

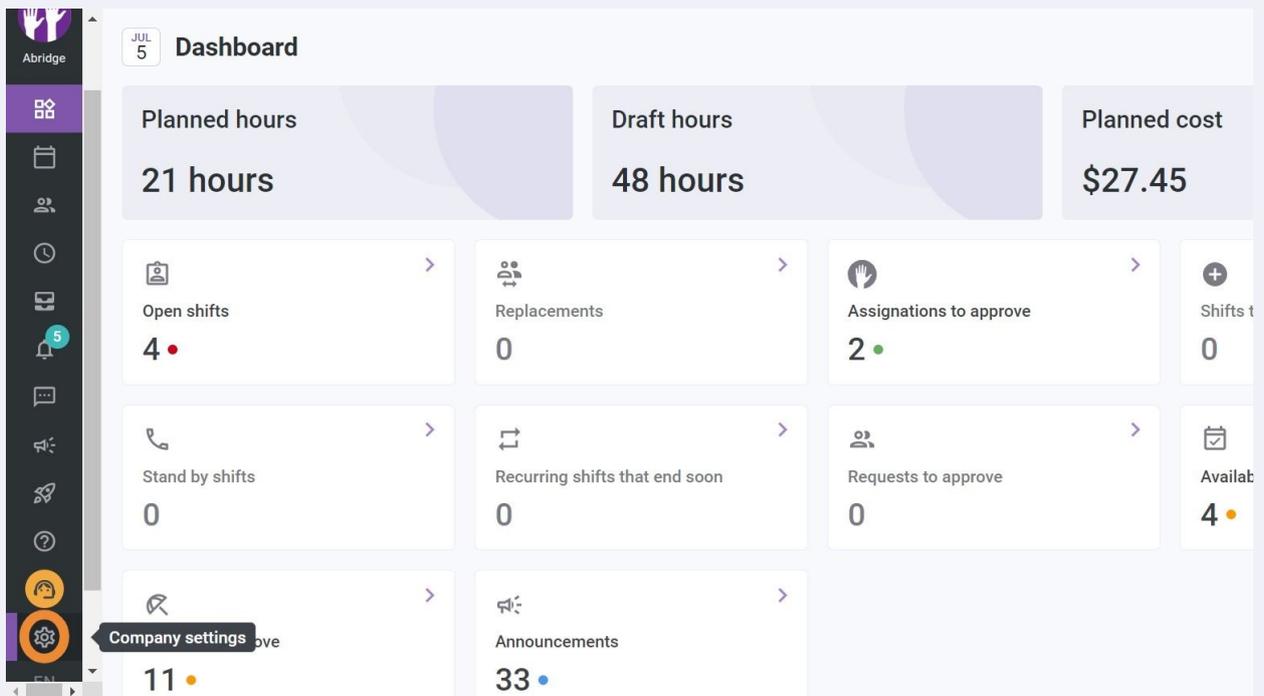
How to update Pay period frequency?



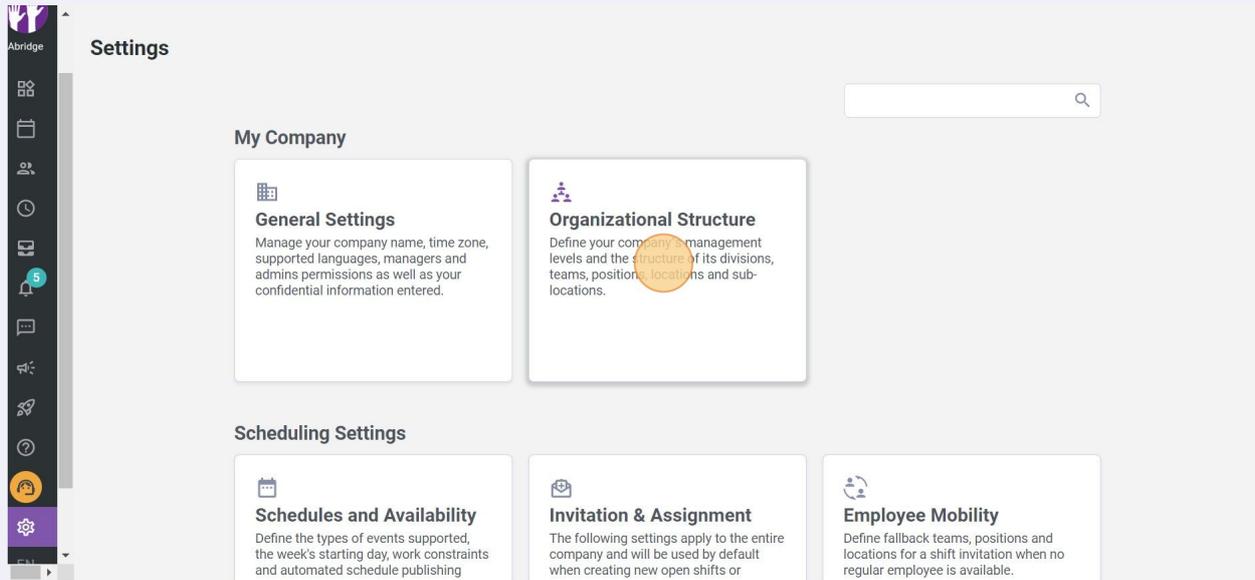
Learn how to update Pay period frequency with Voilà!

