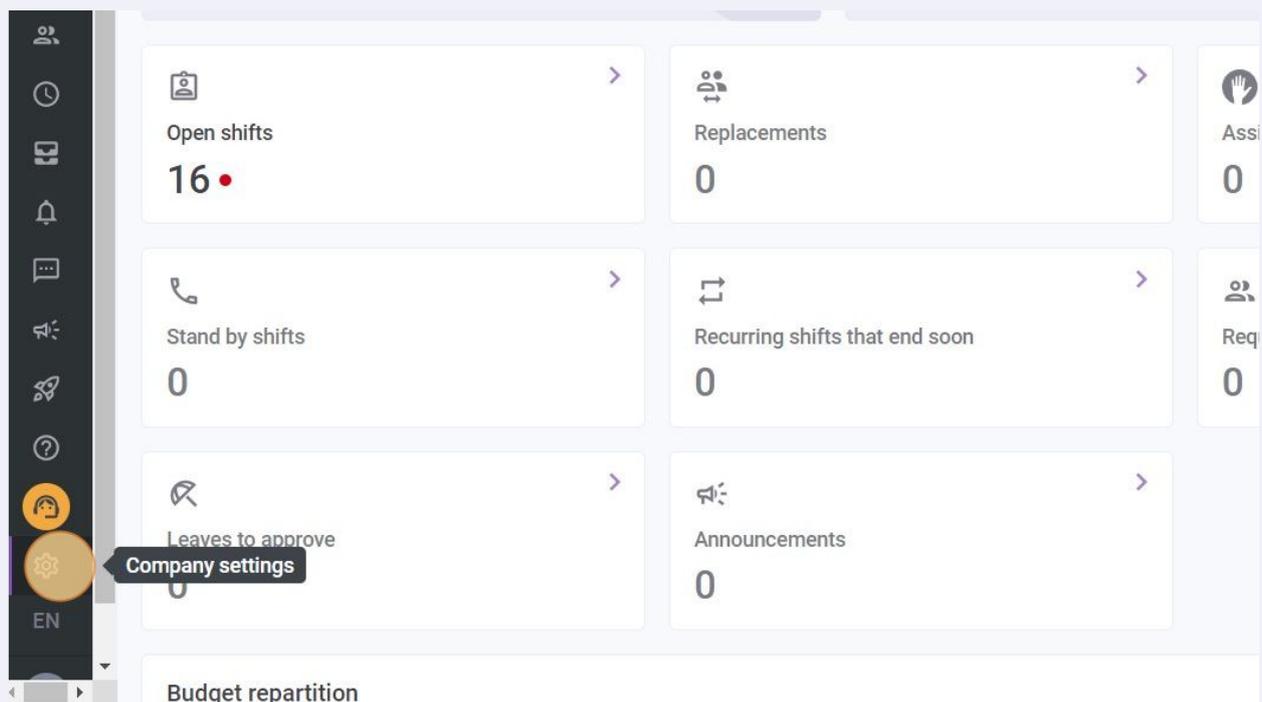


# How to edit the smart clocking adjustment setting



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

2 Click on the Company settings icon.



### 3 Select Time and Attendance.

availability and if those changes be approved by a manager.

by team, position and / or location using custom permissions.

#### Settings

##### Payroll and Time Off

Configure the payroll periods, manage your leave types, overtime rules and shift schedules.



##### Time and Attendance

Configure timesheets, approve timesheets, set reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions and define validation rules for clocking entries.

#### Time Management

### 4 Go into the Time Entries Settings section.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a vertical list of menu items: Schedules and Availability, Invitation & Assignment, Employee Mobility, Payroll and Time Off, Time and Attendance (highlighted in purple), Time Clock Management, Time Entries Settings (highlighted with an orange circle), Timesheet Approvals, Billing, and Integrations. The main content area has a heading 'The time clock validates your employees presence for their shifts. It also automatically...' followed by two sections: 'Web Time Clock' and 'Mobile Time Clock'. Each section has a toggle switch and a label 'Enable [web/mobile] time clock' with a brief description below it.

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance

Time Clock Management

Time Entries Settings

Timesheet Approvals

Billing

Integrations

The time clock validates your employees presence for their shifts. It also automatically

#### Web Time Clock

Enable web time clock  
Allows employees to clock in on a computer or tablet by entering their phone number.

#### Mobile Time Clock

Enable mobile time clock  
Allows employees to clock in from their phones using the Voilà! app.

5

Click on the Automatic Adjustment of clock in and out to activate this setting.

The screenshot shows the 'Time and Attendance' settings page. The left sidebar contains a navigation menu with the following items: Invitation & Assignment, Employee Mobility, Payroll and Time Off, Time and Attendance (highlighted), Time Clock Management, Time Entries Settings, Timesheet Approvals, Billing, and Integrations. The main content area is titled 'Smart clocking adjustment' and includes the following sections:

- Display salary in real time**: A toggle switch is turned off.
- Smart clocking adjustment**: A descriptive paragraph states: "The smart adjustment allows you to round off the hours clocked by your employees v intervention. Only irregular clockings will require manual intervention".
- Automatic Adjustment of clock in and out**: A toggle switch is turned on. Below it, a list of examples is provided:
  - Clocking at 7:58 adjusted to 8:00
  - Clocking at 7:56 adjusted to 8:00
  - Clocking at 8:05 adjusted to 8:00
- Smart Breaks Adjustment**: A toggle switch is turned on. Below it, a descriptive paragraph states: "When the employee clocks in or out his break, the paid time is adju duration if the punch is within this range."

At the bottom of the 'Smart clocking adjustment' section, there is a text input field with the value '2m'.

6

Click on the Smart clocking adjustment bar.

The screenshot shows the 'Time and Attendance' settings page with the 'Smart clocking adjustment' dropdown menu open. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Smart clocking adjustment' section with the following details:

- The 'Automatic Adjustment of clock in and out' toggle is turned on.
- The 'Smart clocking adjustment' dropdown menu is open, displaying a list of options: 1m, 2m, 3m, 4m, 5m (highlighted), 6m, and 7m.
- The text input field below the dropdown now contains the value '5m'.

The 'Smart Breaks Adjustment' section remains visible below, with its toggle turned on.

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Select the desired time for the smart clocking adjustment.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: General Settings, Organizational Structure, Schedules and Availability, Invitation & Assignment, Employee Mobility, Payroll and Time Off, Time and Attendance (highlighted with a purple bar and an upward arrow), Time Clock Management, Time Entries Settings, Timesheet Approvals, Billing, and Integrations. The main content area displays the 'Paid tolerance' settings. At the top, there is a toggle switch that is currently turned off, followed by a lock icon. Below this, the text reads: 'Paid tolerance' and 'The tolerance allows you to pay an additional few of minutes before...'. A second line of text states: 'When enabled, tolerance precedes precedence over rounding and e time entries.' Below the text is a list of time intervals: 1m, 2m, 3m, 4m, 5m, 6m, and 7m. The '3m' option is highlighted with a light grey background and a yellow circle. At the bottom of the list, there is a section labeled 'Smart clocking adjustment' with the value '5m'.