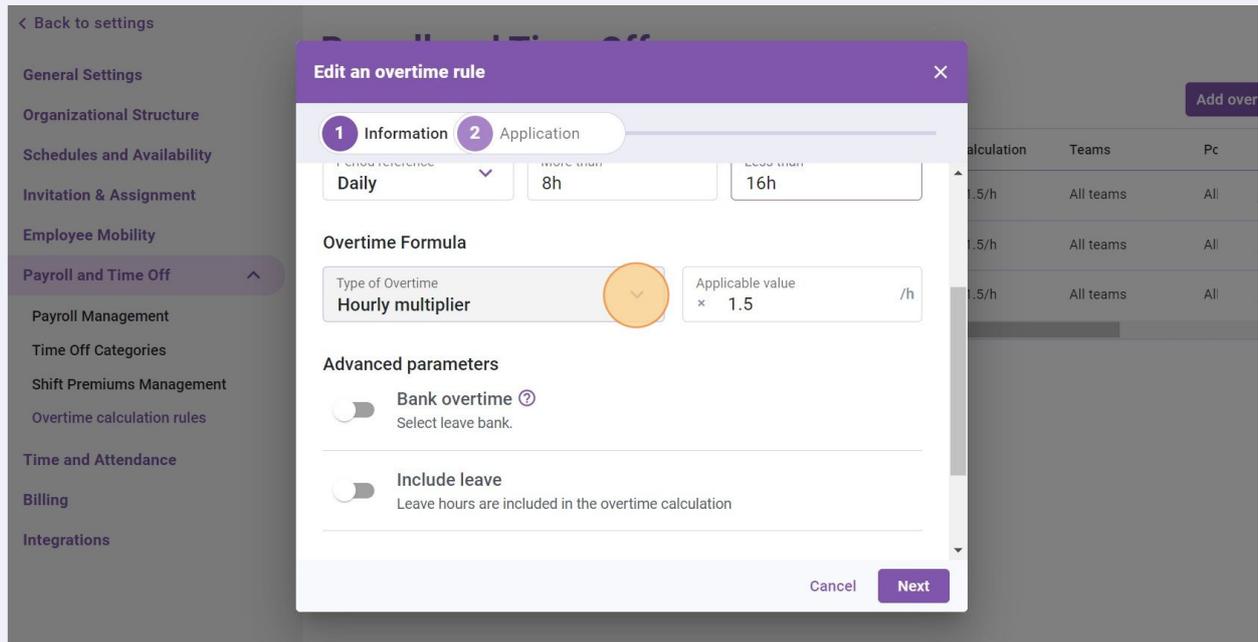
11 Choose after how many hour the rule will be apply



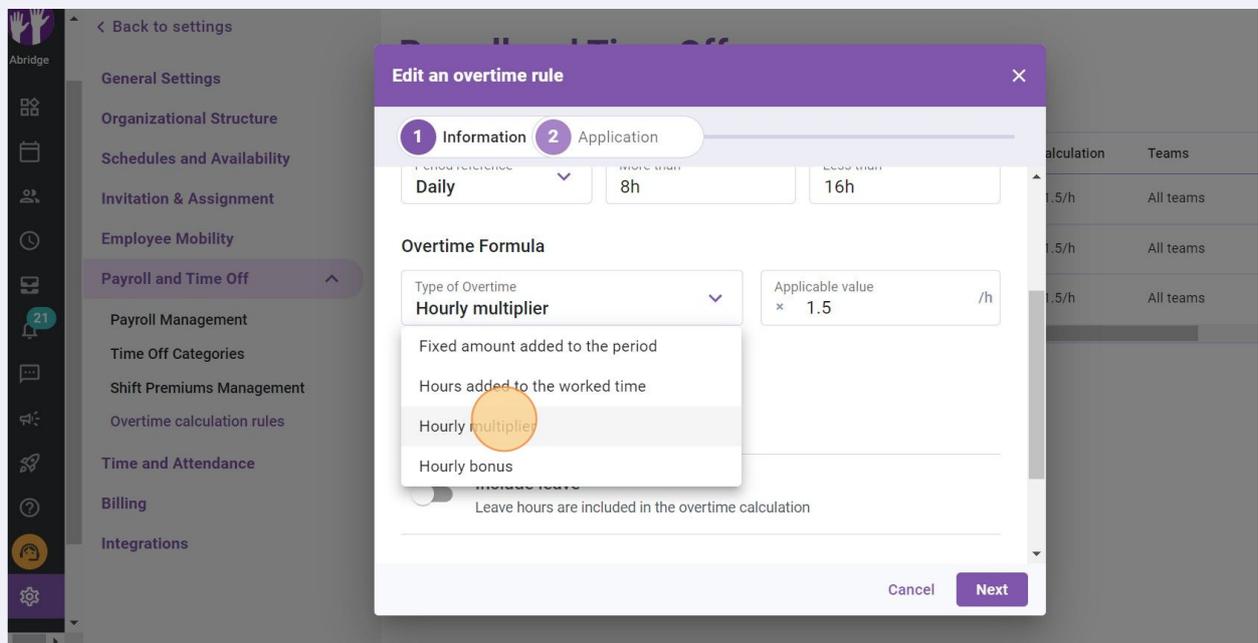
12 Only choose a Less than amount if there is a second rules that apply at a later amount



