

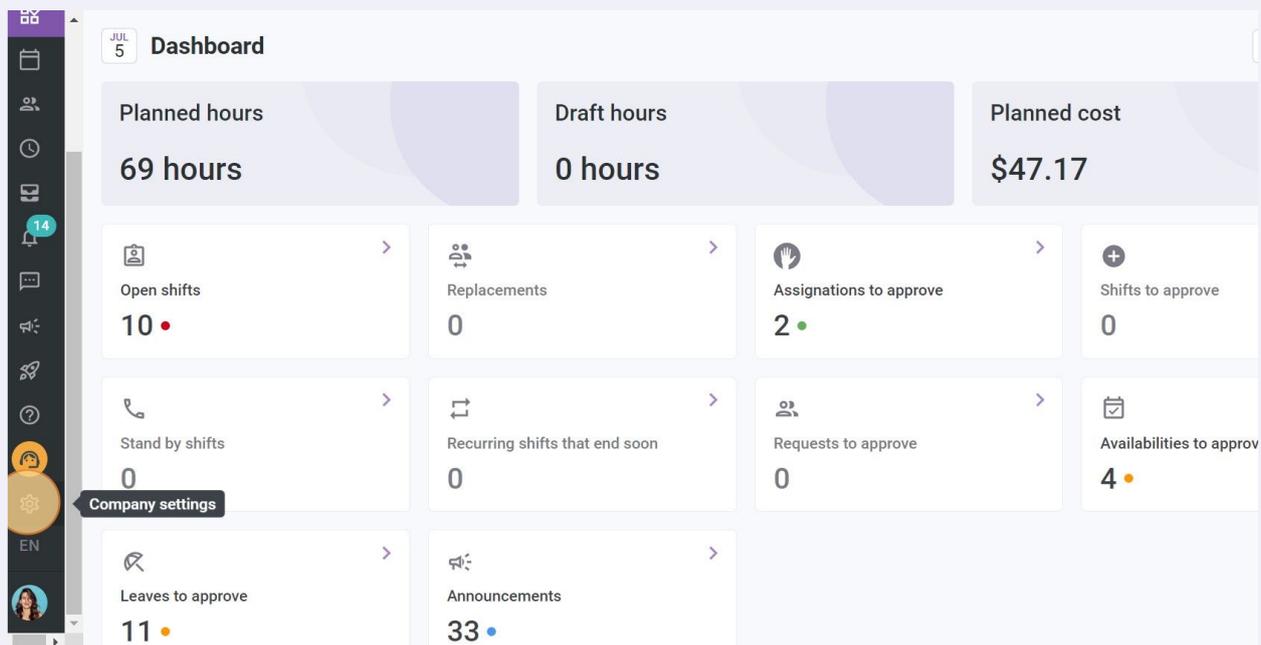
How to give manager the option to Add Spontaneous premiums?



Learn how to give manager the option to Add Spontaneous premiums with Voilà!

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

2 Click Company settings



3 Click Payroll and Time Off

The screenshot shows a dashboard with a left-hand navigation menu and several settings cards. The navigation menu includes icons for home, calendar, clock, mail, chat, and a profile picture. The main content area features three cards: 'Schedules and Availability', 'Invitation & Assignment', and 'Employee Mobility'. Below these is a 'Payroll Settings' section with two cards: 'Payroll and Time Off' (highlighted with an orange circle) and 'Time and Attendance'. At the bottom is an 'Account Management' section with two empty input fields.

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.

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

4 Click Shift Premiums Management

The screenshot shows the 'Payroll and Time Off' settings page. The left-hand navigation menu is expanded, and 'Shift Premiums Management' is highlighted with an orange arrow. The main content area is titled 'Payroll and Time Off Payroll Management' and contains the following settings:

Pay period
The following settings apply to the entire company.
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**

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Activate Add spontaneous premiums

The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items:

- Schedules and Availability
- Invitation & Assignment
- Employee Mobility
- Payroll and Time Off** (highlighted with a purple bar and an upward arrow)
- Payroll Management
- Time Off Categories
- Shift Premiums Management
- Overtime calculation rules
- Time and Attendance
- Billing
- Integrations

The main content area features a table with the following data:

Name	Code	Formula	Teams
Night		x1.04/h	All teams
night		+\$0.85/h	Emergency
Example 1	001	x1.5/h	All teams

Below the table, there is a **Settings** section with a toggle switch and the following text:

Add spontaneous premiums
A manager can create a spontaneous shift premium when creating a shift