

How to update paid tolerance?



Learn how to update paid tolerance with Voilà!

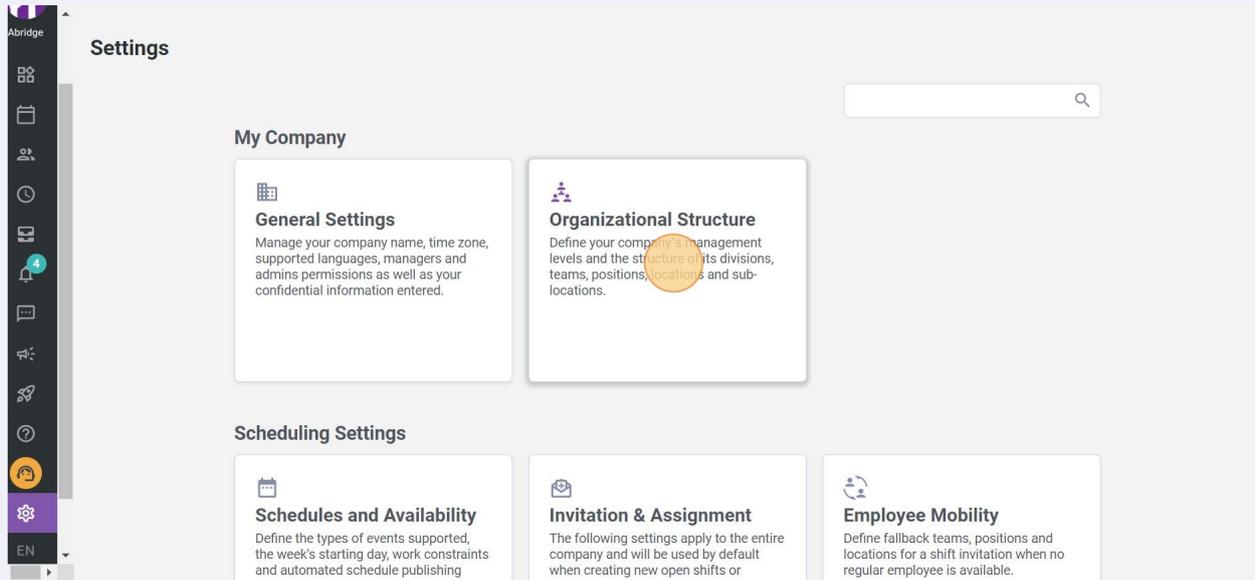
1 Navigate to <https://console.voila.app/en/dashboard>

2 Click Company settings

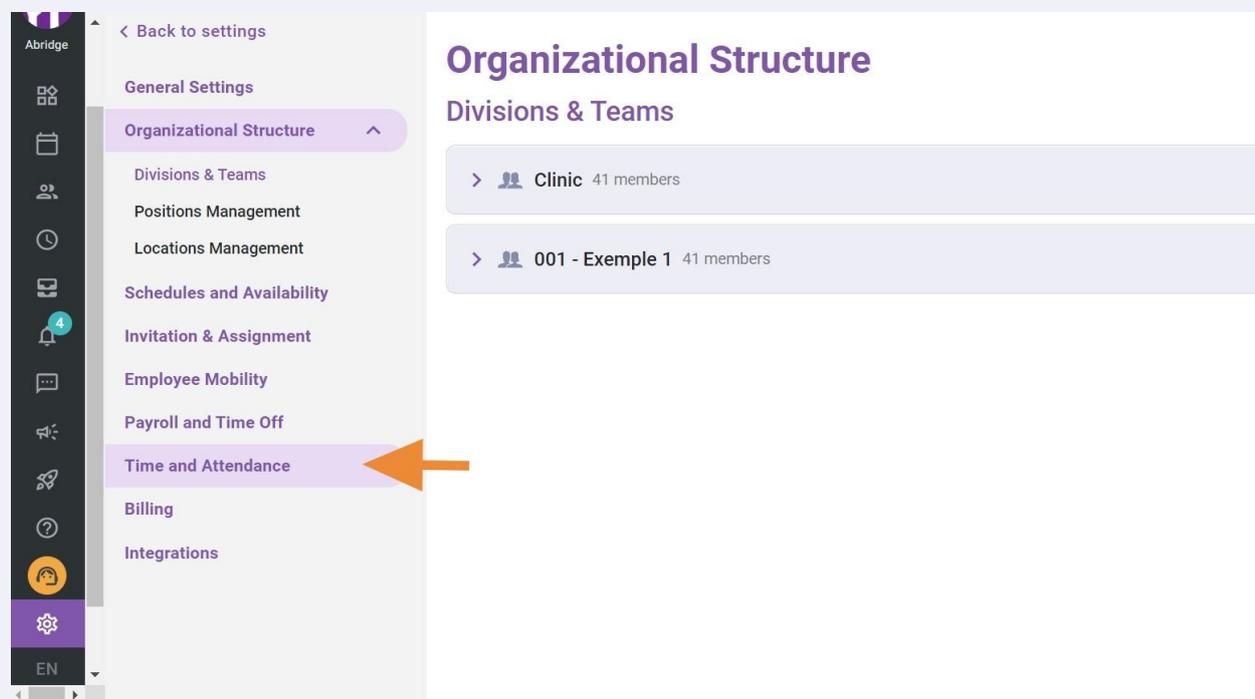
The screenshot shows the Voilà! dashboard for 'Abridge' on July 4. The dashboard includes a top navigation bar, a main content area with summary cards, and a sidebar with various icons. The 'Company settings' icon in the sidebar is highlighted with a tooltip that reads 'Company settings' and 'Leaves to approve'.