13 Click Type of Overtime drop down menu



14 Select the type of overtime



15 Type the Applicable value

The screenshot shows the 'Edit an overtime rule' dialog box with the following details:

- Step 1 Information:** Reference: Daily; More than: 8h; Less than: 16h.
- Overtime Formula:** Type of Overtime: Hourly multiplier; Applicable value: 1.5 /h.
- Advanced parameters:** Bank overtime (off), Include leave (off).

The 'Applicable value' field is highlighted with an orange circle.

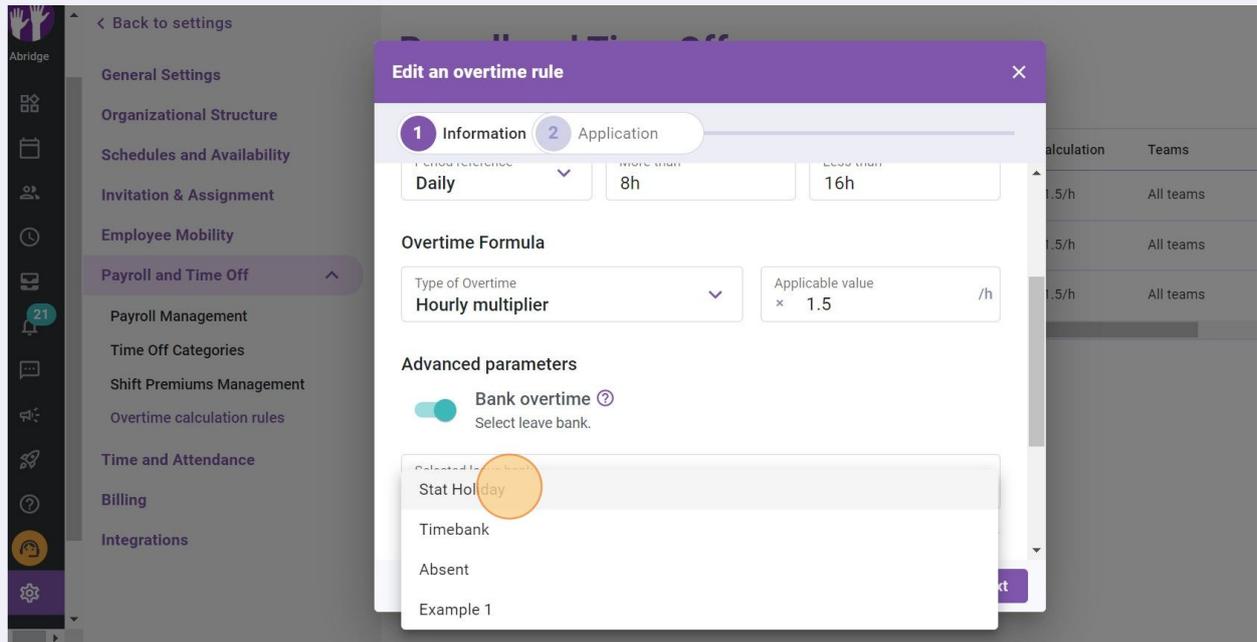
16 Turn on Bank Overtime if required

The screenshot shows the 'Edit an overtime rule' dialog box with the following details:

