

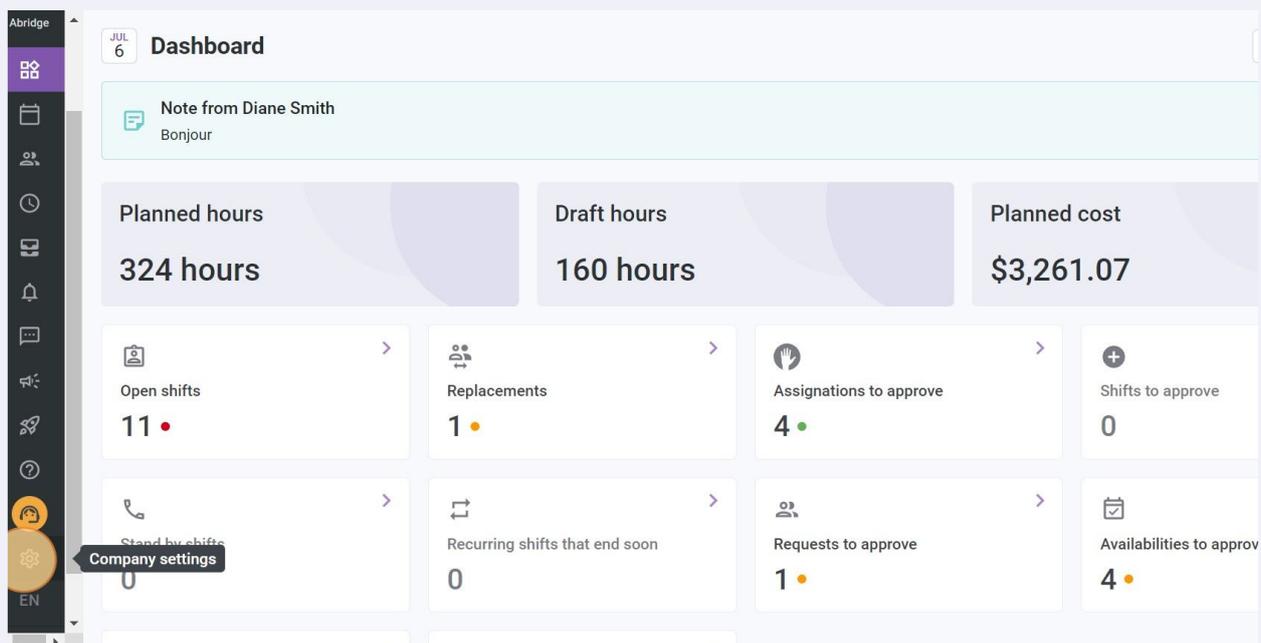
How to move up/down overtime according to priority?



Learn how to move up or move down overtime according to priority with Voilà!

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

2 Click Company settings



3 Select Payroll and Time off

The screenshot shows the Abridge settings dashboard. On the left is a vertical navigation menu with icons for various settings. The main content area is divided into several sections:

- 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:** (Partially visible)

4 Click Overtime calculation rules

The screenshot shows the 'Payroll and Time Off' settings page. The left navigation menu is expanded, and 'Overtime calculation rules' is highlighted with an orange arrow. The main content area is titled 'Payroll and Time Off Payroll Management' and contains the following information:

- Pay period:**
 - Frequency: **Biweekly**
 - Start date of the first pay period for your business: **12/05/2020**
 - * Any pay period prior to this date will not be accessible in the timesheet
 - Current pay period is from Jul 5, 2022 to Jul 18, 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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Click on the three dots located at the end of the overtime you want to move down

Payroll and Time Off

Overtime calculation rules

[Add overtime rule](#)

Priority	Rule name	Code	Time frame	More than	Less than	Calculation	Teams	Pc
1	Example 1	001	Weekly	40h	-	×1.5/h	All teams	All 
2	Exemple 2		Daily	8h	-	\$0.00	All teams	All  

6

Click Move down

Payroll and Time Off

Overtime calculation rules

[Add overtime rule](#)

Priority	Rule name	Code	Time frame	More than	Less than	Calculation	Teams	Pc
1	Example 1	001	Weekly	40h	-	×1.5/h	All teams	All 
2	Exemple 2		Daily	8h	-	\$0.00	All teams	All  

Move down

Delete

7

Click on the three dots located at the end of the overtime you want to move up

Payroll and Time Off

Overtime calculation rules Add overtime rule

Priority	Rule name	Code	Time frame	More than	Less than	Calculation	Teams	Pc
1	Exemple 2		Daily	8h	-	\$0.00	All teams	All  
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Click Move up

to settings

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Payroll and Time Off

Overtime calculation rules Add overtime rule

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