

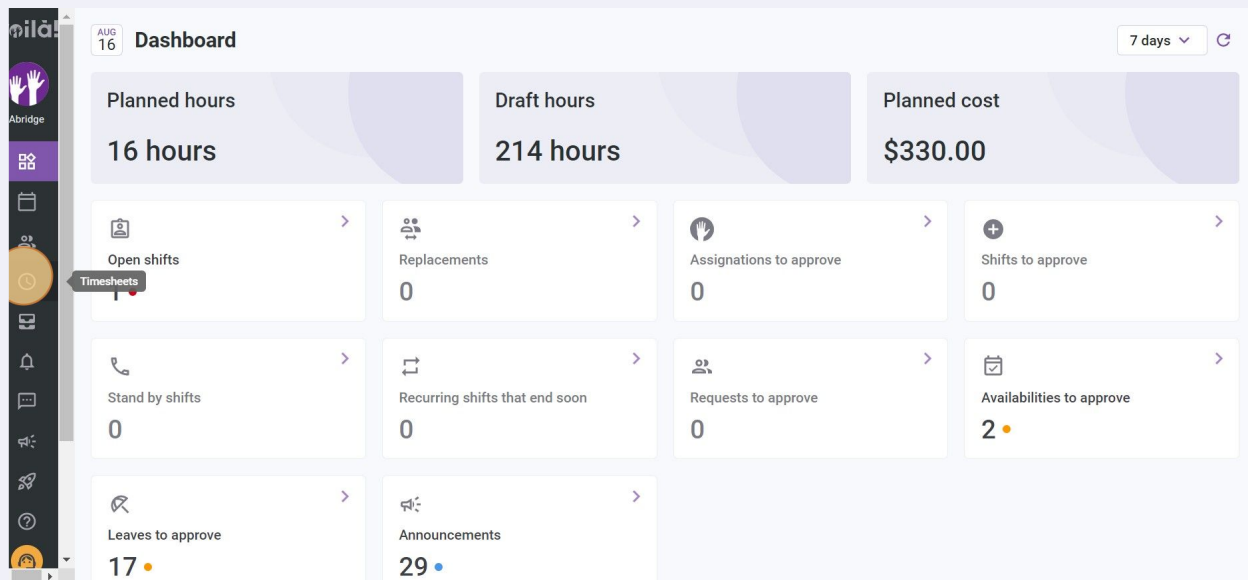
How to lock timesheets?



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

Aug 2, 2022 - Aug 15, 2022

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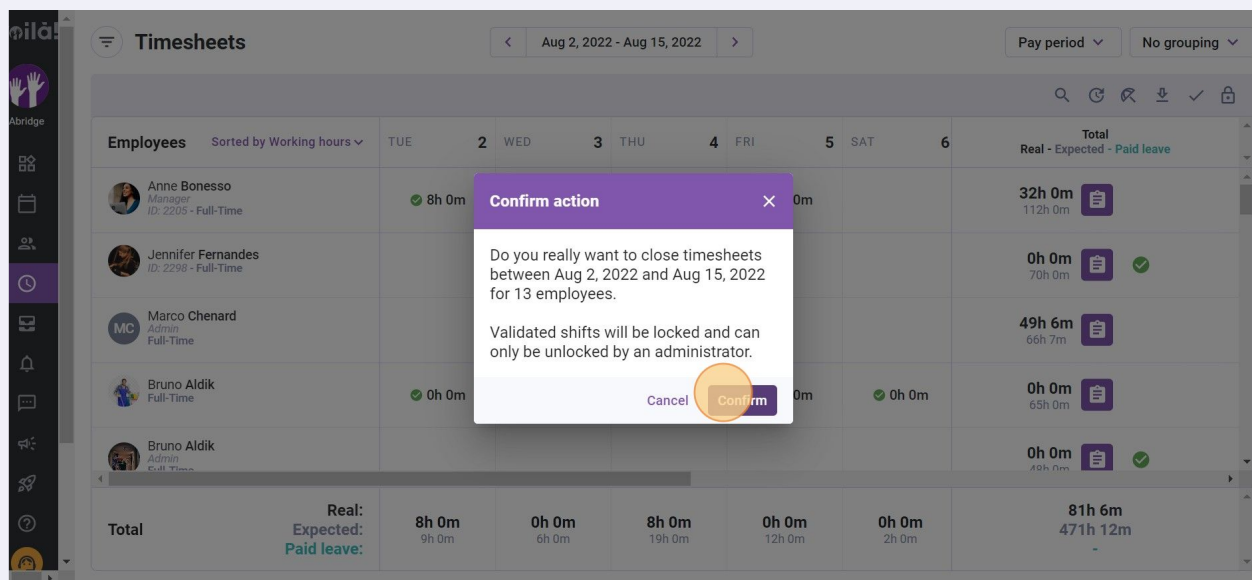
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Aug 2, 20