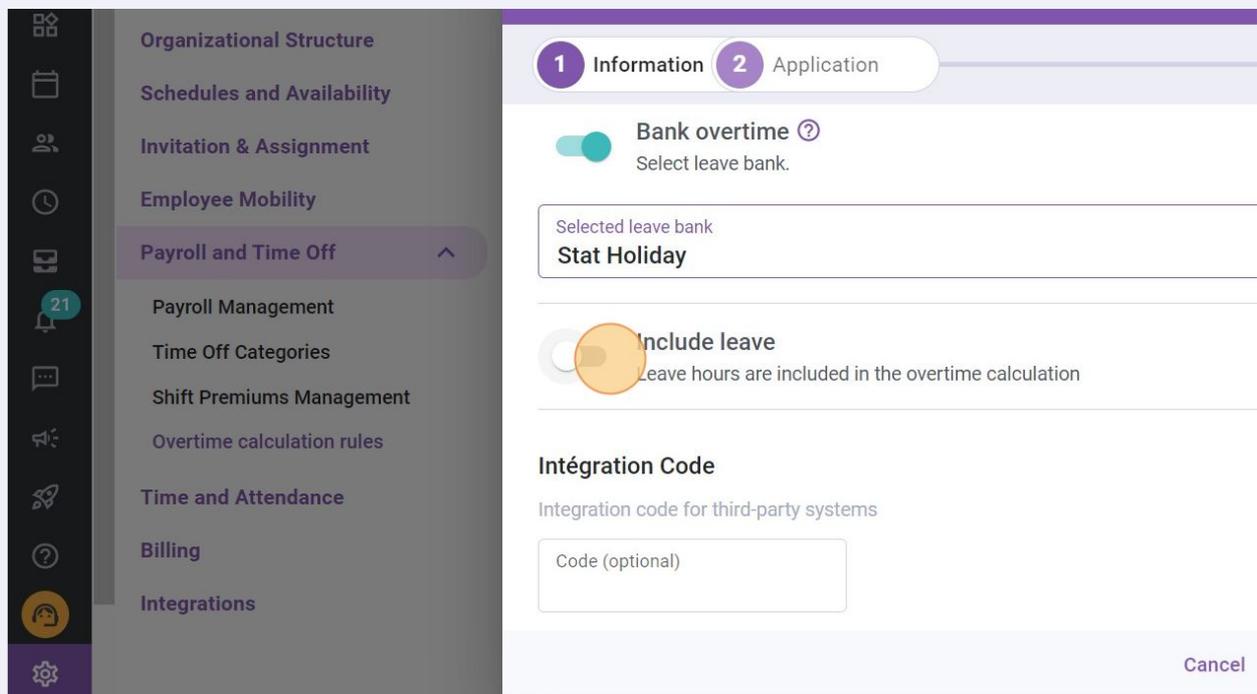
- Step 1 Information:** Reference: Daily; More than: 8h; Less than: 16h.
- Overtime Formula:** Type of Overtime: Hourly multiplier; Applicable value: 1.5 /h.
- Advanced parameters:** Bank overtime (on), Include leave (off).

The 'Bank overtime' toggle is highlighted with an orange circle.

