## How to validate shifts?

## vøila!

Learn how to validate shifts in timesheets with Voilà!

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

Click Timesh	eels							
9 Dashboard								
Planned hours			Draft hours			Planne	d cost	
0 hours			88 hours			\$0.0	0	
© Open shifts Timestects	>	Replacements		>	Assignations to approve		>	<ul> <li>Shifts to approve</li> </ul>
8	>			>	-		>	
Stand by shifts		Recurring shifts t	hat end soon		Requests to approve			Availabilities to approve
反 Leaves to approve 17・	>	রা: Announcements 29 •		>				
Budget repartition								
\$400.00 \$350.00							_	
\$300.00								
\$200.00								
\$150.00								
\$100.00								
\$0.00								
Tue 09 Aug	Wed 10	Aug	Thu 11 Aug		Fri 12 Aug	Sat 13 Aug		Sun 14 Aug

## **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 V No
								_				9 C R 1
Employees Sorted by Working hor	urs∨ TUE	2 WED	3 THU	4 FRI	5 SAT	SUN 7	MON 8	8 TUE 9	WED 10	тни 11	FRI	Total Real - Expected - Paid leave
Anne Bonesso Manager ID: 2205 - Full-Time	8h 0m		8h 0m	8h 0m								24h 0m 🗐
Anthony Michaud Full-Time												Oh Om Dh Om
Bruno Aldik Admin Full-Time												Oh Om 📋 🏾
Christine Rashford ID: 22365 - Full-Time												Oh Om 🗊 🛛
Claudia Hamilton Manager 10: 100 - Full-Time												Oh Om 💼 🏾
David Gauthier Supervisor Full-Time												Oh Om 📋 🏾
Elon Tusk ID: 123 - Full-Time												Oh Om 💼 🏾
Émilie Lockhead												Oh Om 💼 🏾
Filippo Boileau Full-Time			8h 0m	0								Oh Om 8h Om
Isabelle Lemieux ID: 111 - Full-Time												Oh Om 🖹 🎖
Total R Paid less	teal: ted: 8h 0m sve: 9h 0m	<b>4h 0m</b> 6h 0m	<b>8h 0m</b> 19h 0m	<b>8h 0m</b> 12h 0m	Oh Om 2h Om	Oh Om Oh Om	Oh Om Oh Om	Oh Om Oh Om	Oh Om Oh Om	Oh Om Oh Om	Oh	28h 0m 48h 0m

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

ilā!	< Return to timesheets						
xidge	Pay period V 🗸 Aug 2, 202	2 - Aug 15, 2022 >					ⓒ 🕅 🗸 Approve 🔒 Close
	Scheduled time 24h 0m	Worked time 24h 0m	Regular time         Overtime and bonuses           24h 0m         0h 0m           \$380.00         \$0.00	Paid leave	Premium \$0.00	Expenses \$0.00	<b>To pay</b> \$360.00
8	🛠 Absent - Aug 2, 2022 - Aug 4,	2022 - Je suis malade - 1 day					
Φ	TUESDAY, AUGUST 2, 2022						U
Ē	Shifts	Scheduled	Punched	Worked time	То рау	Status	
<del>4</del> 6	Host 1 - Restaurant 3	9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00		
	Example 1 (0h 0m) (x1.5/h)			\$0.0			
	Total			8h 0m	\$120.00		
	WEDNESDAY, AUGUST 3, 2022	Ŭ					
			No en	tries to display			
	THURSDAY, AUGUST 4, 2022						U
53	Shifts	Scheduled	Punched	Worked time	То рау	Status	
୍ଦ	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		
EN	FRIDAY, AUGUST 5, 2022						¢
~	Shifts	Scheduled	Punched	Worked time	То рау	Status	
	Host 1 - Restaurant 3	9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00		:

## 5 Click View

🚱 Anne Bonesso							
Pay period V 🗸 Aug 2, 2022	- Aug 15, 2022 >					ල් 🕅 🗸 Approve	
Scheduled time 24h 0m	Worked time 24h 0m	Regular time         Overtime and bonuses           24h 0m         0h 0m           \$360.00         \$0.00	Paid leave	Premium \$0.00	Expenses \$0.00	<b>To pay</b> \$360.00	
💲 Absent - Aug 2, 2022 - Aug 4, 20	022 - Je suis malade - 1 day						
TUESDAY, AUGUST 2, 2022							
Shifts	Scheduled	Punched	Worked time	То рау	Status		
Host 1 - Restaurant 3 9:00 - 17:00		9:00 - 17:00	8h.0m	\$120.00	\$120.00		
Total			8h 0m	\$120.00		VI	
WEDNESDAY, AUGUST 3, 2022						D	
		No entri	es to display			_	
THURSDAY, AUGUST 4, 2022							
Shifts	Scheduled	Punched	Worked time	То рау	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	То рау	Status		
Host 1 - Restaurant 3	9:00 - 17:00	9:00 - 17:00	8h 0m	\$120.00			

6 Click Approve

oilā!	Return to timesheets								
Abridge	Pay period V Aug 2, 2022	- Aug 15, 2022 >							© 🙊 ✓ Approve 🔒 Close
	Scheduled time 24h 0m	Worked time 24h 0m	Regular time 24h 0m \$360.00	Shift	Anne Bonesso ID: 2205	: ×	Premium S0.00	Expenses \$0.00	<b>To pay</b> \$360.00
8	🐒 Absent - Aug 2, 2022 - Aug 4, 24	022 - Je suis malade - 1 day			Host 1 9:00 - 17:00 (8h 0m)				
Ф	TUESDAY, AUGUST 2, 2022				<ul> <li>Restaurant 3</li> </ul>				Ċ
	Shifts	Scheduled			700 Rue Dorchester, Saint-Jean-su J3B 5A8, Canada	ır-Richelieu, QC	То рау	Status	
<del>4</del> 6	Host 1 - Restaurant 3	9:00 - 17:00			Planned total: 8h	_	\$120.00		:
	Total				Example 1 x1.5/h		\$120.00		
				-					
	WEDNESDAT, A00031 3, 2022			✓ Planned 9:	00 - 17:00	8h 0m			
				te To pay		0h 0m			
	THURSDAY, AUGUST 4, 2022			• To pay		on on			C
58	Shifts	Scheduled			Adjust		То рау	Status	
0	Host 1 - Restaurant 3	9:00 - 17:00		4			\$120.00 \$0.00		:
0	Total					8h 0m	\$120.00		
\$									
EN	FRIDAY, AUGUST 5, 2022								<u> </u>
	Shifts	Scheduled		Punched		Worked time	То рау	Status	
100	Host 1 - Restaurant 3	9:00 - 17:00		9:00 - 17:00		8h 0m	\$120.00		