

LABOUR HOURS WORKING RULES

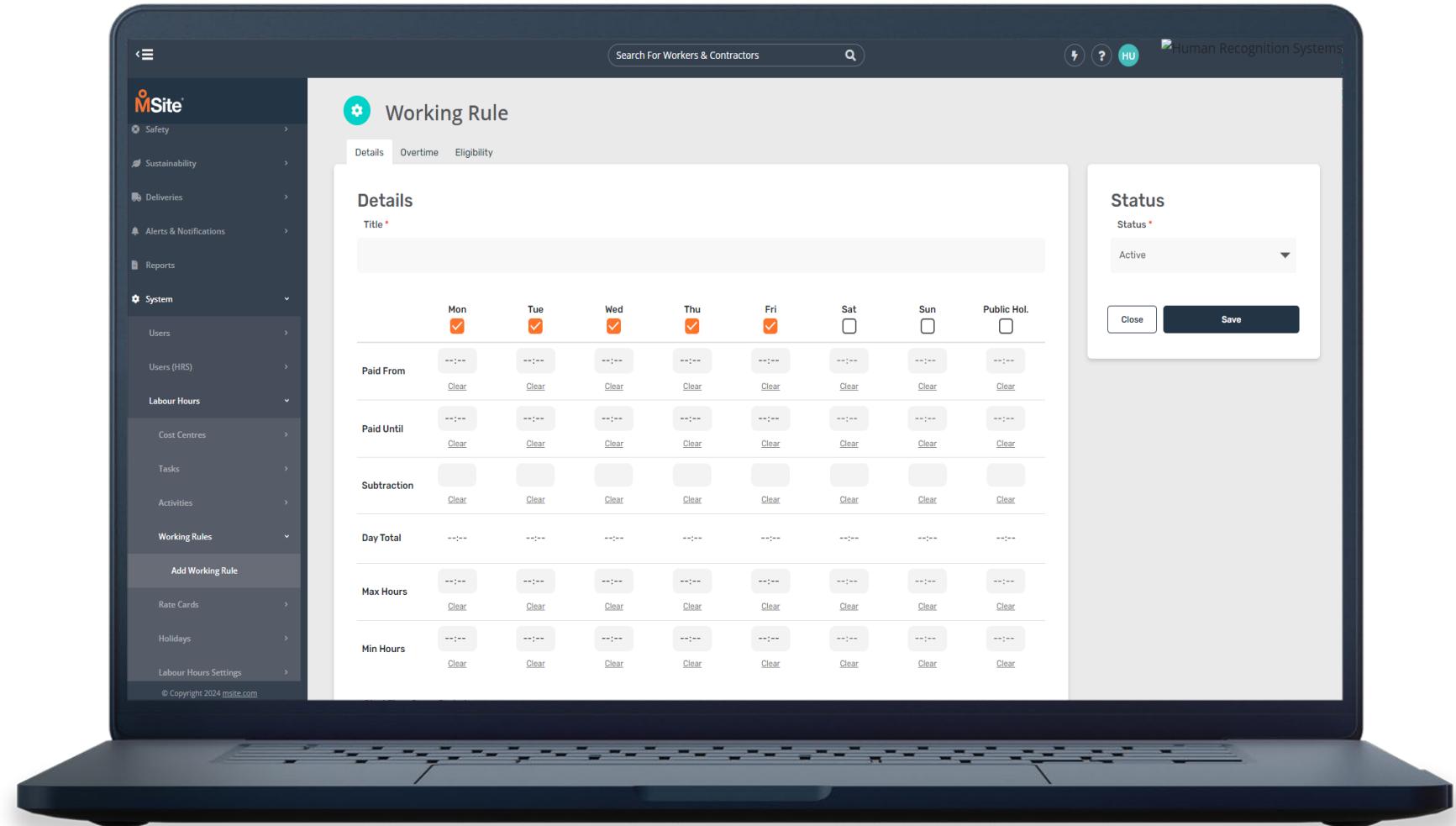


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Working Rules

Working Rules allow a user to define when a worker should be paid for work (their standard hours) and are used to 'trim' unpaid hours from attendance.

- In the **MSite Toolbar** on the left, select:
 - **System** ➔ **Labour Hours** ➔ **Working Rules** ➔ **Add Working Rule**
- Monday – Friday will be enabled by default.