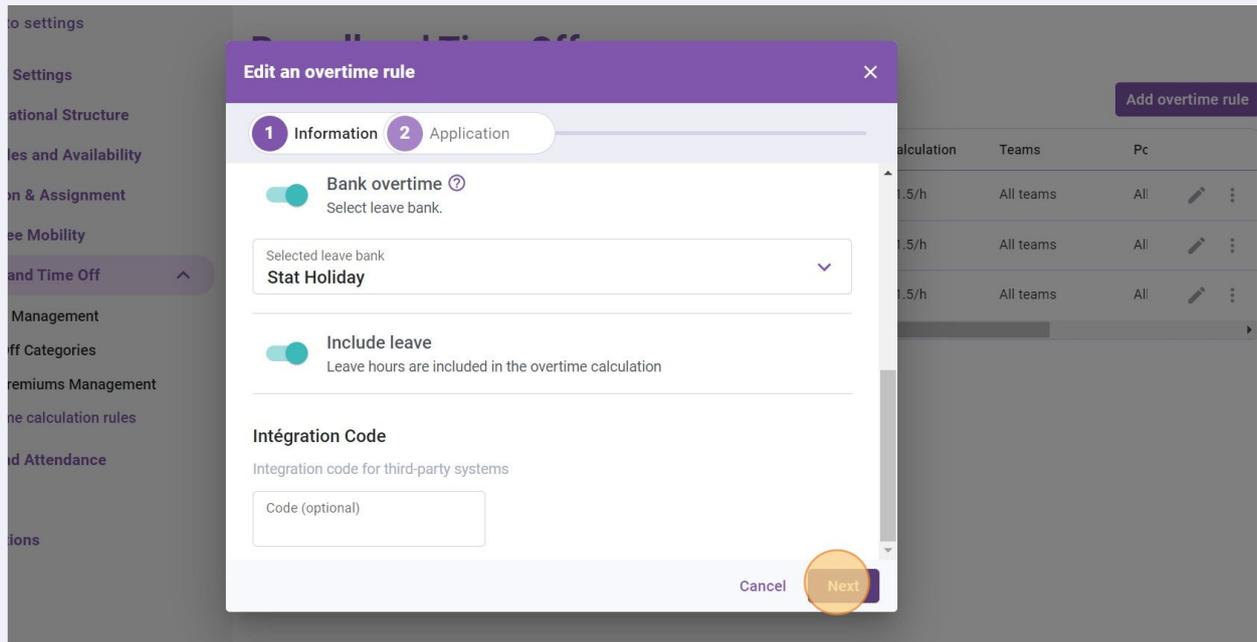
17 Select the overtime bank



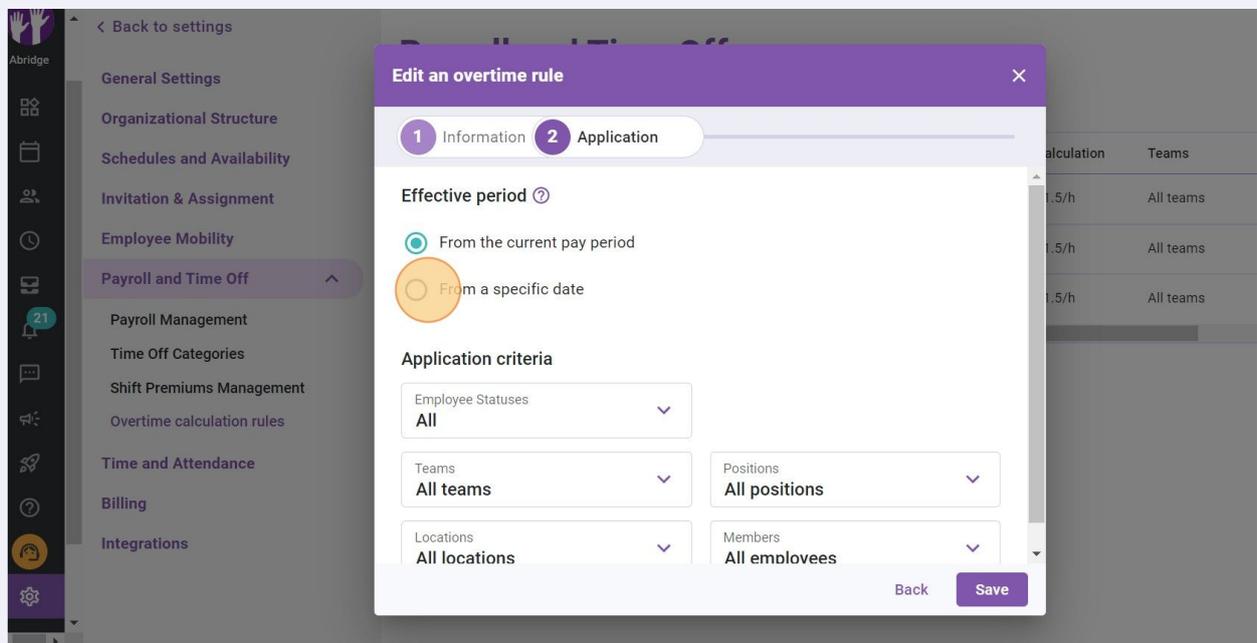
18 Turn on Include leave if required



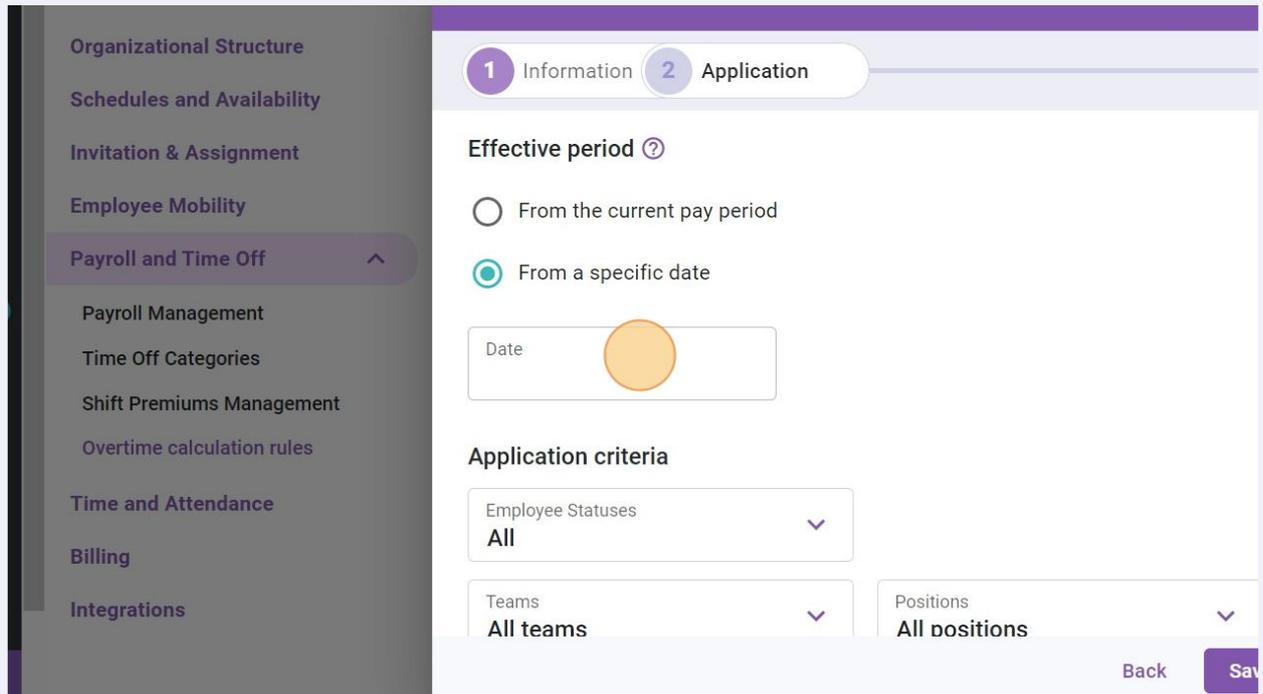
19 Click Next



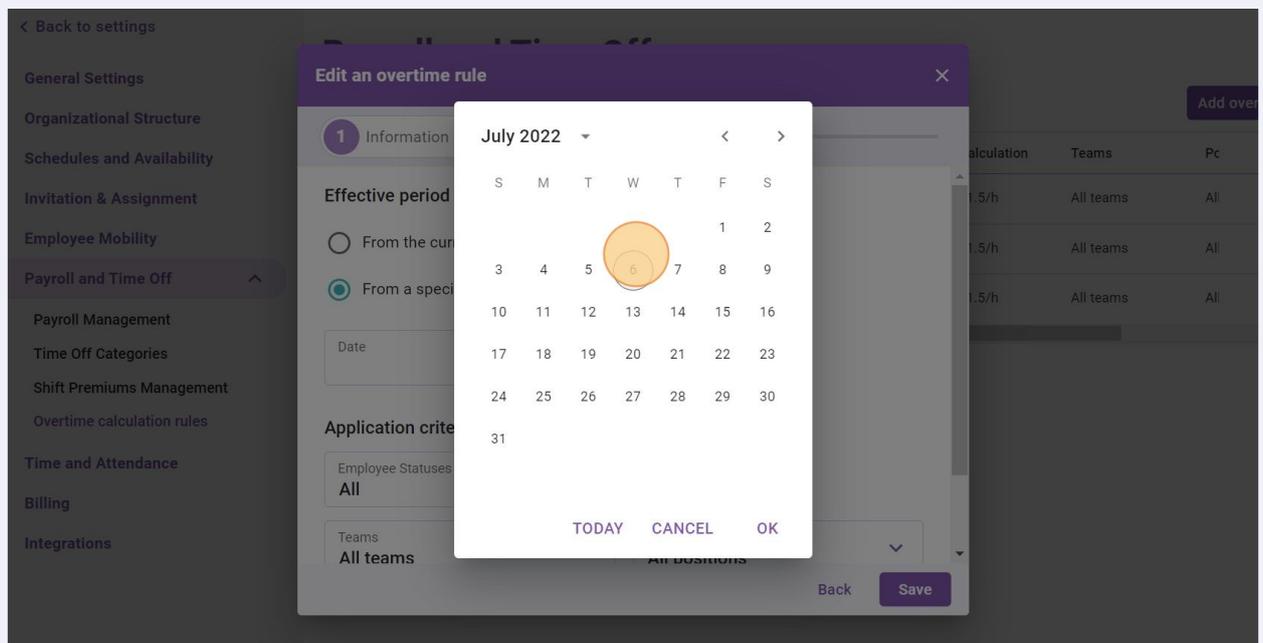
20 Choose the Effective period



21 If you selected From a specific date click Date



22 Select the date of the effective period



23 Fill in the Application criteria

Edit an overtime rule

1 Information 2 Application

From a specific date

Date: 06/07/2022

Application criteria

Employee Statuses: All

Teams: All teams

Positions: All positions

Locations: All locations

Members: All employees

Back Save

24 Click Save

Edit an overtime rule

1 Information 2 Application

From a specific date

Date: 06/07/2022

Application criteria

Employee Statuses: Full-Time, Part-Time

Teams: Clinic

Positions: Nurse

Locations: Location 1

Members: Anne Bonesso +2

Back Save

