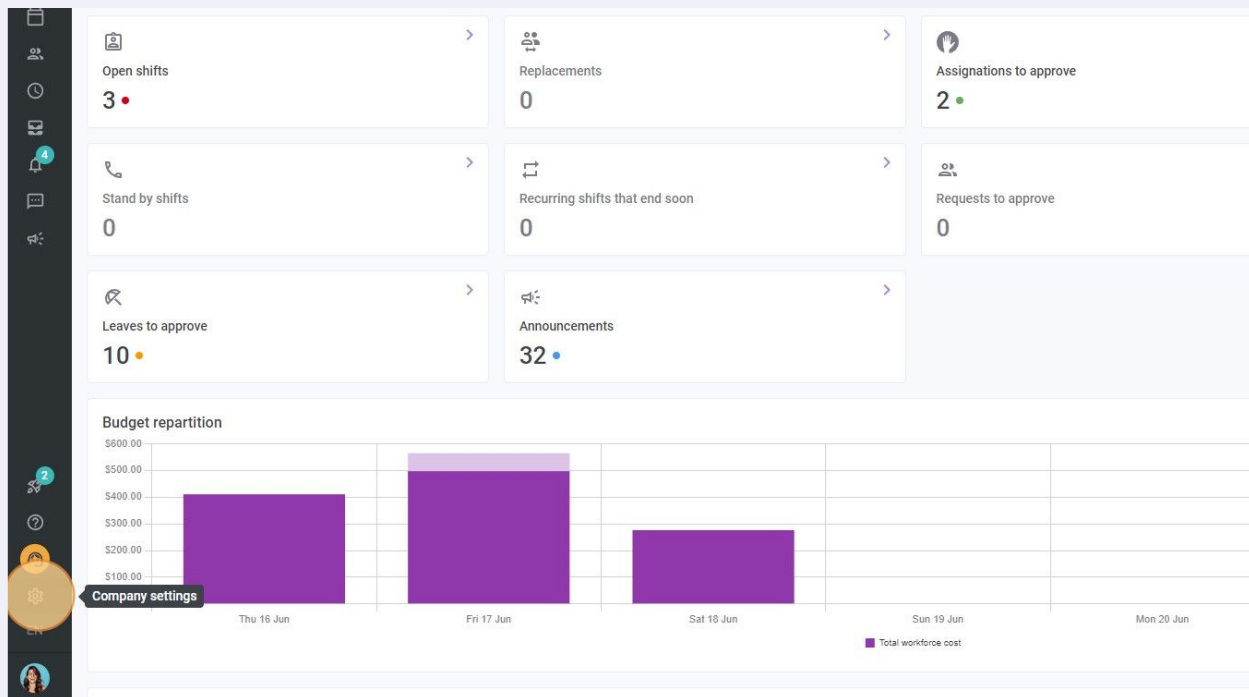


# How to turn on/off the time entry creation option

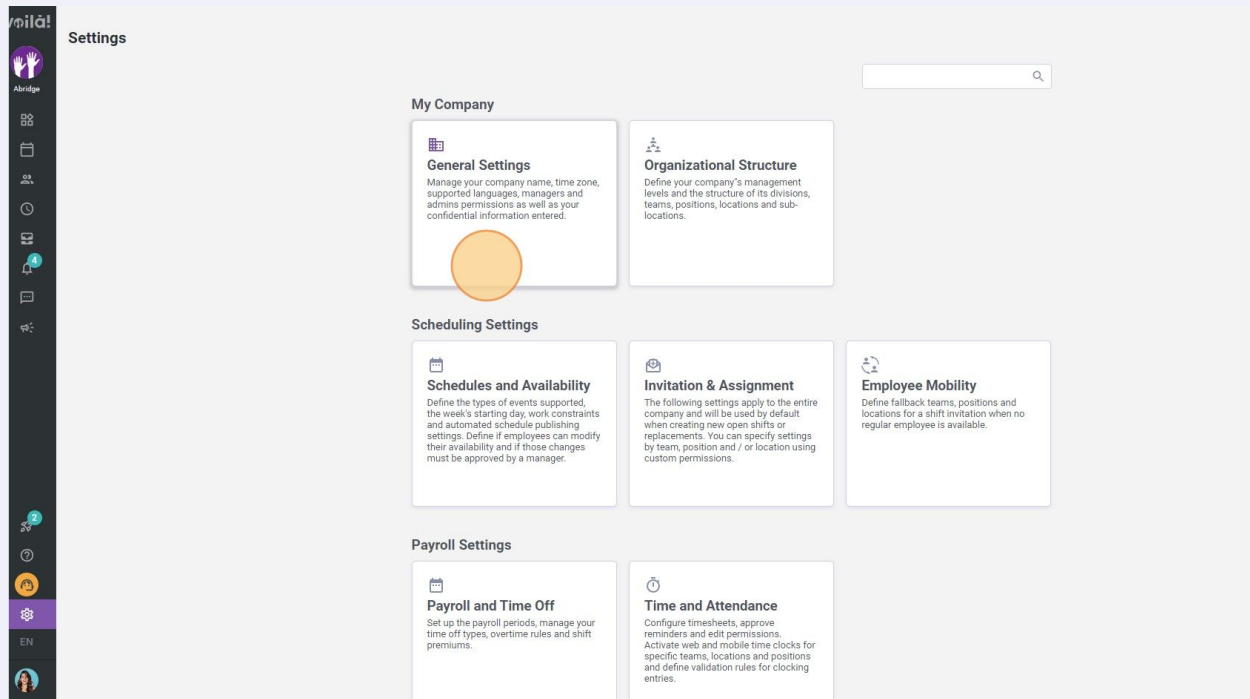


- 1 Navigate to the Voilà web console <https://console.voila.app/en>

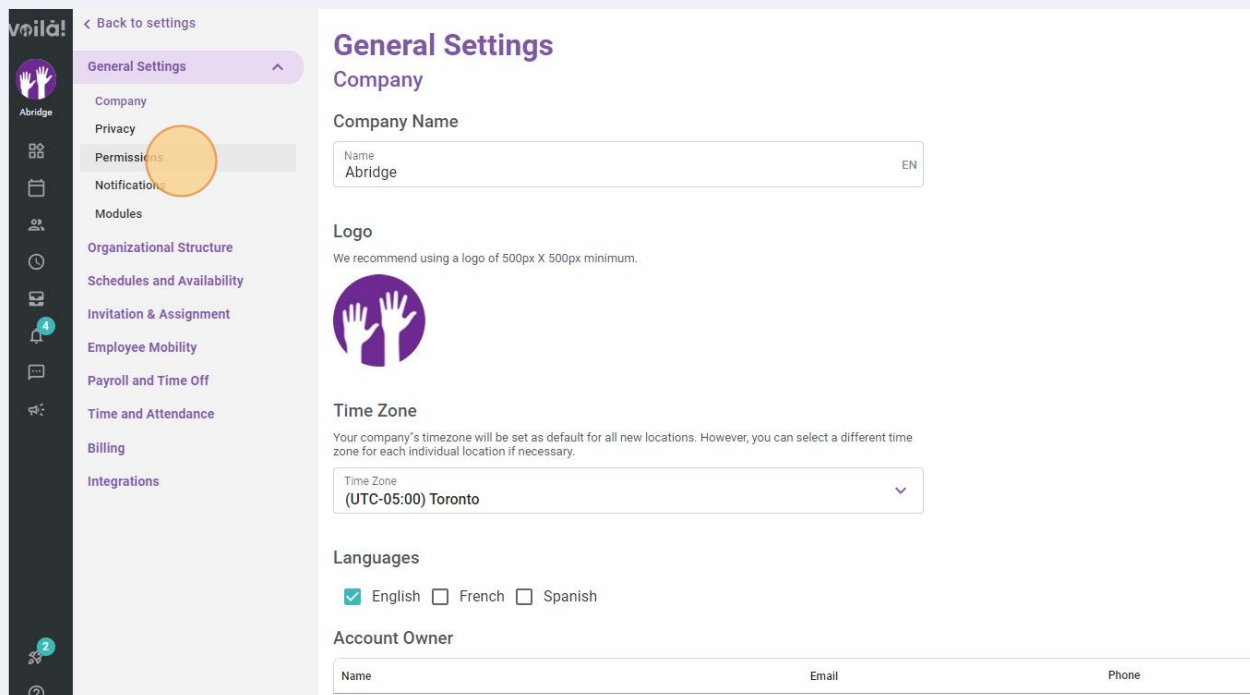
- 2 Click on the Company settings icon.



### 3 Select General Settings.



### 4 Go in the Permissions section.



5

Click on the Employees can create time entry to turn this option on/off.

**Notifications**

**Modules**

**Organizational Structure**

**Schedules and Availability**

**Invitation & Assignment**

**Employee Mobility**

**Payroll and Time Off**

**Time and Attendance**

**Billing**

**Integrations**

**Approval Required for Replacement Requests**  
A manager must approve each replacement request created by employees before Voilà! starts looking for a replacement.

**Shift Swaps**

**Shift Swaps Requests**  
Employees can request swaps. Managers can accept or decline trades.

**Approval Required for Shift Swaps**  
A manager must approve each shift swap request created by employees.

**Time Entry Creation**

**Employees can create time entry**  
All employees can create their own time entry. Managers can always edit or delete these 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 or delete these 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.