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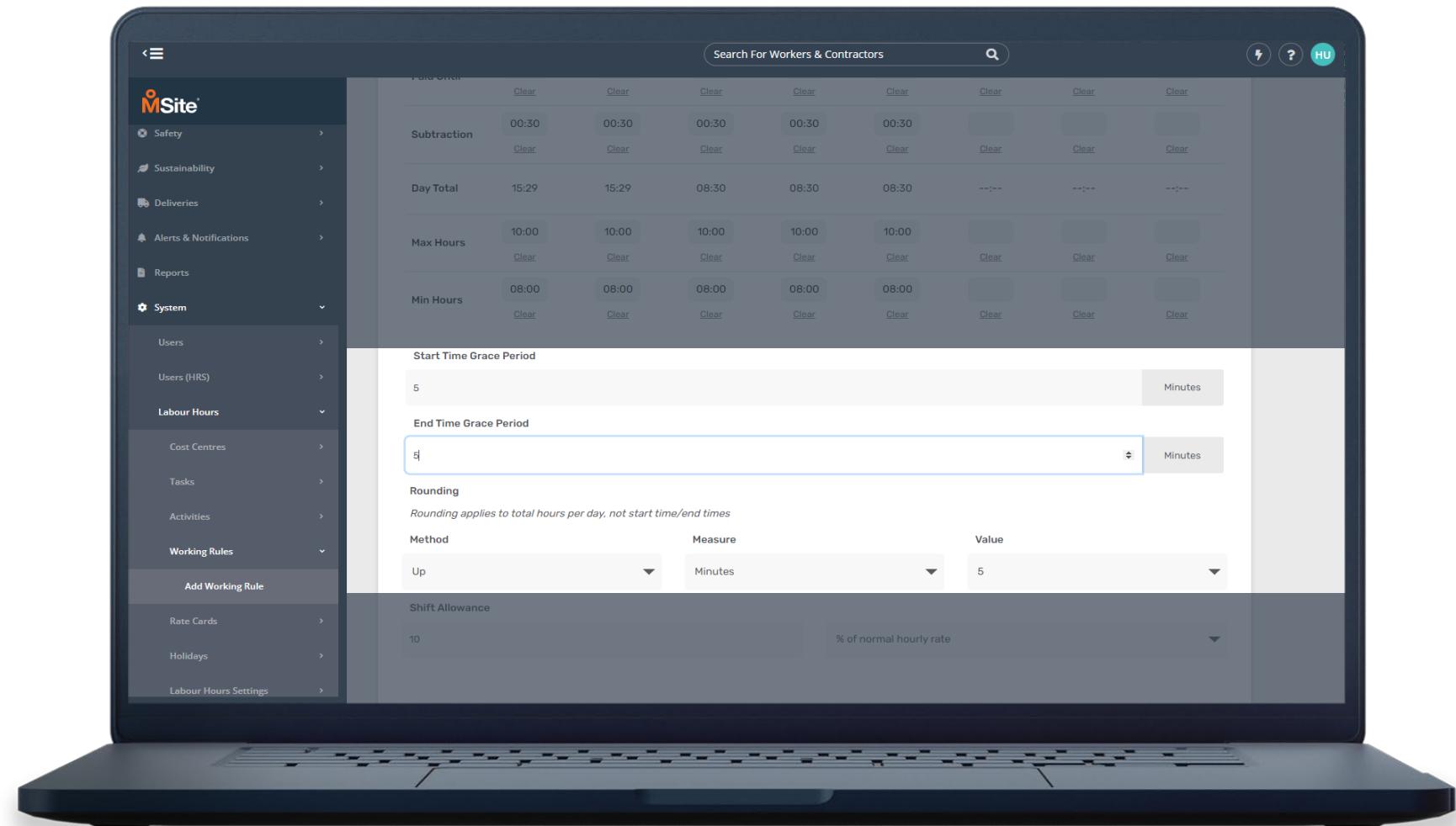
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Grace Periods & Rounding

These are used to apply leniency to workers who arrive or leave site slightly early/late.

Can also round up, down or specify to the nearest minute or decimal of the hour.

