

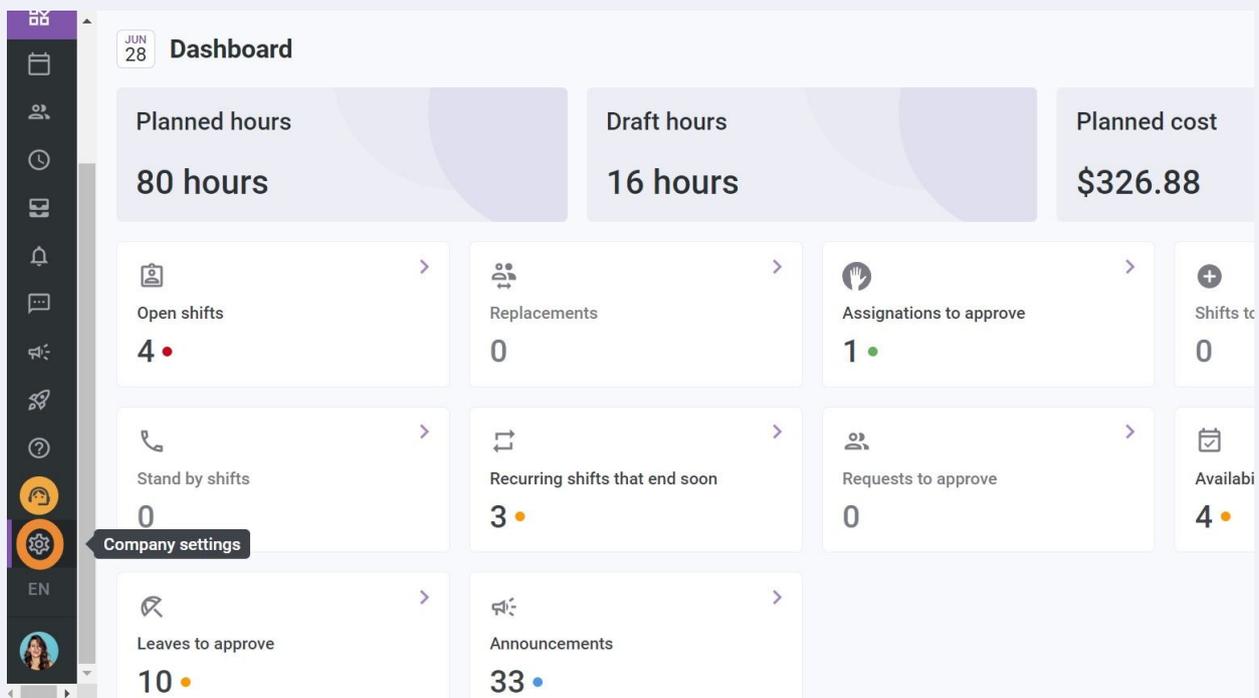
# How to enable timesheet approval reminders?



Learn how to enable timesheet approval reminders with Voilà!

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

2 Click on Company settings



### 3 Click Organizational Structure

#### Settings

##### My Company



##### General Settings

Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.



##### Organizational Structure

Define your company's management levels and the structure of its divisions, teams, positions, locations and sub-locations.



##### Scheduling Settings



##### Schedules and Availability

Define the types of events supported, the week's starting day, work constraints and automated schedule publishing



##### Invitation & Assignment

The following settings apply to the entire company and will be used by default when creating new open shifts or



##### Employee Mobility

Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

### 4 Press Time and Attendance

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General Settings

Organizational Structure ^

Divisions & Teams

Positions Management

Locations Management

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance ←

Billing

Integrations

## Organizational Structure

### Divisions & Teams

> Clinic 41 members

> 001 - Exemple 1 41 members

## 5 Click Timesheet Approvals

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General Settings

Organizational Structure

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

**Time and Attendance** ^

Time Clock Management

Time Entries Settings

**Timesheet Approvals** ←

Billing

Integrations

### Time and Attendance

#### Time Clock Management

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

#### Web Time Clock

**Enable web time clock**  
Allows employees to clock in on a computer or tablet by entering their phone number or PIN Voilà!

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#### Enable web time clock

URL  
https://punch.voila.app

Username  
DemoVideo

Company password  
.....

**Use photo validation**  
Photo validation requires the employee to take a photo when clocking in and out

#### Mobile Time Clock

## 6 Click the Enable approval reminders

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**Time and Attendance** ^

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### Time and Attendance

#### Timesheet Approvals

Timesheet approval reminders ensures that managers have validated their employees' timesheets before payroll processing.

**Enable approval reminders**  
When approval reminders are enabled, managers will be notified if the timesheets for all of their employees haven't been validated.