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

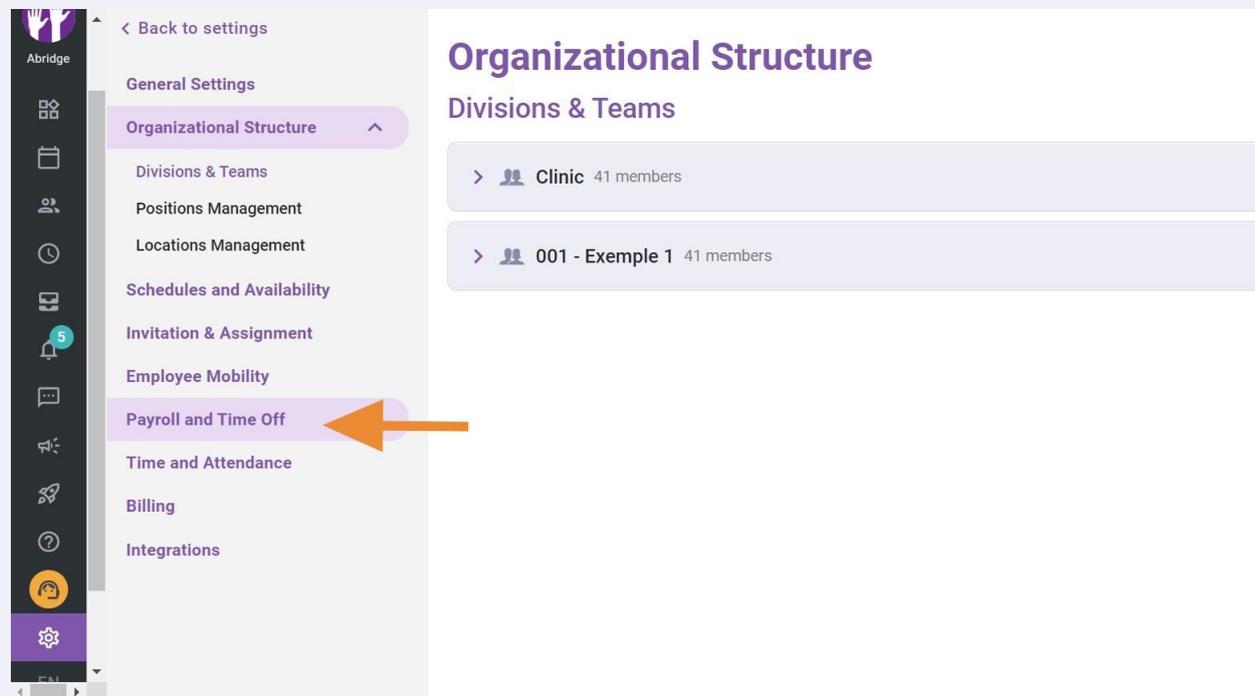
2 Click Company settings



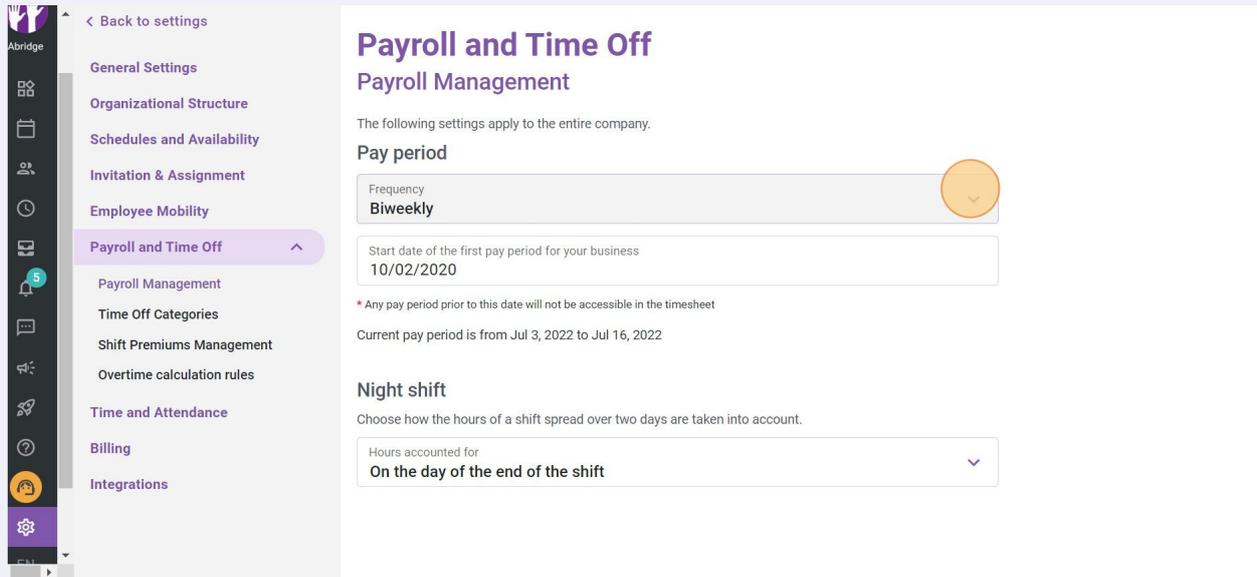
3 Select Organizational Structure



4 Click Payroll and Time Off

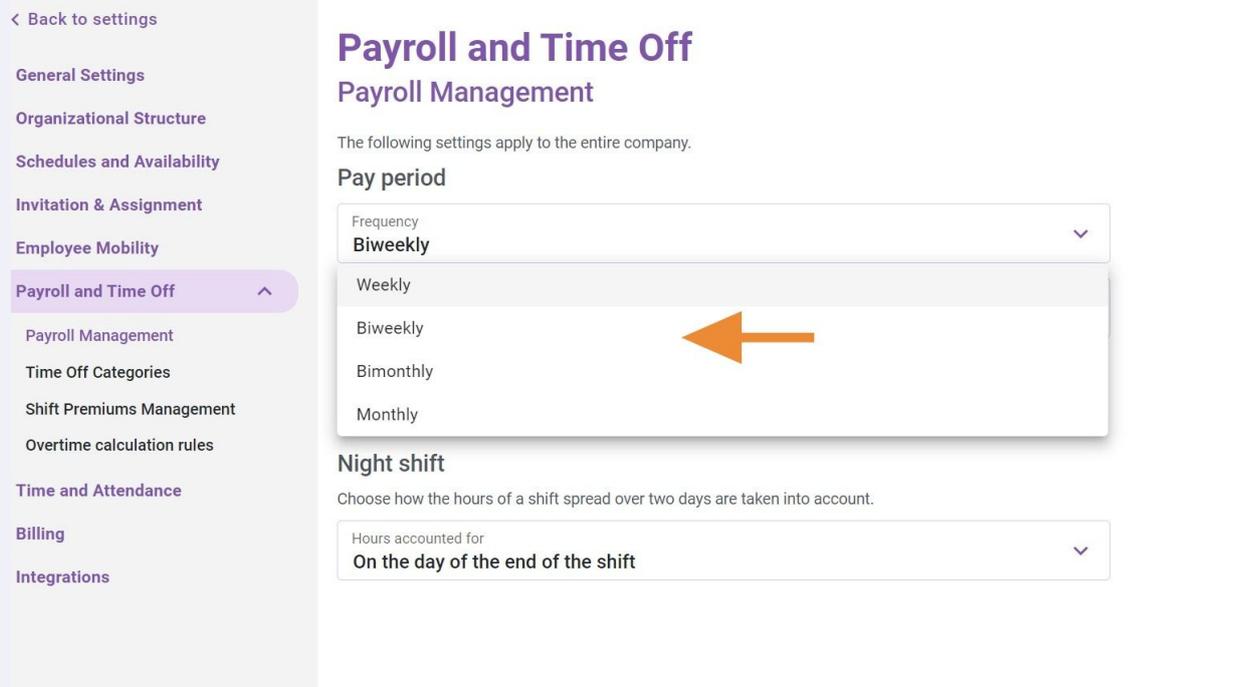


5 Click on the Frequency drop down menu



The screenshot shows the 'Payroll and Time Off' settings page. The left sidebar contains a navigation menu with 'Payroll and Time Off' selected. The main content area is titled 'Payroll Management' and includes a 'Pay period' section. In this section, the 'Frequency' dropdown menu is open, showing 'Biweekly' as the selected option. A yellow circle highlights the dropdown arrow. Below the dropdown, there is a text input field for the 'Start date of the first pay period for your business' with the value '10/02/2020'. A note states: '* Any pay