

How to recalculate timesheets?

Learn how to recalculate timesheets with Voilà!

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

2 Click Timesheets

The screenshot shows the Voilà! dashboard interface. At the top, it displays 'AUG 9 Dashboard'. Below this, there are three summary cards: 'Planned hours' (0 hours), 'Draft hours' (88 hours), and 'Planned cost' (\$0.00). The dashboard is divided into several sections with expandable cards:

- Open shifts:** 0
- Stand by shifts:** 0
- Leaves to approve:** 17
- Replacements:** 0
- Recurring shifts that end soon:** 0
- Announcements:** 29
- Assignations to approve:** 0
- Requests to approve:** 0
- Shifts to approve:** 0
- Availabilities to approve:** 2

At the bottom, there is a 'Budget repartition' bar chart. The y-axis represents cost from \$0.00 to \$400.00. The x-axis shows dates from Tue 09 Aug to Sun 14 Aug. A purple bar indicates the 'Total workforce cost' starting on Sun 14 Aug and reaching approximately \$350.00.

3

Use the date and arrows at the top of the screen to navigate from one week to the next

The screenshot shows the 'Timesheets' interface for the week of July 17, 2022, to July 23, 2022. At the top, there is a date selector with arrows and a highlighted date 'Jul 17, 2022 - Jul 23, 2022'. Below the date selector, the interface displays a grid of employee timesheets. The columns represent days of the week (DIM, LUN, MAR, MER, JEU, VEN, SAM) and the rows represent individual employees. Each cell in the grid shows the employee's name, their working hours for that day, and a status icon (green for on-time, red for late, blue for absent). The total hours for each employee and the overall total for the week are shown in the bottom right corner.

Employees	DIM.	17	LUN.	18	MAR.	19	MER.	20	JEU.	21	VEN.	22	SAM.	23	Total
Acne Bonesso			7h 0m	8h 0m		8h 30m		8h 0m		8h 0m	8h 0m	2h 0m			39h 30m
Sarah Couture		0h 0m	0h 0m												0h 0m
Martin Carr				4h 0m		3h 45m		1h 45m							0h 0m
Bruno Aldik		0h 0m													0h 0m
Claudia Hamilton			0h 0m												0h 0m
Bruno Aldik				0h 45m		3h 45m				1h 0m					0h 0m
Christine Rashford															0h 0m
Elon Tusk															0h 0m
Émilie Lockhead															0h 0m
Filippo Bolleau				4h 0m								0h 45m			0h 0m
Isabelle Lemieux															0h 0m
Total		0h 0m	7h 0m	8h 0m	8h 30m	8h 0m	8h 0m	8h 0m	8h 0m	2h 0m					41h 30m

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Click Recalculate timesheet icon located at the top right of the timesheet

This screenshot is identical to the previous one, showing the 'Timesheets' interface for the week of July 17, 2022, to July 23, 2022. A red circle highlights the 'Recalculate' icon (a circular arrow) located at the top right of the timesheet grid.

