

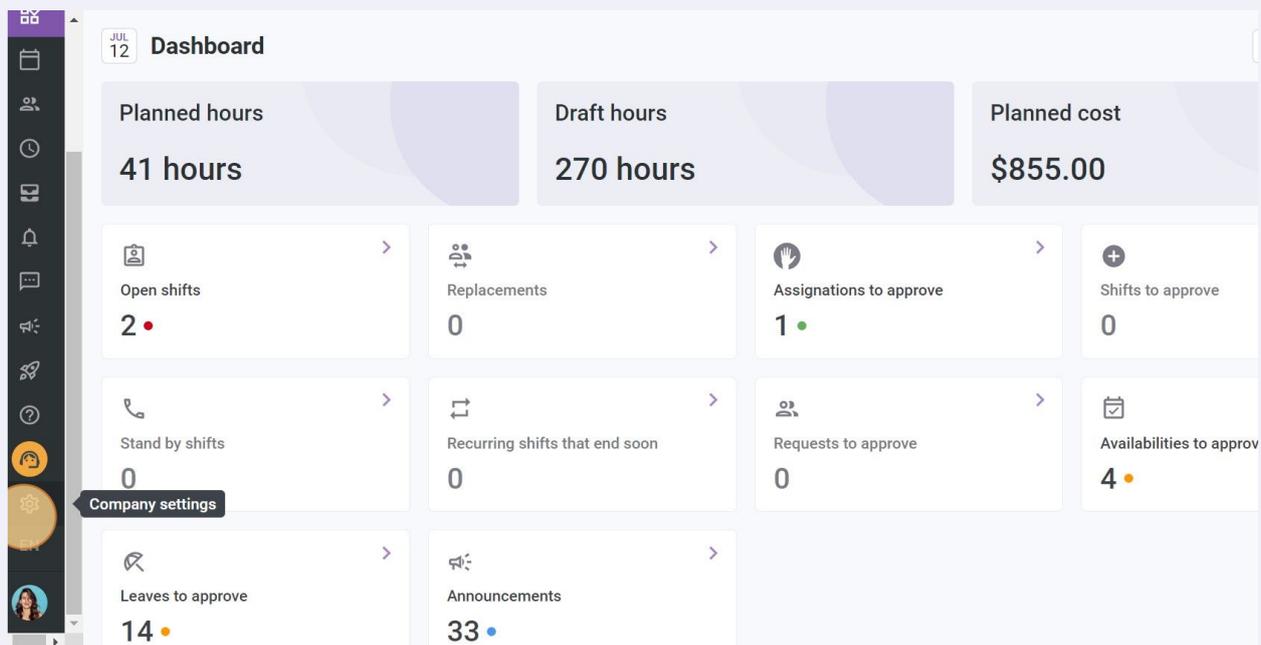
# How to update positions requiring timesheet to be autofilled?



Learn how to update positions requiring timesheet to be autofilled with Voilà!

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

2 Click Company settings



### 3 Select Time and Attendance

their availability and if those changes must be approved by a manager.

by team, position and / or location using custom permissions.

#### 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

**Billing**  
Manage your Voilà! licence, change your billing information and access your invoices.

**Integrations**  
Find out about the various integrations offered by Voilà! to simplify your workforce management.

### 4 Set the punch requirement at No

to settings

Settings

Organizational Structure

Rules and Availability

Position & Assignment

Employee Mobility

Time and Time Off

**Time and Attendance** ^

Clock Management

Entries Settings

Timesheet Approvals

Integrations

**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	<input checked="" type="radio"/> Yes	Not applicable if punch is required
■	Nurse	<input checked="" type="radio"/> Yes	Not applicable if punch is required
■	Pediatrician	<input type="radio"/> No	<input type="checkbox"/> No
■	Reception	<input type="radio"/> No	<input checked="" type="checkbox"/> Yes
■	Security	<input type="radio"/> No	<input checked="" type="checkbox"/> Yes
■	Supervisor	<input checked="" type="radio"/> Yes	Not applicable if punch is required
■	Warehouse worker	<input type="radio"/> No	<input checked="" type="checkbox"/> Yes

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GPS Validation

# 5

## Set Timesheet Autofill at Yes/No



### Enable mobile time clock

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

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