Metric	Value
Planned hours	32 hours
Draft hours	48 hours
Planned cost	\$268.95
Open shifts	4
Replacements	0
Assignations to approve	2
Shifts to approve	0
Stand by shifts	0
Recurring shifts that end soon	1
Requests to approve	0
Available shifts	4
Leaves to approve	11
Announcements	33

3 Select Organizational Structure



4 Click Time and Attendance



5 Press Time Entries Settings

Time and Attendance
Time Clock Management

The time clock validates your employees presence for their shifts. It also automatically fills their timesheets.

Web Time Clock

Enable web time clock
Allows employees to clock in on a computer or tablet by entering their phone number or PIN Voilà!

Enable web time clock

URL
https://punch.voila.app

Username
DemoVideo

Company password
.....

Use photo validation
Photo validation requires the employee to take a photo when clocking in and out

6 Click Paid tolerance

Time and Attendance
Smart Time Clock Settings

Paid tolerance
The tolerance allows you to pay an additional few of minutes before or after the shift.
When enabled, tolerance precedes precedence over rounding and automatic correction of time entries.

Display salary in real time
Display the estimated gross salary earned for the current shift on employees homepage.

Smart clocking adjustment

The smart adjustment allows you to round off the hours clocked by your employees without any manual intervention. Only irregular clockings will require manual intervention

Automatic Adjustment of clock in and out
When the employee clocks in or out of his shift within the specified time range, the time is adjusted to the original scheduled time.
Clocking at 7:58 adjusted to 8:00
Clocking at 7:56 adjusted to 8:00
Clocking at 8:05 adjusted to 8:00

Smart Breaks Adjustment
When the employee clocks in or out his break, the paid time is adjusted to the scheduled duration if the punch is within this range.

7 Click Before start of shift

to settings

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Clock Management

Entries Settings

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Time and Attendance Smart Time Clock Settings



Paid tolerance

The tolerance allows you to pay an additional few of minutes before or after the shift.

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Before start of shift
0m

After the end of a shift
0m



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Automatic Adjustment of clock in and out

When the employee clocks in or out of his shift within the specified time range, the time is

8 Select the number of additional minutes that will be paid before the start time of the shift

Abridge

< Back to settings

General Settings

Organizational Structure

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance

Time Clock Management

Time Entries Settings

Timesheet Approvals

Billing

Integrations

Time and Attendance Smart Time Clock Settings



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Before start of shift
0m

After the end of a shift
0m

1m

2m

3m

4m

5m

6m

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Clocking at 7:58 adjusted to 8:00

Clocking at 7:56 adjusted to 8:00

Clocking at 8:05 adjusted to 8:00

9 Click After the end of a shift

to settings

Settings

Organizational Structure

Roles and Availability

Shifts & Assignment

Employee Mobility

Time and Time Off

Time Attendance 

Clock Management

Employee Settings

Request Approvals

Options

Time and Attendance Smart Time Clock Settings



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Before start of shift
3m

After the end of a shift
0m



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10 Select the number of additional minutes that will be paid after the shift start time

to settings

Settings

Organizational Structure

Roles and Availability

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Employee Mobility

Time and Time Off

Time Attendance 

Clock Management

Employee Settings

Request Approvals

Options

Time and Attendance Smart Time Clock Settings



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3m

After the end of a shift
0m



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- 1m
- 2m
- 3m
- 4m
- 5m
- 6m