

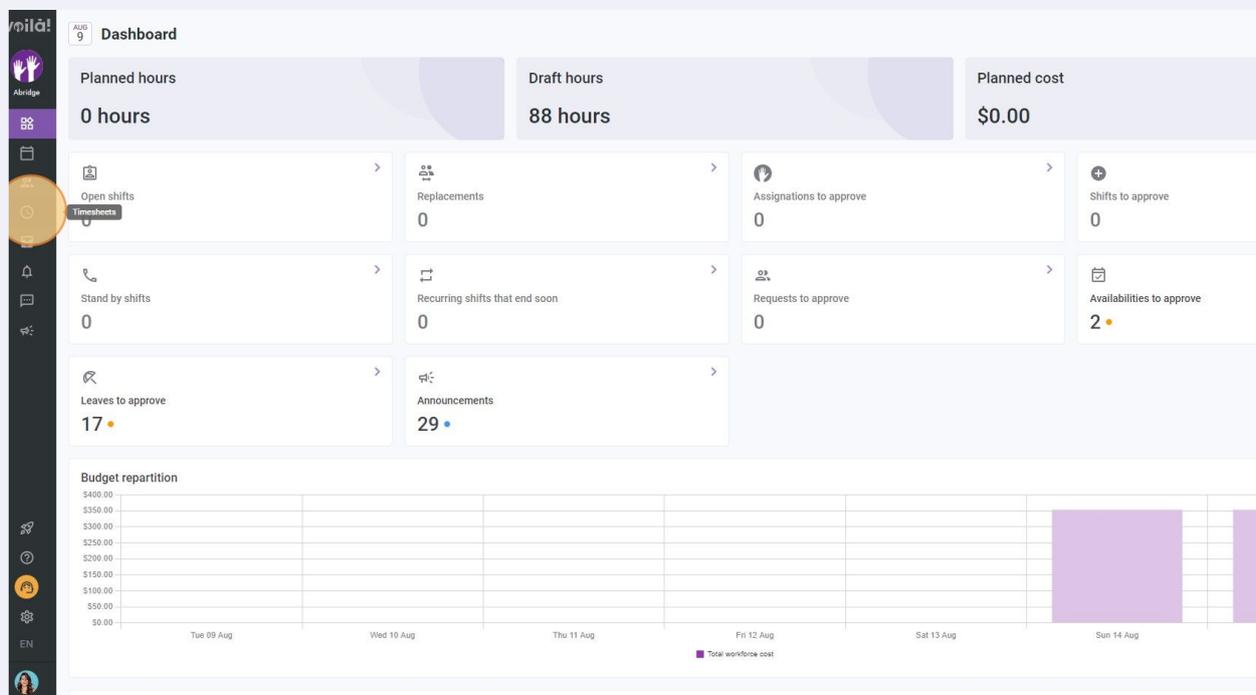
How to validate shifts?



Learn how to validate shifts in timesheets with Voilà!

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

2 Click Timesheets



3

Click View employee's timesheet located at the right end of the employee's name

Timesheets | Aug 2, 2022 - Aug 15, 2022 | Pay period: [dropdown] | No grouping [dropdown]

Employees	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	Total
Anne Bonesso (Manager ID: 2205 - Full-Time)	8h 0m		8h 0m	8h 0m								24h 0m Real: 24h 0m Expected: 24h 0m Paid leave: 0h 0m
Anthony Michaud (Full-Time)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Bruno Aldik (Admin Full-Time)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Christine Rashford (ID: 2200 - Full-Time)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Claudia Hamilton (Manager ID: 100 - Full-Time)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
David Gauthier (Supervisor Full-Time)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Elon Tusk (ID: 123 - Full-Time)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Émilie Lockhead (ID: 2206 - Student)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Filippo Bolleau (Full-Time)			8h 0m									0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Isabelle Lemieux (ID: 111 - Full-Time)												0h 0m Real: 0h 0m Expected: 0h 0m Paid leave: 0h 0m
Total	8h 0m Real: 8h 0m Expected: 8h 0m Paid leave: 0h 0m	4h 0m 0h 0m	8h 0m 19h 0m	8h 0m 12h 0m	0h 0m 0h 0m	28h 0m 48h 0m						

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Click the three dots located at the right of the shift to validate

Return to timesheets | Anne Bonesso | Pay period: [dropdown] | Aug 2, 2022 - Aug 15, 2022 | [Approve] [Close]

