



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.

The screenshot shows the MSite 'Working Rule' configuration page. The left sidebar contains the MSite logo and a navigation menu with categories: Safety, Sustainability, Deliveries, Alerts & Notifications, Reports, and System. The 'System' category is expanded, showing options like Users, Users (HRS), Labour Hours, Cost Centres, Tasks, Activities, Working Rules, Add Working Rule, Rate Cards, Holidays, and Labour Hours Settings. The 'Add Working Rule' option is highlighted. The main content area is titled 'Working Rule' and has tabs for Details, Overtime, and Eligibility. The 'Details' tab is active, showing a form with a 'Title' field and a table for defining working hours. The table has columns for days of the week (Mon-Fri) and a 'Public Hol.' column. Each day column has a status indicator (checked for Mon-Fri, unchecked for Sat-Sun and Public Hol.) and a 'Clear' button. The rows in the table are: Paid From, Paid Until, Subtraction, Day Total, Max Hours, and Min Hours. Each row has input fields for time and a 'Clear' button. On the right side of the form, there is a 'Status' section with a dropdown menu set to 'Active' and 'Close' and 'Save' buttons. The top of the screen features a search bar for workers and contractors, and user profile information for 'HU'.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Public Hol.
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid From	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear
Paid Until	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear
Subtraction	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear
Day Total	--:--	--:--	--:--	--:--	--:--	--:--	--:--	--:--
Max Hours	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear
Min Hours	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear	--:-- Clear

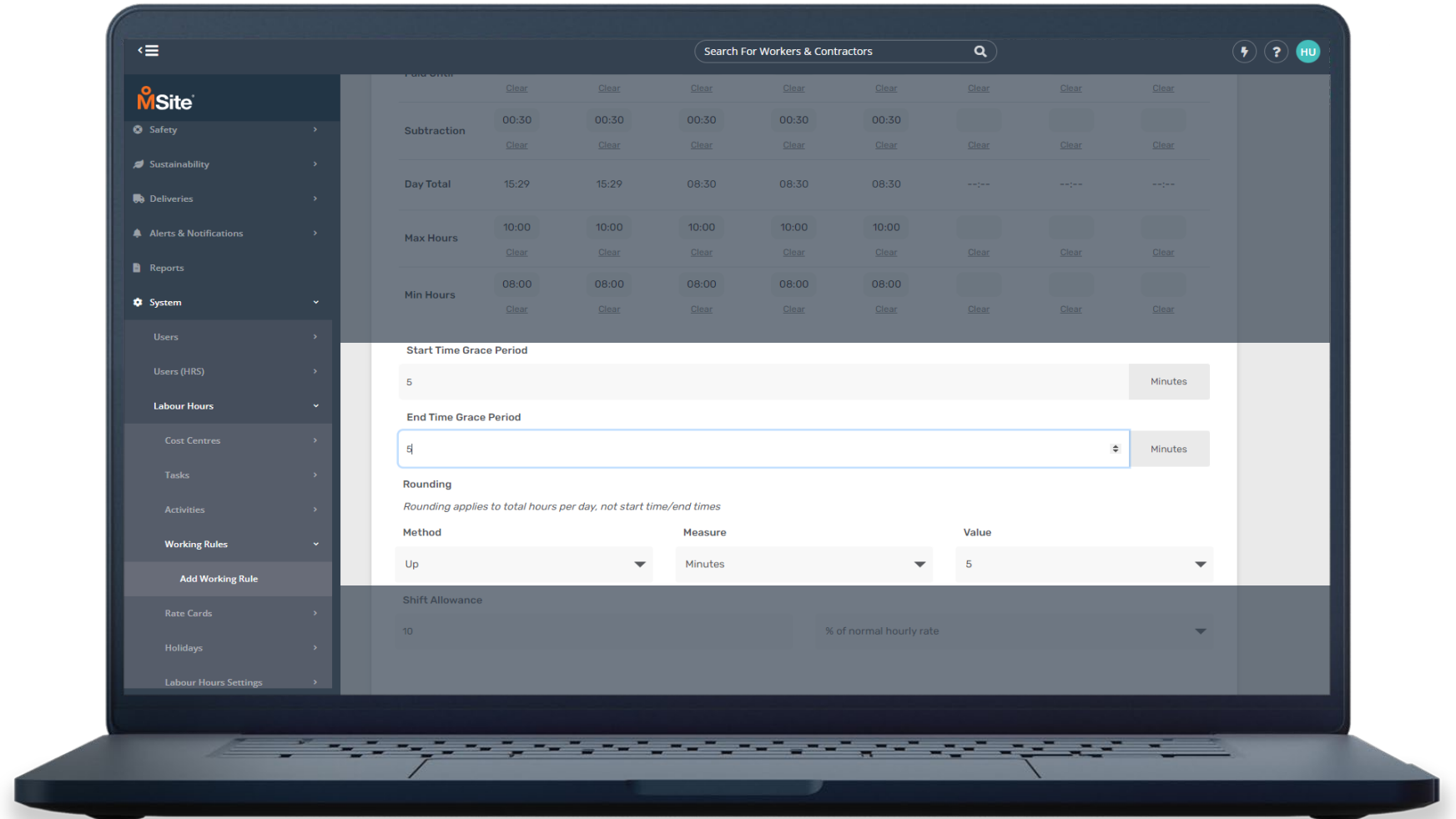
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Grace Periods & Rounding

