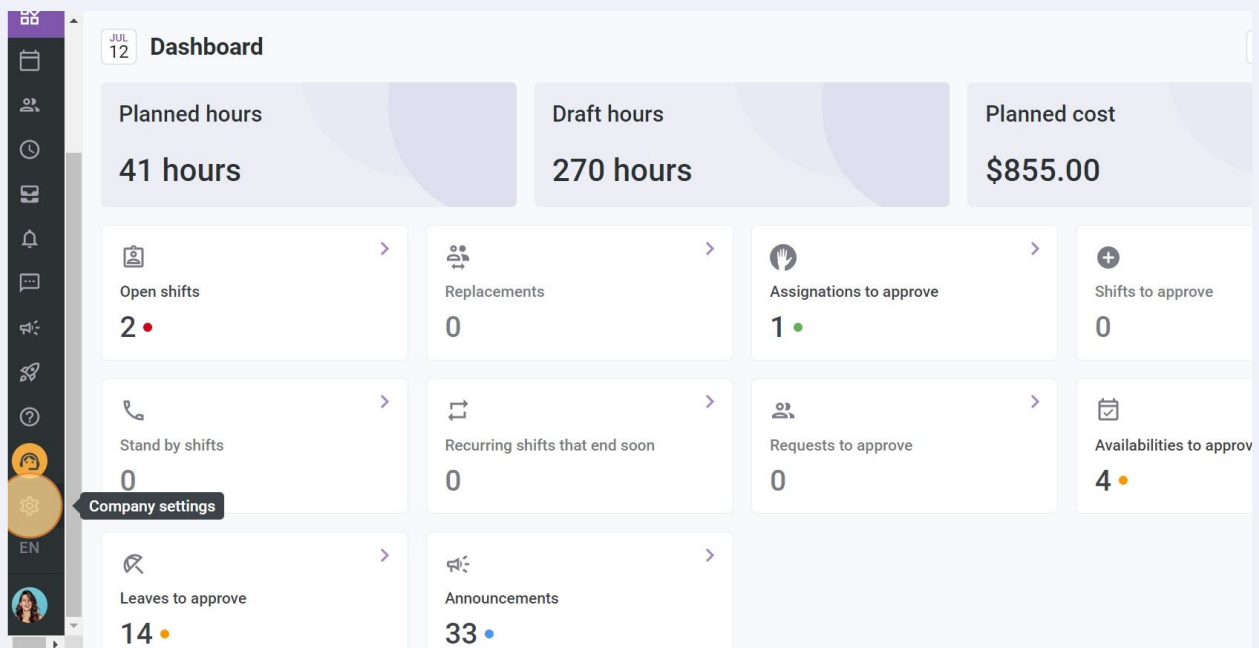# How to update positions requiring employees to clock in

Learn how to update positions requiring employees to clock in with Voilà!

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

2   Click Company settings

3   Select Time and Attendance

Schedules and Availability
Define the types of events supported, the week's starting day, work constraints and automated schedule publishing settings. Define if employees can modify their availability and if those changes must be approved by a manager.

Invitation & Assignment
The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.

Employee Mobility
Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

Payroll Settings

Payroll and Time Off
Set up the payroll periods, manage your time off types, overtime rules and shift premiums.

Time and Attendance
Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions and define validation rules for clocking entries.

Account Management

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4   Activate/desactivate the positions requiring employees to clock in by clicking here

Enable mobile time clock
Allows employees to clock in from their phones using the Voilà! app.

Positions Requiring Employees to Clock In (?)

Color	Name	Punch Required	Timesheet Autofill	
🟦	Logistic Coordinator	Yes	Not applicable if punch is required	⋮
🟥	Nurse	Yes	Not applicable if punch is required	⋮
🟪	Pediatrician	No	Yes	⋮
🟩	Reception	No	Yes	⋮
🟦	Security	No	Yes	⋮
🟩	Supervisor	Yes	Not applicable if punch is required	⋮
🟩	Warehouse worker	No	Yes	⋮

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GPS Validation (?)

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