Scheduled time	Worked time	Regular time	Overtime and bonuses	Paid leave	Premium	Expenses	To pay
24h 0m	24h 0m	24h 0m \$360.00	0h 0m \$0.00	-	\$0.00	\$0.00	\$360.00
Absent - Aug 2, 2022 - Aug 4, 2022 - Je suis malade - 1 day							
TUESDAY, AUGUST 2, 2022							
Shifts		Scheduled	Punched	Worked time	To pay	Status	
Host 1 - Restaurant 3		9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00	⋮	
Example 1 (0h 0m) (x1.5/h)					\$0.00		
Total				8h 0m	\$120.00		
WEDNESDAY, AUGUST 3, 2022							
No entries to display							
THURSDAY, AUGUST 4, 2022							
Shifts		Scheduled	Punched	Worked time	To pay	Status	
Host 1 - Restaurant 3		9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00	⋮	
Example 1 (0h 0m) (x1.5/h)					\$0.00		
Total				8h 0m	\$120.00		
FRIDAY, AUGUST 5, 2022							
Shifts		Scheduled	Punched	Worked time	To pay	Status	
Host 1 - Restaurant 3		9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00	⋮	

5 Click View

Return to timesheets

Anne Bonesso

Pay period: Aug 2, 2022 - Aug 15, 2022

Scheduled time	Worked time	Regular time	Overtime and bonuses	Paid leave	Premium	Expenses	To pay
24h 0m	24h 0m	24h 0m \$360.00	0h 0m \$0.00	-	\$0.00	\$0.00	\$360.00
Absent - Aug 2, 2022 - Aug 4, 2022 - Je suis malade - 1 day							
TUESDAY, AUGUST 2, 2022							
Shifts							
Host 1 - Restaurant 3	Scheduled 9:00 - 17:00	Punched 9:00 - 17:00	Worked time 8h 0m	To pay \$120.00	Status		
Example 1 (0h 0m) (x1.5/h)				\$0.00			
Total			8h 0m	\$120.00			
WEDNESDAY, AUGUST 3, 2022							
No entries to display							
THURSDAY, AUGUST 4, 2022							
Shifts							
Host 1 - Restaurant 3	Scheduled 9:00 - 17:00	Punched 9:00 - 17:00	Worked time 8h 0m	To pay \$120.00	Status		
Example 1 (0h 0m) (x1.5/h)				\$0.00			
Total			8h 0m	\$120.00			
FRIDAY, AUGUST 5, 2022							
Shifts							
Host 1 - Restaurant 3	Scheduled 9:00 - 17:00	Punched 9:00 - 17:00	Worked time 8h 0m	To pay \$120.00	Status		

View
Edit
Delete

6 Click Approve

Return to timesheets

Anne Bonesso

Pay period: Aug 2, 2022 - Aug 15, 2022

Scheduled time	Worked time	Regular time	Premium	Expenses	To pay
24h 0m	24h 0m	24h 0m \$360.00	\$0.00	\$0.00	\$360.00
Absent - Aug 2, 2022 - Aug 4, 2022 - Je suis malade - 1 day					
TUESDAY, AUGUST 2, 2022					
Shifts					
Host 1 - Restaurant 3	Scheduled 9:00 - 17:00		To pay \$120.00	Status	
Example 1 (0h 0m) (x1.5/h)			\$0.00		
Total			\$120.00		
WEDNESDAY, AUGUST 3, 2022					
THURSDAY, AUGUST 4, 2022					
Shifts					
Host 1 - Restaurant 3	Scheduled 9:00 - 17:00		To pay \$120.00	Status	
Example 1 (0h 0m) (x1.5/h)			\$0.00		
Total			\$120.00		
FRIDAY, AUGUST 5, 2022					
Shifts					
Host 1 - Restaurant 3	Scheduled 9:00 - 17:00	Punched 9:00 - 17:00	Worked time 8h 0m	To pay \$120.00	Status

Shift

Anne Bonesso ID: 2205
Host 1
9:00 - 17:00 (8h 0m)
Tuesday, August 2, 2022
Restaurant 3
700 Rue Dorchester, Saint-Jean-sur-Richelieu, QC
J3B 5A8, Canada
Planned total: 8h
Example 1
x1.5/h

Planned 9:00 - 17:00 8h 0m

To pay 0h 0m

Approve Adjust