- Scroll down to **Start Time Grace Period** and enter agreed grace period start & end time
- Next, select **Rounding** options:
 - **Method:** Up/Down
 - **Measure:** Minutes/Decimal Of Hour
 - **Value:** Set number of minutes or decimal by which to round



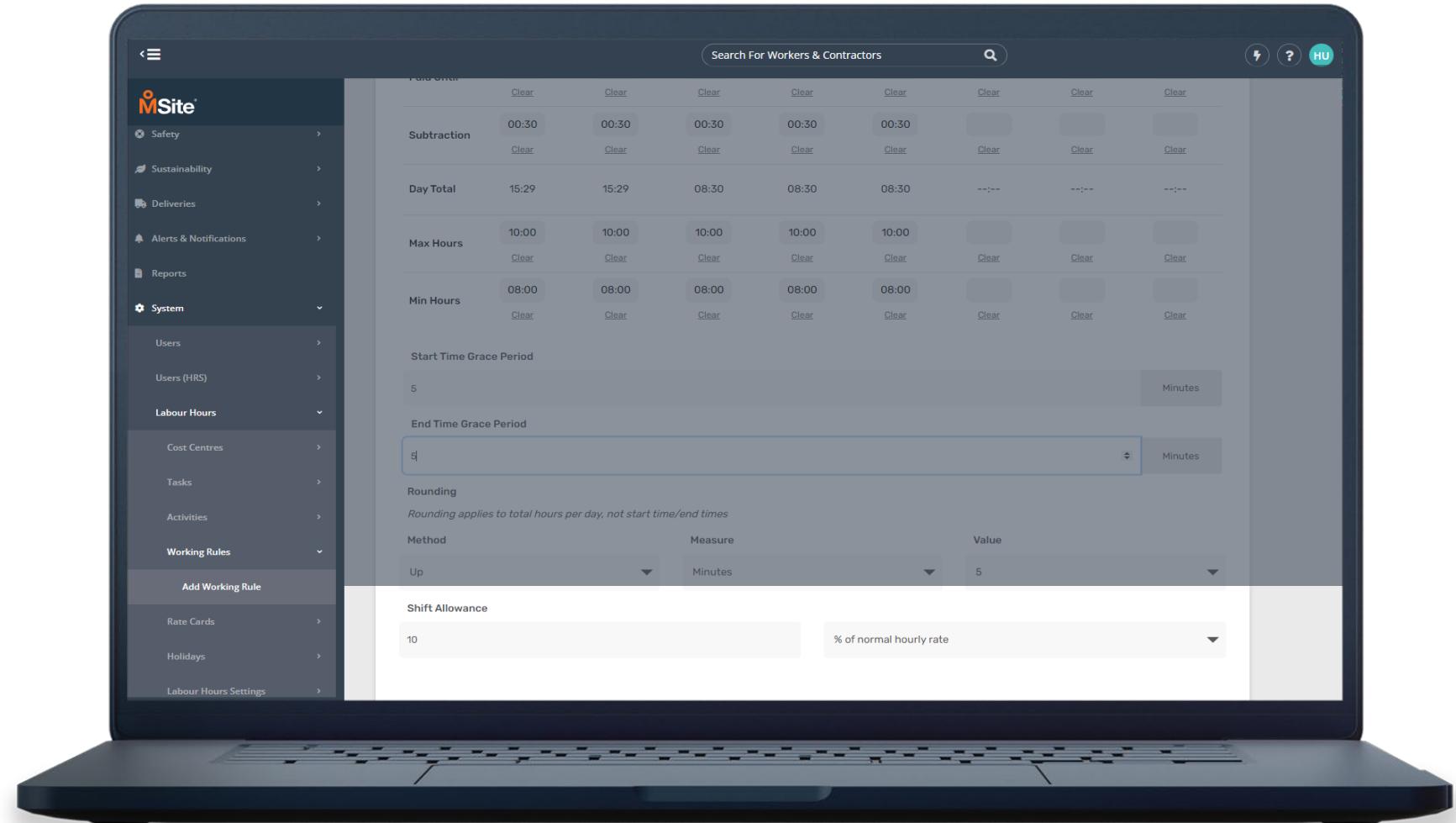
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Shift Allowance

These are applied to working rules to apply one of the below options:

- % of normal hourly rate
- Rate card currency unit per hour
- Rate card currency unit per shift

- Scroll to **Shift Allowance** and choose the desired shift allowance
- **Next**, select metric of payment from the dropdown list:
 - % of normal hourly rate
 - Rate card currency per hour
 - Rate card currency per shift