period prior to this date will not be accessible in the timesheet'. Below that, it says 'Current pay period is from Jul 3, 2022 to Jul 16, 2022'. The 'Night shift' section is also visible, with a dropdown menu for 'Hours accounted for' set to 'On the day of the end of the shift'.

6 Select the desired frequency



The screenshot shows the 'Payroll and Time Off' settings page, similar to the previous one. The 'Pay period' section is expanded, and the 'Frequency' dropdown menu is open, displaying a list of options: 'Weekly', 'Biweekly', 'Bimonthly', and 'Monthly'. A yellow arrow points to the 'Biweekly' option, indicating it is the desired frequency. The rest of the page content, including the 'Night shift' section, remains the same as in the previous screenshot.

7

Click Start date of the first pay period for your business

Payroll and Time Off
Payroll Management

The following settings apply to the entire company.

Pay period

Frequency
Weekly

Start date of the first pay period for your business
10/02/2020

* Any pay period prior to this date will not be accessible in the timesheet

Current pay period is from Jul 4, 2022 to Jul 10, 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

8

Click the arrow

Payroll and Time Off
Payroll Management

The following settings apply to the entire company.

Pay period

Frequency
Weekly

Start date of the first pay period for your business
10/02/2020

* Any pay period prior to this date will not be accessible in the timesheet

Current pay period is from Jul 4, 2022 to Jul 10, 2022

Night shift

Choose how the hours of a shift spread over two days are taken into account.

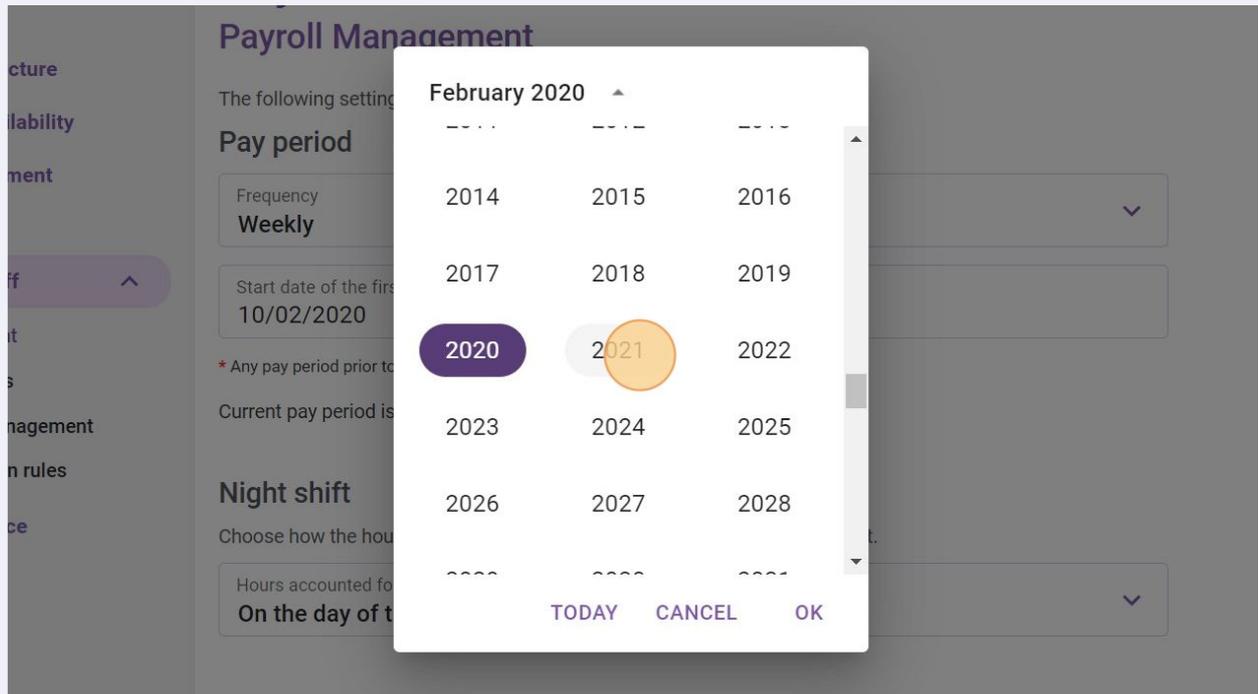
Hours accounted for
On the day of the end of the shift