## 7 Set the frequency of reminders you want

The screenshot shows the 'Time and Attendance' settings page. The left sidebar contains a navigation menu with 'Time and Attendance' selected. The main content area is titled 'Time and Attendance' and 'Timesheet Approvals'. It includes a toggle for 'Enable approval reminders' which is turned on. Below this, the 'Reminders Frequency' section has two radio buttons: 'Every week' and 'Every 2 weeks', with an orange arrow pointing to the 'Every 2 weeks' option. The 'Reminders Schedule' section has a 'Day' dropdown menu set to 'Sunday' and a 'Time' field set to '12:00'. The 'Second reminder' section is partially visible at the bottom.

## 8 Click the Day drop-down menu

The screenshot shows the 'Time and Attendance' settings page, focusing on the 'Reminders Schedule' section. The 'Reminders Frequency' section now has 'Every week' selected. The 'Reminders Schedule' section has a 'Day' dropdown menu with 'Sunday' selected, and an orange circle highlights the dropdown arrow. The 'Time' field is set to '12:00'. The 'Second reminder' section is fully visible, showing a toggle for 'Second reminder' which is turned on, and a text input field for 'Delay between reminders (hours)' with the value '24'. The 'Notifications mode' section is also visible, with 'Email' selected and 'Push' unselected.

## 9 Select the desired day for reminders

Reminders Frequency ?

Every week  Every 2 weeks

Reminders Schedule

Day **Sunday** Time 12:00

- Sunday
- Monday**
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Notifications mode

No notification is sent to managers when their employees\* timesheets are already validated. A manager must have activated push notifications on their phone if this option is chosen.

Push  Email

## 10 Press the Time menu

Reminders Frequency ?

Every week  Every 2 weeks

Reminders Schedule

Day **Monday** Time 12:00

Second reminder

**Second reminder**  
A second reminder can be set. This is only sent to managers whose timesheets have not all been validated following the previous notification.

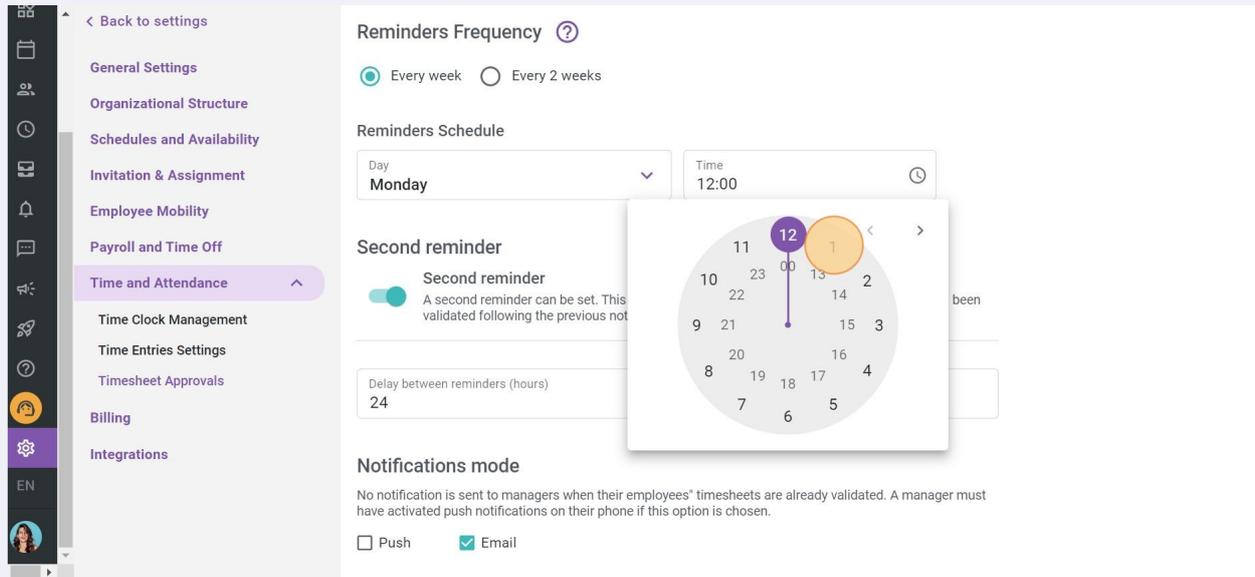
Delay between reminders (hours)  
24

Notifications mode

No notification is sent to managers when their employees\* timesheets are already validated. A manager must have activated push notifications on their phone if this option is chosen.