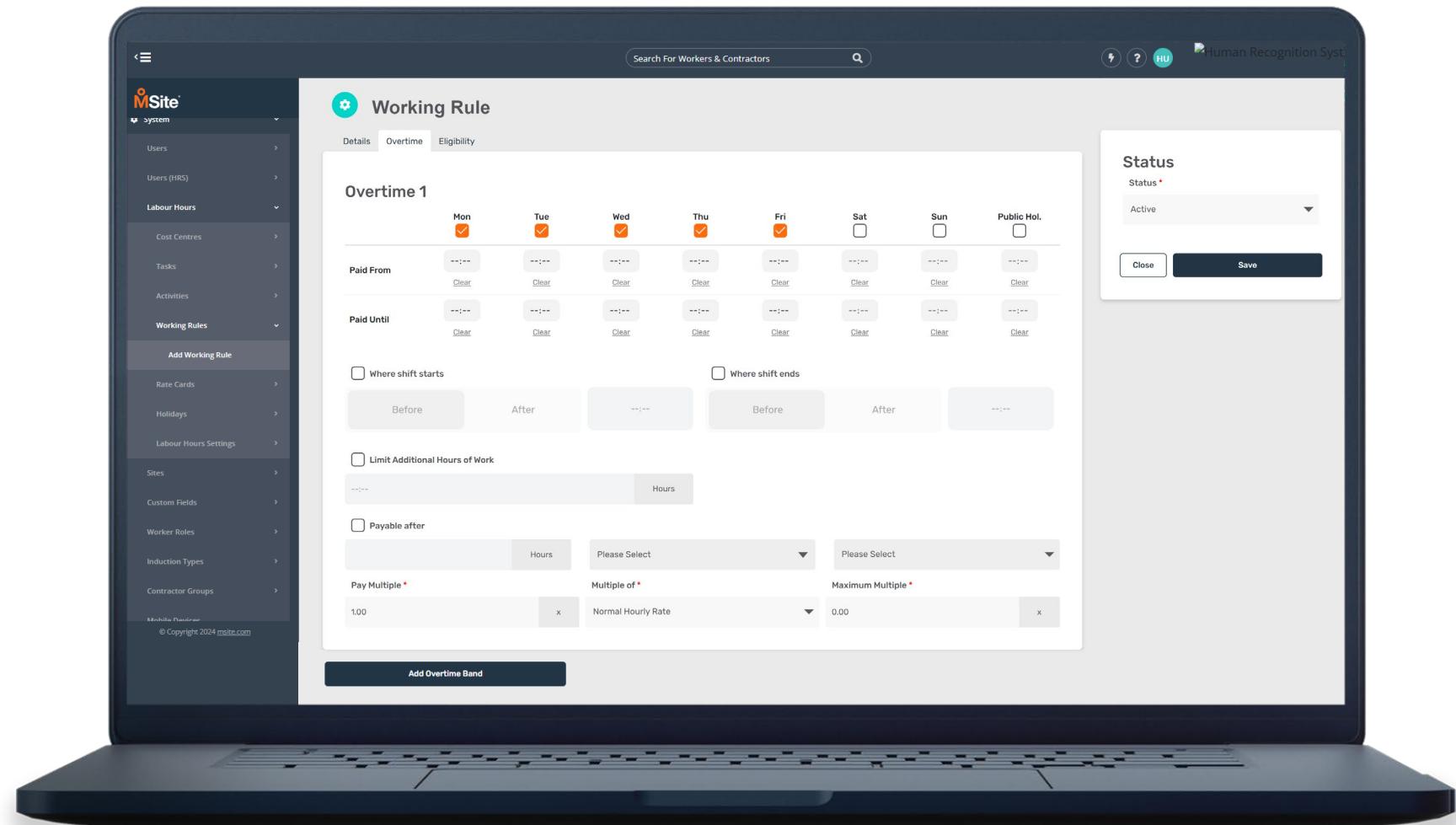


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Overtime

This provides us with the ability to create **Overtime** rules, on top of the already configured **Working Rules**. On this tab we can specify when overtime should be paid, as well as the minimum criteria or hours that must be worked before a worker/shift becomes **eligible** for overtime.

- Select the **Overtime** tab
- Choose **Paid From & Paid Until** timings
- Next, complete **multiplier rate** details along with any other desired criteria options.





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