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Click the three dots at the end of the overtime rule to delete

to settings

Settings

Organizational Structure

Roles and Availability

Person & Assignment

Employee Mobility

Payroll and Time Off

Management

Leave Categories

Leave Certificates Management

Leave calculation rules

Attendance

Actions

Payroll and Time Off

Overtime calculation rules

Add overtime rule

Priority	Rule name	Code	Time frame	More than	Less than	Calculation	Teams	Pc
1	Overtime		Daily	8h	16h	×1.5/h	Clinic	↑ ⋮
2	Daily Overtime		Daily	8h	-	×1.5/h	All teams	✎ ⋮
3	Example 1	001	Weekly	40h	-	×1.5/h	All teams	✎ ⋮

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Click Delete

to settings

Settings

Organizational Structure

Roles and Availability

Person & Assignment

Employee Mobility

Payroll and Time Off

Management

Leave Categories

Leave Certificates Management

Leave calculation rules

Attendance

Actions

Payroll and Time Off

Overtime calculation rules

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2	Daily Overtime		Daily	8h	-	×1.5/h	All teams	✎ ⋮
3	Example 1	001	Weekly	40h	-	×1.5/h	All teams	✎ ⋮

Move down

Delete

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Click Confirm

The screenshot shows a web application interface for managing payroll and time off. A confirmation dialog is displayed over a table of overtime calculation rules. The dialog asks, "Are you sure you want to delete this overtime rule?" and provides "Cancel" and "Confirm" options. A red circle highlights the "Confirm" button.

Payroll and Time Off
Overtime calculation rules

Priority	Rule name	Code	Time frame	More than	Less than	Calculation	Teams	Pc
1	Overtime		Daily	8h	16h	x1.5/h	Clinic	1
2	Daily Ove				-	x1.5/h	All teams	All
3	Example				-	x1.5/h	All teams	All

Confirm action [X]

Are you sure you want to delete this overtime rule?

Cancel **Confirm**