How to lock timesheets?

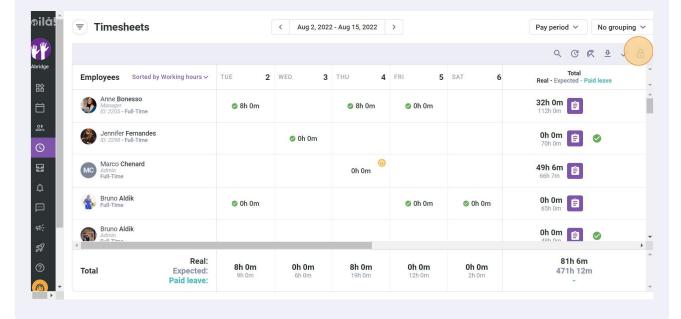Learn how to lock timesheets with Voilà!

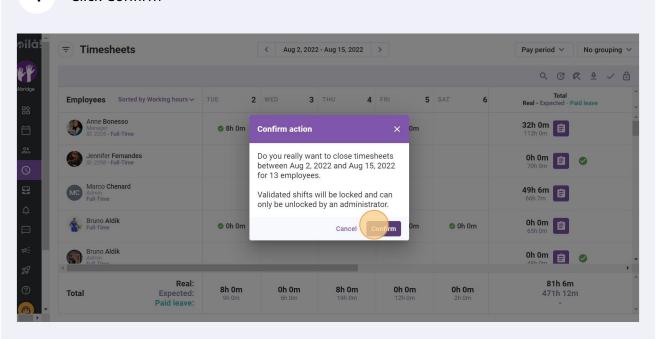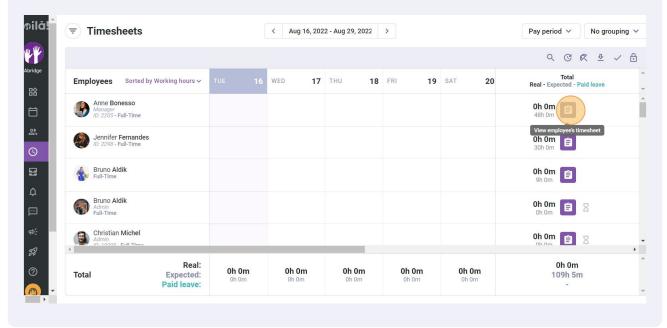**1** Navigate to https://console.voila.app/en

2 Click Timesheets

3 To lock all employee's timesheets at the same time, click on the Lock timesheets icon located on the right in the toolbar

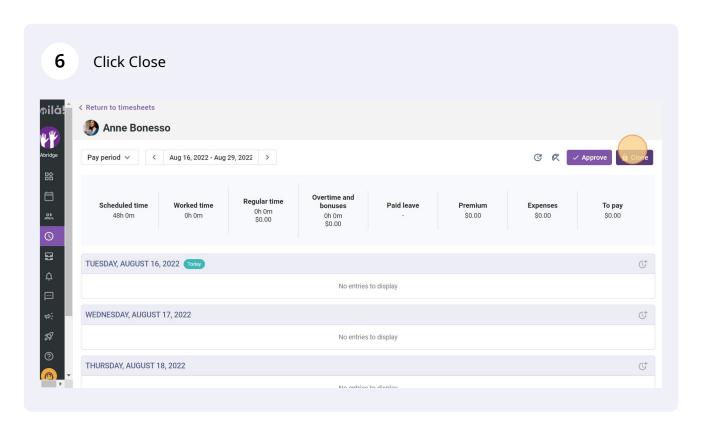**4** Click Confirm

5 To lock one timesheet at the time, click the View employee's timesheet icon located at the far right of the employee

6 Click Close

7   Click Confirm

< Return to timesheets

👷 **Bruno Aldik**

| Pay period ⌄ | < | Jul 5, 2022 - Jul 18, 2022 | > | | ⟳ 🗝 🔒 Close |

✅ Timesheet from Jul 5, 2022 to Jul 18, 2022 approv...

Confirm action   ✕

Do you really want to close this timesheet?

Once closed the timesheet will be locked and can only be unlocked by an administrator.

Cancel   **Confirm**

	Scheduled time	Worked time	Regular t...		Premium	Expenses	To pay
	74h 15m	40h 0m	32h 0m $464.0...		$309.14	$0.00	$889.14

🗝 **Vacation** - Jul 6, 2022 - Jul 6, 2022 - Je veux aller

🗝 **Stat Holiday** - Jul 17, 2022 - Jul 17, 2022 - **4 hours**

TUESDAY, JULY 5, 2022

Shifts	Scheduled	Punched	Worked time	To pay	Status	
▌Nurse - Restaurant 3	9:00 - 16:00	9:00 - 16:00	7h 0m	$101.50	✅ Validated by Diane Smith on Jul 13, 2022	⋮

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