Push  Email

## 11 Select the desired time for reminders

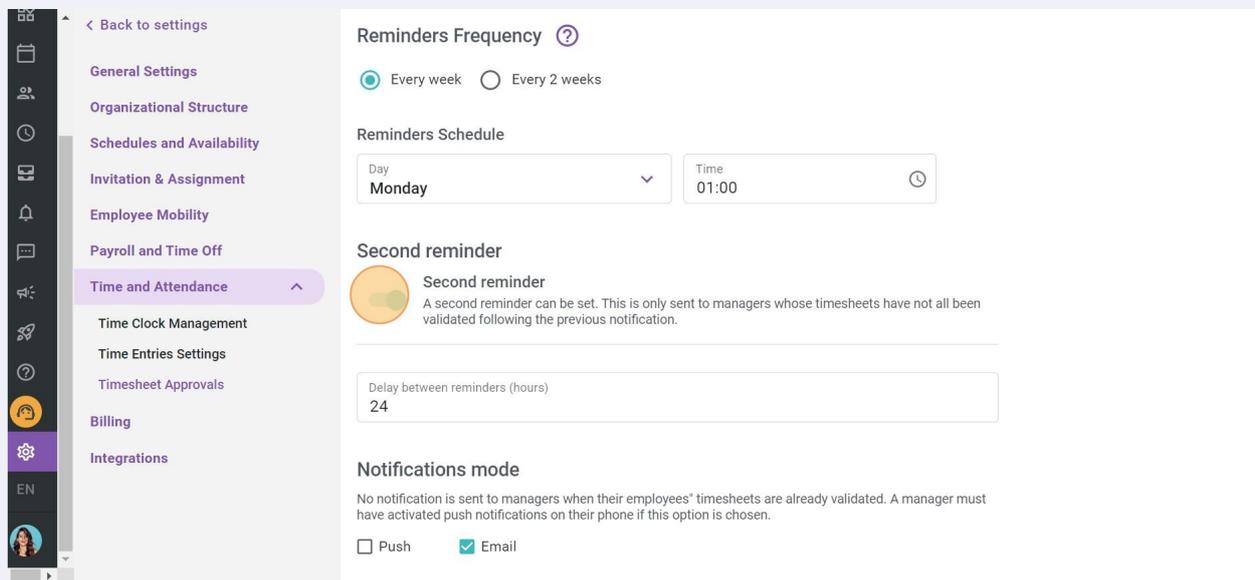


The screenshot shows the 'Reminders Frequency' settings page. The left sidebar contains a navigation menu with 'Time and Attendance' selected. The main content area includes the following sections:

- Reminders Frequency**: Radio buttons for 'Every week' (selected) and 'Every 2 weeks'.
- Reminders Schedule**: A dropdown menu for 'Day' set to 'Monday' and a 'Time' field set to '12:00'.
- Second reminder**: A toggle switch for 'Second reminder' is turned on. Below it, a text box explains: 'A second reminder can be set. This validated following the previous not... been'. A 'Delay between reminders (hours)' field is set to '24'.
- Notifications mode**: A text box explains: 'No notification is sent to managers when their employees\* timesheets are already validated. A manager must have activated push notifications on their phone if this option is chosen.' Below are checkboxes for 'Push' (unchecked) and 'Email' (checked).

A circular time picker overlay is positioned over the 'Time' field, showing a clock face with the hour hand pointing to 12 and the minute hand pointing to 00. The number '12' is highlighted in purple, and the number '1' is highlighted in orange.

## 12 Click Second Reminder to set up a second reminder if necessary



The screenshot shows the 'Reminders Frequency' settings page, similar to the previous one, but with the 'Second reminder' section highlighted by a yellow circle. The 'Time' field is now set to '01:00'. The 'Second reminder' section includes a yellow circle icon, the text 'Second reminder', and a description: 'A second reminder can be set. This is only sent to managers whose timesheets have not all been validated following the previous notification.' The 'Delay between reminders (hours)' field remains set to '24'. The 'Notifications mode' section is also visible, with 'Email' checked.

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Specify the desired number of hours between the two reminders

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Payroll and Time Off

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### Reminders Frequency ?

Every week  Every 2 weeks

#### Reminders Schedule

Day **Monday**

Time **01:00**

#### Second reminder

**Second reminder**  
A second reminder can be set. This is only sent to managers whose timesheets have not all been validated following the previous notification.

Delay between reminders (hours)  
**24**

#### Notifications mode

No notification is sent to managers when their employees' timesheets are already validated. A manager must have activated push notifications on their phone if this option is chosen.

Push  Email

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Select the notification type Push and/or Email

Every week  Every 2 weeks

#### Reminders Schedule

Day **Monday**

Time **01:00**

#### Second reminder

**Second reminder**  
A second reminder can be set. This is only sent to managers whose timesheets have not all been validated following the previous notification.

Delay between reminders (hours)  
**24**

#### Notifications mode

No notification is sent to managers when their employees' timesheets are already validated. A manager must have activated push notifications on their phone if this option is chosen.

Push  Email