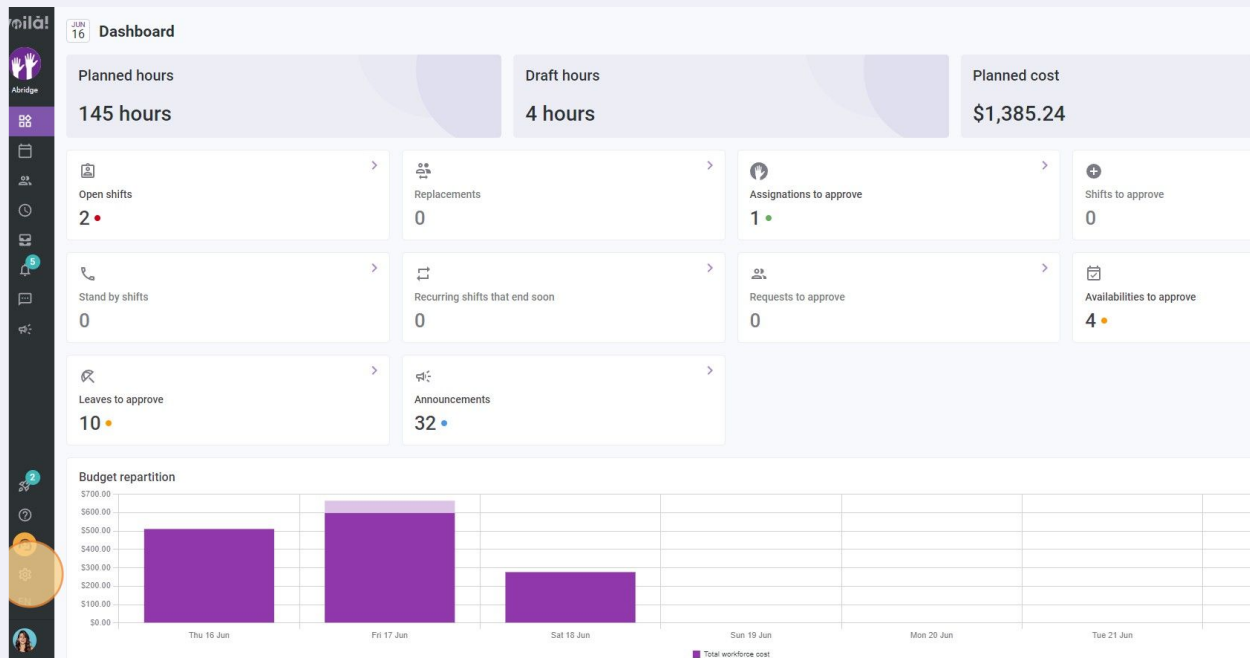


# How to turn on/off employees creating shifts

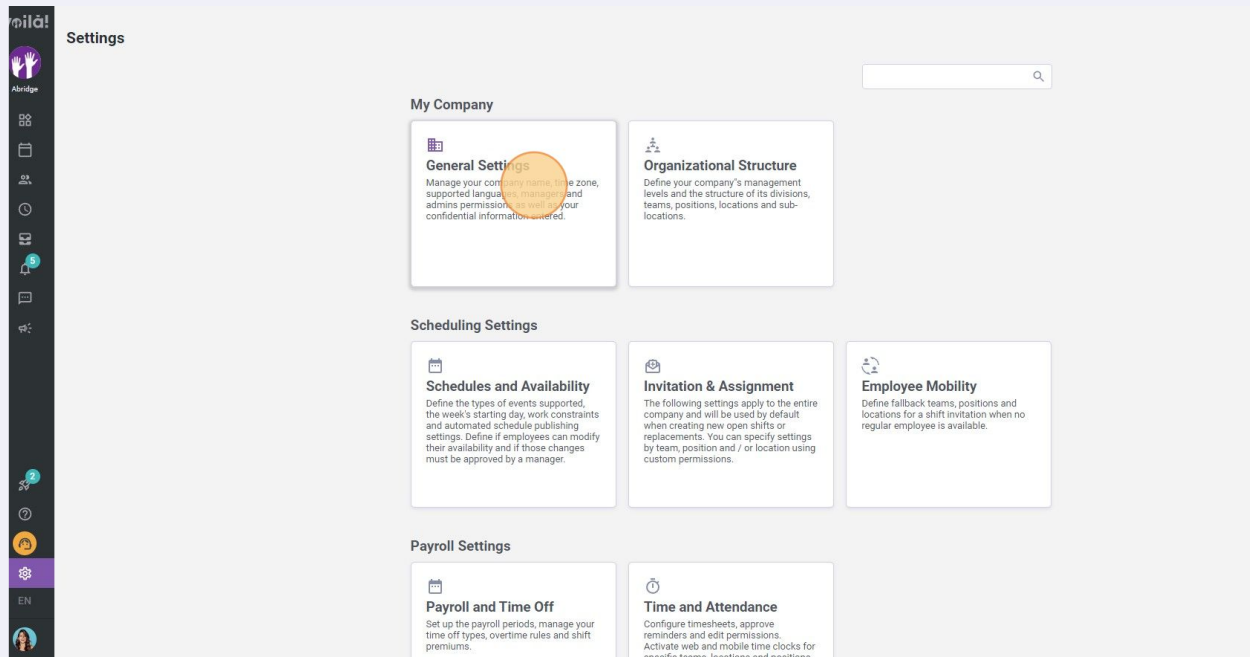


1 Navigate to the Voilà! web console <https://console.voila.app/en>

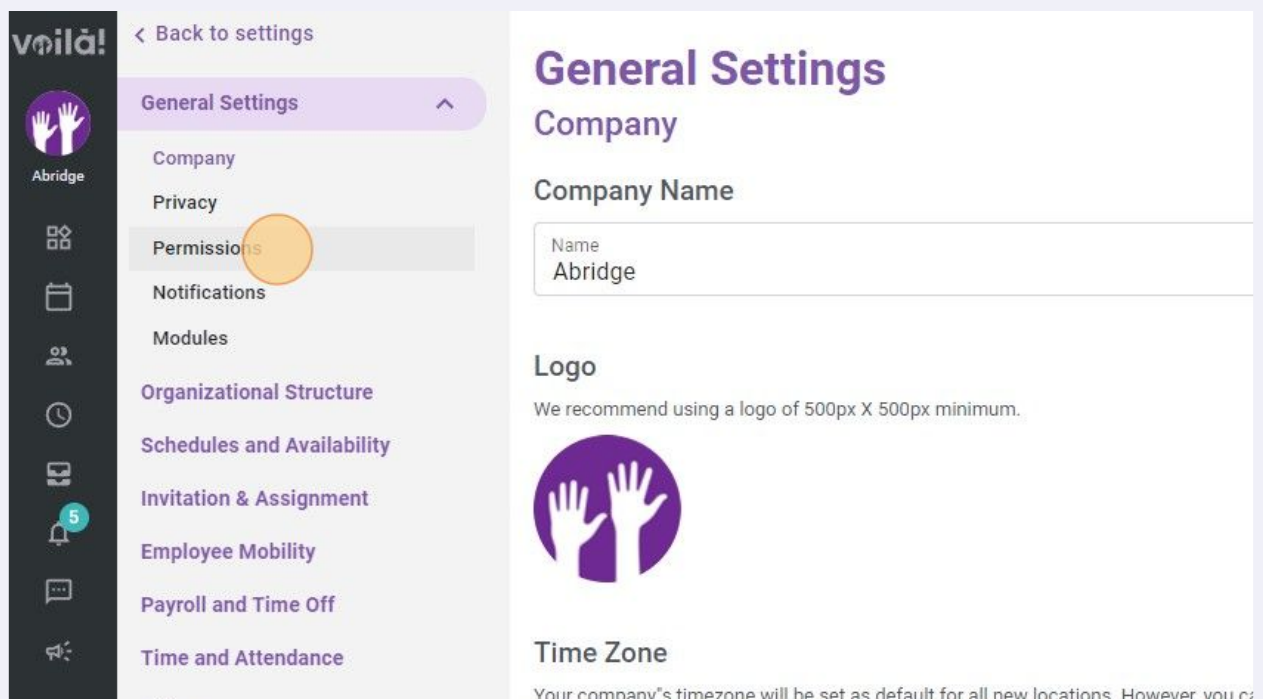
2 Click on the Company Settings icon.



### 3 Select General Settings



### 4 Go into the Permissions section.



5

Click the Employees can create shifts to turn the option on/off.

The screenshot displays the Workday administrative interface. On the left is a dark sidebar with navigation icons and labels: Organizational Structure, Schedules and Availability, Invitation & Assignment (highlighted with a blue circle and the number 5), Employee Mobility, Payroll and Time Off, Time and Attendance, Billing, and Integrations. The main content area is divided into sections. The 'Time and Attendance' section is active, showing a toggle switch for 'Employees can create shifts' which is currently turned off. Below this is a section for 'Shift Creation' with a toggle switch for 'Approval Required for Created Shifts' which is also turned off. At the bottom is a 'Clocking' section with a toggle switch for 'Employees can clock in without having scheduled shift' which is turned off. Each toggle switch is accompanied by a lock icon and a descriptive text box.

**Organizational Structure**

**Schedules and Availability**

**Invitation & Assignment**

**Employee Mobility**

**Payroll and Time Off**

**Time and Attendance**

**Billing**

**Integrations**

All employees can create their own time entry. Managers can always approve time entry. An employee can't create a time entry for a colleague.

**Approval Required for Created time entry**

A manager must approve each time entry created by an employee.

**Shift Creation**

**Employees can create shifts**

All employees can create their own shifts. Managers can always edit shifts. An employee can't create a shift for a colleague.

**Approval Required for Created Shifts**

A manager must approve each shift created by an employee.

**Clocking**

**Employees can clock in without having scheduled shift**

If active, your employees will be able to clock in even if they don't have a scheduled shift.