4

Click Confirm



The screenshot shows the same 'Timesheets' interface as before, but with a 'Confirm action' dialog box open. The dialog box contains the following text:

Confirm action

Do you really want to close timesheets between Aug 2, 2022 and Aug 15, 2022 for 13 employees.

Validated shifts will be locked and can only be unlocked by an administrator.

Buttons: Cancel, Confirm

The 'Confirm' button is highlighted with an orange circle.

5

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

Timesheets < Aug 16, 2022 - Aug 29, 2022 > Pay period No grouping

Search, Refresh, Print, Download, Check, Lock

Employees	Sorted by Working hours	TUE 16	WED 17	THU 18	FRI 19	SAT 20	Total
Anne Bonesso Manager ID: 2205 - Full-Time							0h 0m 48h 0m
Jennifer Fernandes ID: 2298 - Full-Time							0h 0m 30h 0m
Bruno Aldik Full-Time							0h 0m 9h 0m
Bruno Aldik Admin Full-Time							0h 0m 0h 0m
Christian Michel Admin ID: 1005 - Full-Time							0h 0m 0h 0m
Total	Real: Expected: Paid leave:	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 109h 5m

6

Click Close

[Return to timesheets](#)

Anne Bonesso

Pay period < Aug 16, 2022 - Aug 29, 2022 > Refresh ✓ Approve 🔒 Close

Scheduled time	Worked time	Regular time	Overtime and bonuses	Paid leave	Premium	Expenses	To pay
48h 0m	0h 0m	0h 0m \$0.00	0h 0m \$0.00	-	\$0.00	\$0.00	\$0.00

TUESDAY, AUGUST 16, 2022 Today 🕒

No entries to display

WEDNESDAY, AUGUST 17, 2022 🕒

No entries to display

THURSDAY, AUGUST 18, 2022 🕒

No entries to display

7

Click Confirm

The screenshot shows a user interface for managing timesheets. At the top, there's a header with a back arrow and the text "Return to timesheets". Below this, the user's name "Bruno Aldik" is displayed. A "Pay period" dropdown is set to "Jul 5, 2022 - Jul 18, 2022". A green banner indicates "Timesheet from Jul 5, 2022 to Jul 18, 2022 approved".

A modal dialog titled "Confirm action" is open in the center. It contains the text: "Do you really want to close this timesheet?" and "Once closed the timesheet will be locked and can only be unlocked by an administrator." At the bottom of the dialog are "Cancel" and "Confirm" buttons. The "Confirm" button is highlighted with an orange circle.

The background interface shows a summary table with columns: Scheduled time (74h 15m), Worked time (40h 0m), Regular time (32h 0m, \$464.00), Premium (\$309.14), Expenses (\$0.00), and To pay (\$889.14). Below this, there are entries for "Vacation - Jul 6, 2022 - Jul 6, 2022 - Je veux aller" and "Stat Holiday - Jul 17, 2022 - Jul 17, 2022 - 4 hours".

At the bottom, a section for "TUESDAY, JULY 5, 2022" shows a table of shifts. The table has columns: Shifts, Scheduled, Punched, Worked time, To pay, and Status. One shift is listed: "Nurse - Restaurant 3" with a scheduled time of 9:00 - 16:00, punched time of 9:00 - 16:00, worked time of 7h 0m, to pay of \$101.50, and a status of "Validated by Diane Smith on Jul 13, 2022".