

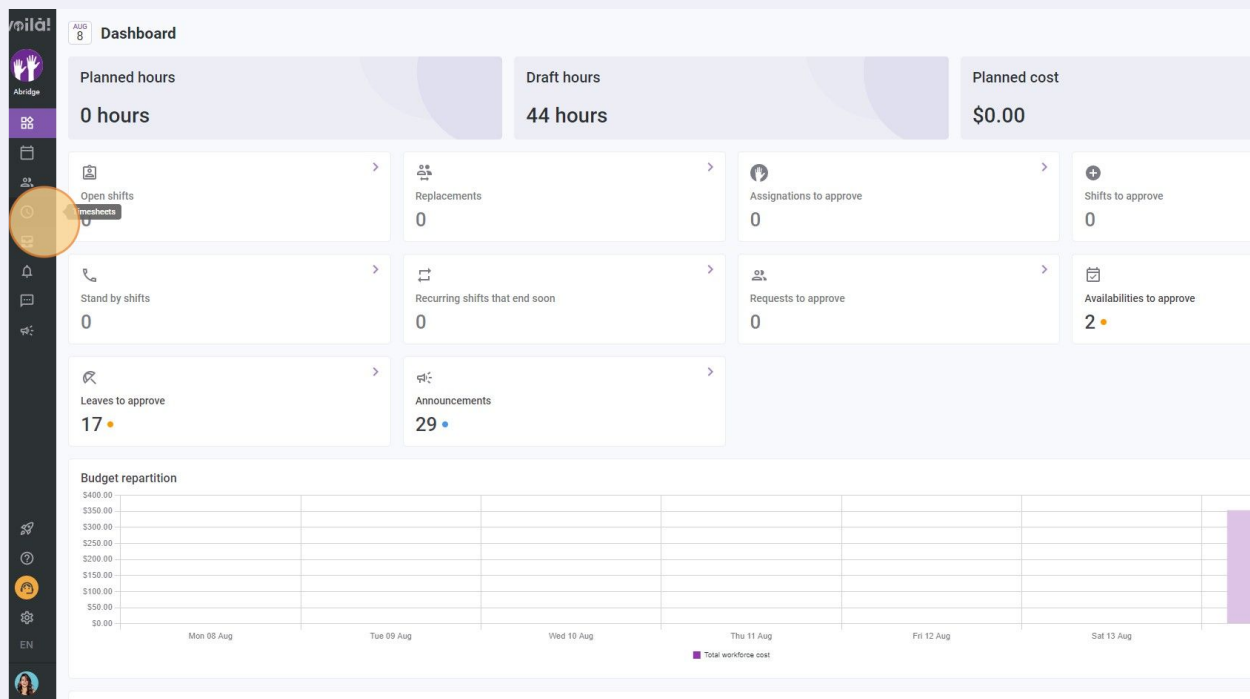
# How to sort employees on your timesheets?



Learn how to sort employees on your timesheets with Voilà!

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

2 Select Timesheets



3

Select the drop down menu located at the top of the employee column

**Timesheets** Aug 2, 2022 - Aug 15, 2022 Pay

Employees	Sorted by Employee code	1	2	3	4	5	6	7	8	9	10	11	Real
Anthony Michaud Full-Time													0h 0m
Bruno Aldik Full-Time		1h 0m				1h 0m		1h 0m					0h 3h
Bruno Aldik Admin Full-Time													0h 0m
David Gauthier Supervisor Full-Time													0h 0m
Diane Smith Admin Full-Time				1h 0m		1h 0m		1h 0m					0h 3h
Filippo Boileau Full-Time			8h 0m										0h 8h
Jennifer Tremblay Full-Time													0h 0m
Julia Little Full-Time													0h 0m
Justin Pasternak Seasonal													0h 0m
Karl Hall Full-Time													0h 0m
<b>Total</b>	<b>Real:</b> <b>Expected:</b> <b>Paid leave:</b>	<b>8h 0m</b> 8h 0m	<b>4h 0m</b> 4h 0m	<b>8h 0m</b> 19h 0m	<b>8h 0m</b> 12h 0m	<b>0h 0m</b> 2h 0m	<b>0h 0m</b> 0h 0m	<b>0h 0m</b> 0h 0m	<b>0h 0m</b> 0h 0m	<b>0h 0m</b> 0h 0m	<b>0h 0m</b> 0h 0m	<b>0h 0m</b> 0h 0m	<b>0h 0m</b> 0h 0m

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Select the sorting method of your choice

**Timesheets** Aug 2, 2022 - Aug 15, 2022 Pay

Employees	Sorted by Employee code	1	2	3	4	5	6	7	8	9	10	11	Real
Anthony Michaud Full-Time	First name												0h 0m
Bruno Aldik Full-Time	Last name		1h 0m										0h 3h
Bruno Aldik Admin Full-Time	Seniority												0h 0m
David Gauthier Supervisor Full-Time	Working hours												0h 0m
Diane Smith Admin Full-Time	Score												0h 0m
Filippo Boileau Full-Time	Employee code												0h 0m
Jennifer Tremblay Full-Time	Employment type												0h 0m
Justin Pasternak Seasonal	Cost												0h 0m
Julia Little Full-Time	Personalized												0h 0m