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



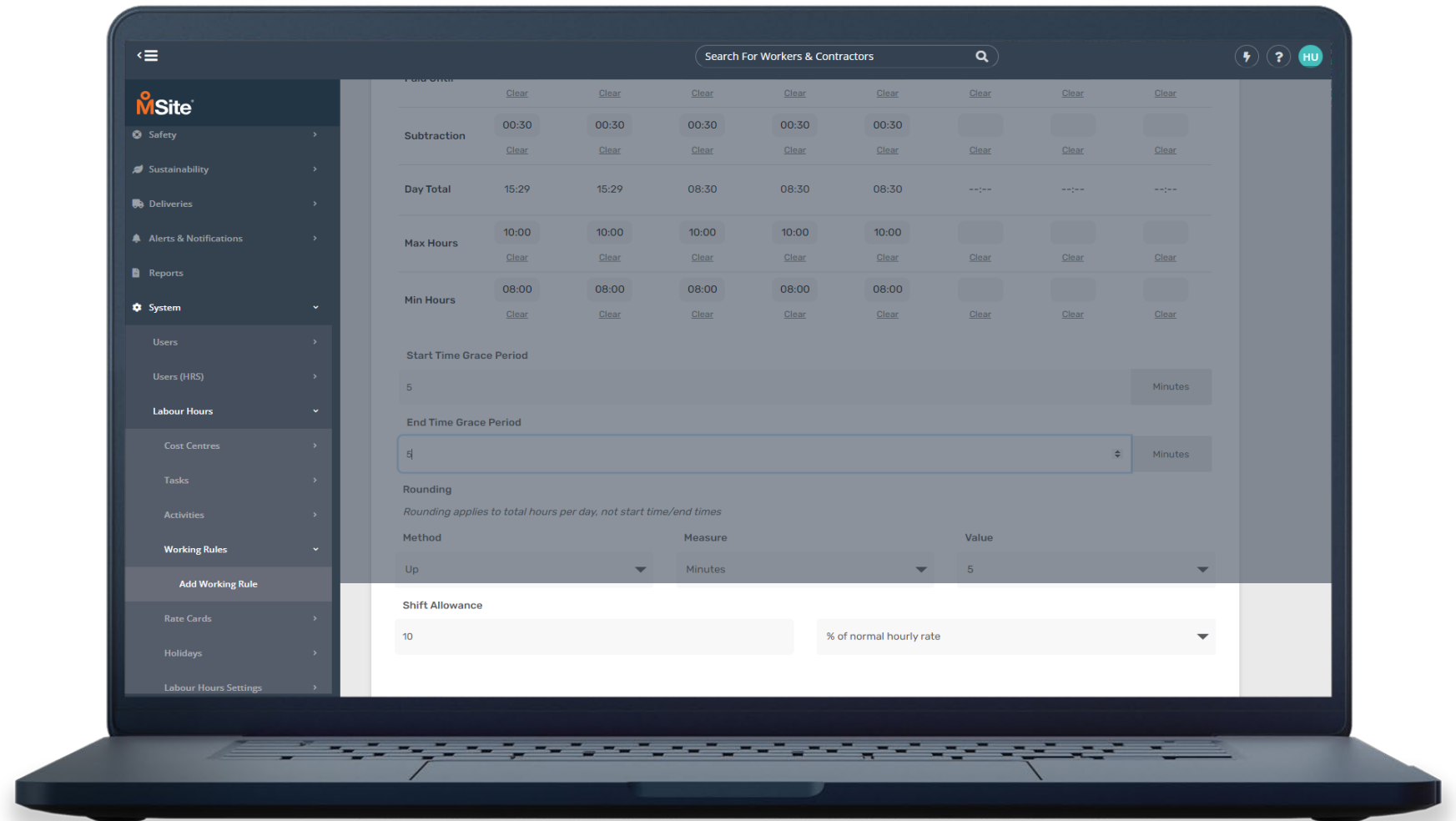
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Shift Allowance

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.

The screenshot displays the 'Working Rule' configuration page for 'Overtime' in the MSite system. The interface is divided into a sidebar, a main content area, and a status panel.

Sidebar (Left): Contains navigation links for 'Users', 'Users (HRS)', 'Labour Hours', 'Cost Centres', 'Tasks', 'Activities', 'Working Rules' (selected), 'Add Working Rule', 'Rate Cards', 'Holidays', 'Labour Hours Settings', 'Sites', 'Custom Fields', 'Worker Roles', 'Induction Types', and 'Contractor Groups'.

Main Content Area:

- Working Rule** header with tabs for 'Details', 'Overtime' (active), and 'Eligibility'.
- Overtime 1** section with a table for selecting days (Mon-Fri checked, Sat-Sun unchecked) and Public Holidays.
- Paid From** and **Paid Until** fields with 'Clear' buttons.
- Where shift starts** and **Where shift ends** checkboxes with 'Before', 'After', and '---:--' options.
- Limit Additional Hours of Work** checkbox with a 'Hours' input field.
- Payable after** checkbox with 'Hours' input and two 'Please Select' dropdowns.
- Pay Multiple *** input (1.00) and **Multiple of *** dropdown (Normal Hourly Rate).
- Maximum Multiple *** input (0.00).
- Add Overtime Band** button at the bottom.

Status Panel (Right): Shows 'Status' as 'Active' with 'Close' and 'Save' buttons.



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