February 2020

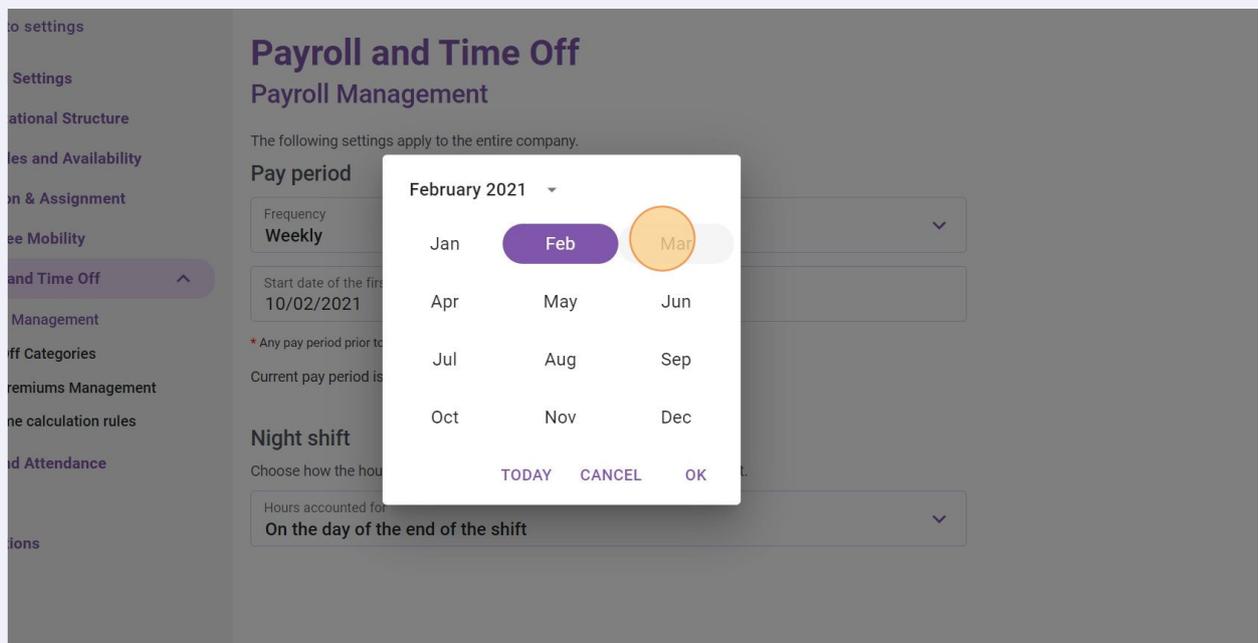
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

TODAY CANCEL OK

9 Choose the year of the first pay period of your business



10 Select the month of the first pay period of your business



11

Select the day of the first pay period of your business

The screenshot shows a 'Payroll and Time Off' management interface. A modal calendar for March 2021 is open, displaying days from 1 to 31. The 10th is highlighted in purple, and the 11th is highlighted in orange. The background interface includes sections for 'Pay period' (Frequency: Weekly, Start date: 10/03/2021) and 'Night shift' (Hours accounted for: On the day of t...).

Payroll and Time Off
Payroll Management

The following settings are shown:

- Pay period**
 - Frequency: **Weekly**
 - Start date of the first pay period: **10/03/2021**
 - * Any pay period prior to this date will be ignored.
 - Current pay period is: [dropdown]
- Night shift**
 - Choose how the hours are accounted for: [dropdown]
 - Hours accounted for: **On the day of t...**

The calendar modal shows the following data:

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Buttons at the bottom of the calendar: **TODAY** **CANCEL** **OK**