



# LABOUR HOURS COST CENTRES

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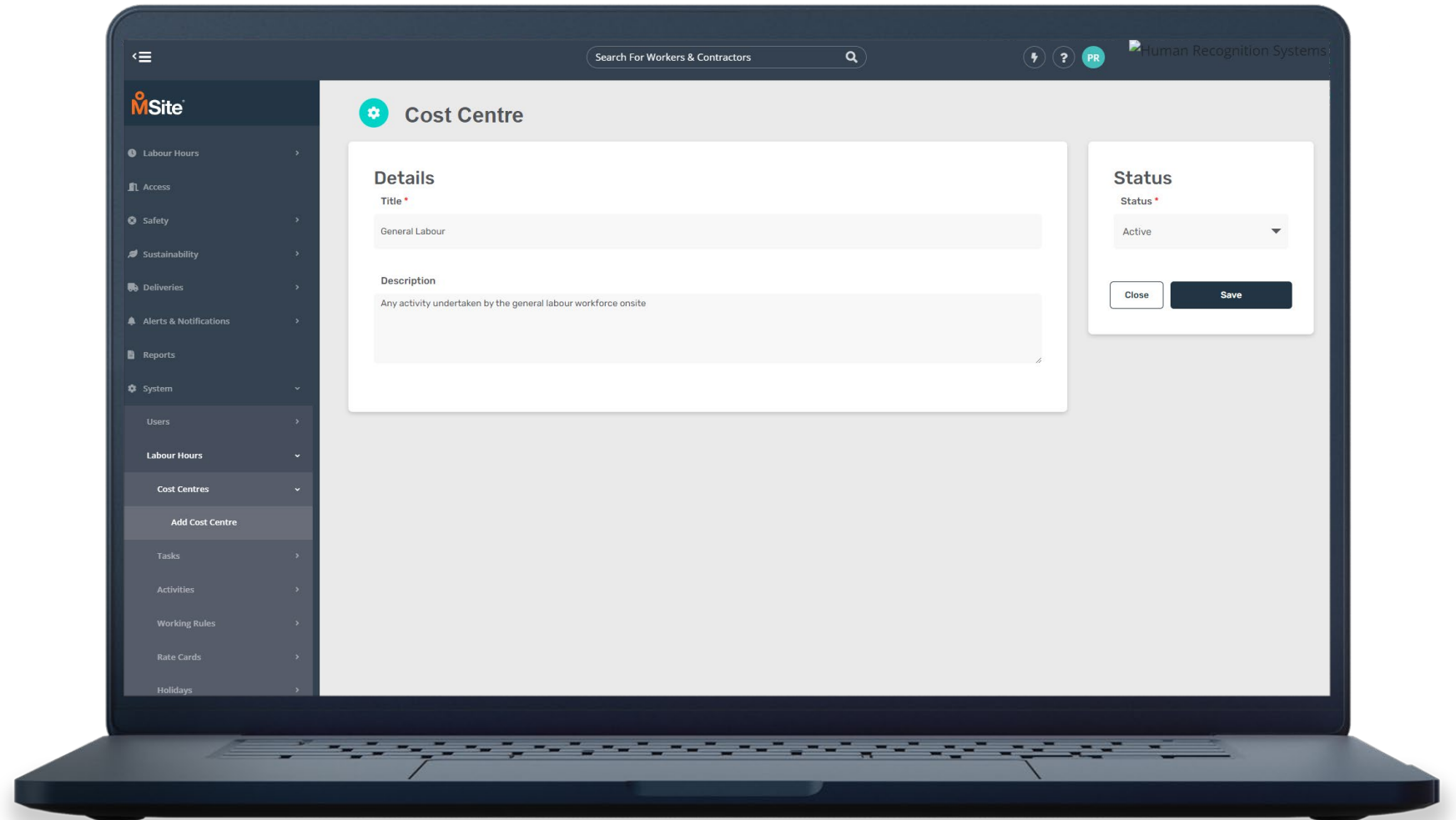
Be Safe. Be Productive. **Be One.**

# LABOUR HOURS COST CENTRES

## Cost Centres

The cost centre will allow you to create specified areas of costing that may run at different pay rates. E.G General Labour, HGV Operative etc.

- In the **MSite Toolbar** on the left, select:
  - **System** ➔ **Labour Hours** ➔ **Cost Centres** ➔ **Add Cost Centre**
- Enter the **Title** & **Description** into the details area to create a new **Cost Centre**
- Then make the **Status** on the left-hand side, **Active** or **Inactive**





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