

## LABOUR HOURS DAY TO DAY

---



# LABOUR HOURS DAY TO DAY

## Labour Hours Approval

The ability to filter by **Project** offers the potential for each project to have its own deadline days & times. Enabling a more individual set up where necessary.

- In the **MSite Toolbar** on the left, select **Labour Hours**
- You can then click the drop-down menus to filter by:
  - **Project** or
  - **Approval Status**

Date	Site	Status
26/08/2024	Test Site	Unapproved
26/08/2024	Test Site	Approved
19/08/2024	Test Site	Unapproved
12/08/2024	Test Site	Unapproved
05/08/2024	Test Site	Unapproved
29/07/2024	Test Site	Unapproved

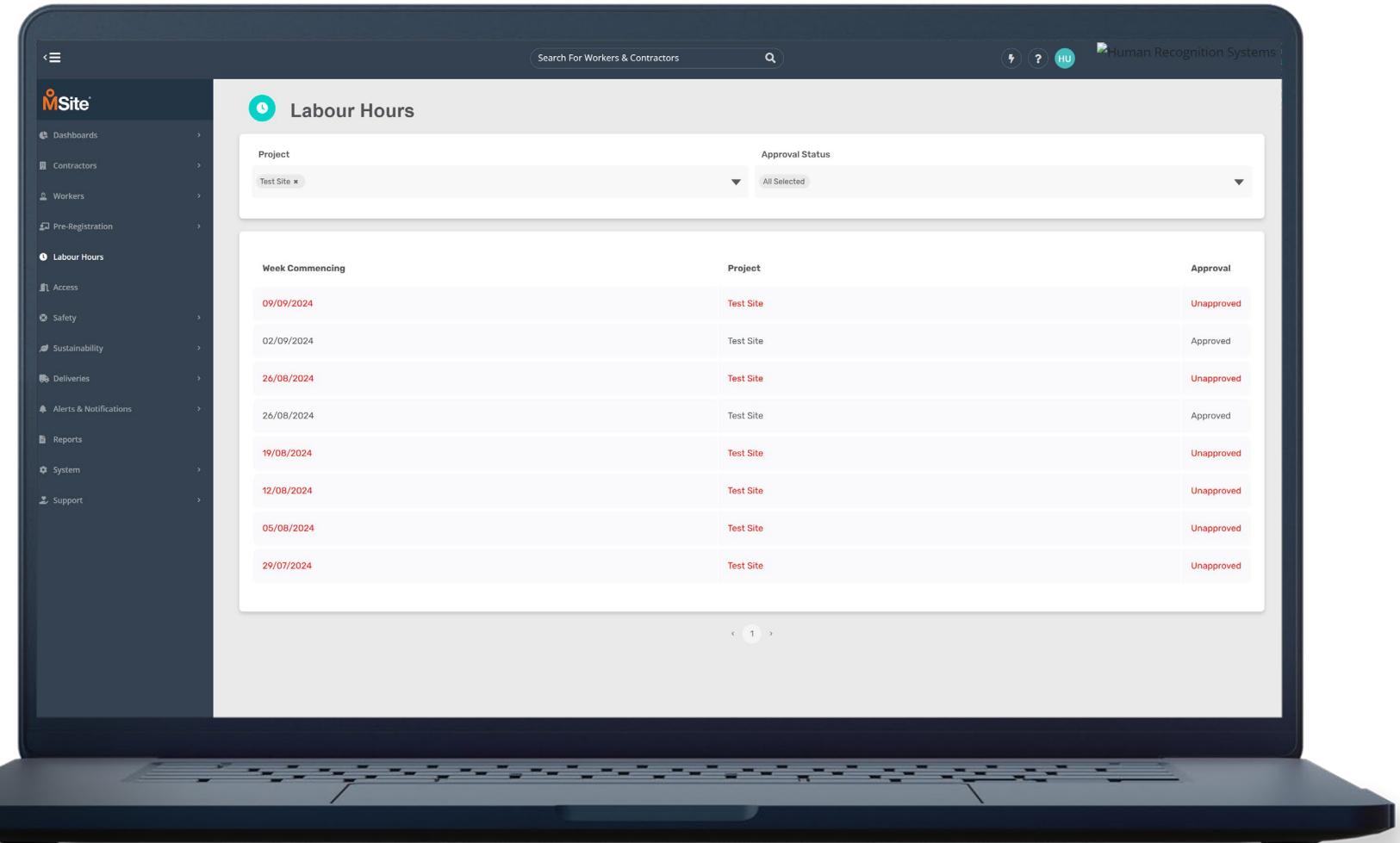
# LABOUR HOURS DAY TO DAY

## Labour Hours Approval

Here you have visibility of hours that are either **Approved** or **Unapproved** (*awaiting approval*).

You can also view **historic data**, providing an easy-to-navigate archive of working hours.

- Select intended **Project**, then choose the week in question
- All weeks will be shown below, along with their **Approval Status**



Week Commencing	Project	Approval
09/09/2024	Test Site	Unapproved
02/09/2024	Test Site	Approved
26/08/2024	Test Site	Unapproved
26/08/2024	Test Site	Approved
19/08/2024	Test Site	Unapproved
12/08/2024	Test Site	Unapproved
05/08/2024	Test Site	Unapproved
29/07/2024	Test Site	Unapproved

# LABOUR HOURS DAY TO DAY

## Project View

Here you can see all workers assigned to a project, plus, an individual's worked hours for each day of the week including the week total.

Any hours highlighted in **Green** have already been approved.

Any highlighted in **Red** are awaiting approval.

- Selecting a specific project will display any workers assigned to that project
- Clicking on an individual worker will show their worked hours in more detail
- Select **Add Extras** to assign an additional allocation for selected individuals.

	MON 09	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	Total
Temporary Card Nineteen	0	0	0	0	0	0	0	0
Temporary Card Seventeen	0	0	0	0	0	0	0	0
Andy Hickman	0	0	0	0	0	0	0	0
Samuel Hickman	0	0	0	0	0	0	0	0
Andy Galbraith	11	9	0	0	0	0	0	20
George Macpherson	0	0	0	0	0	0	0	0

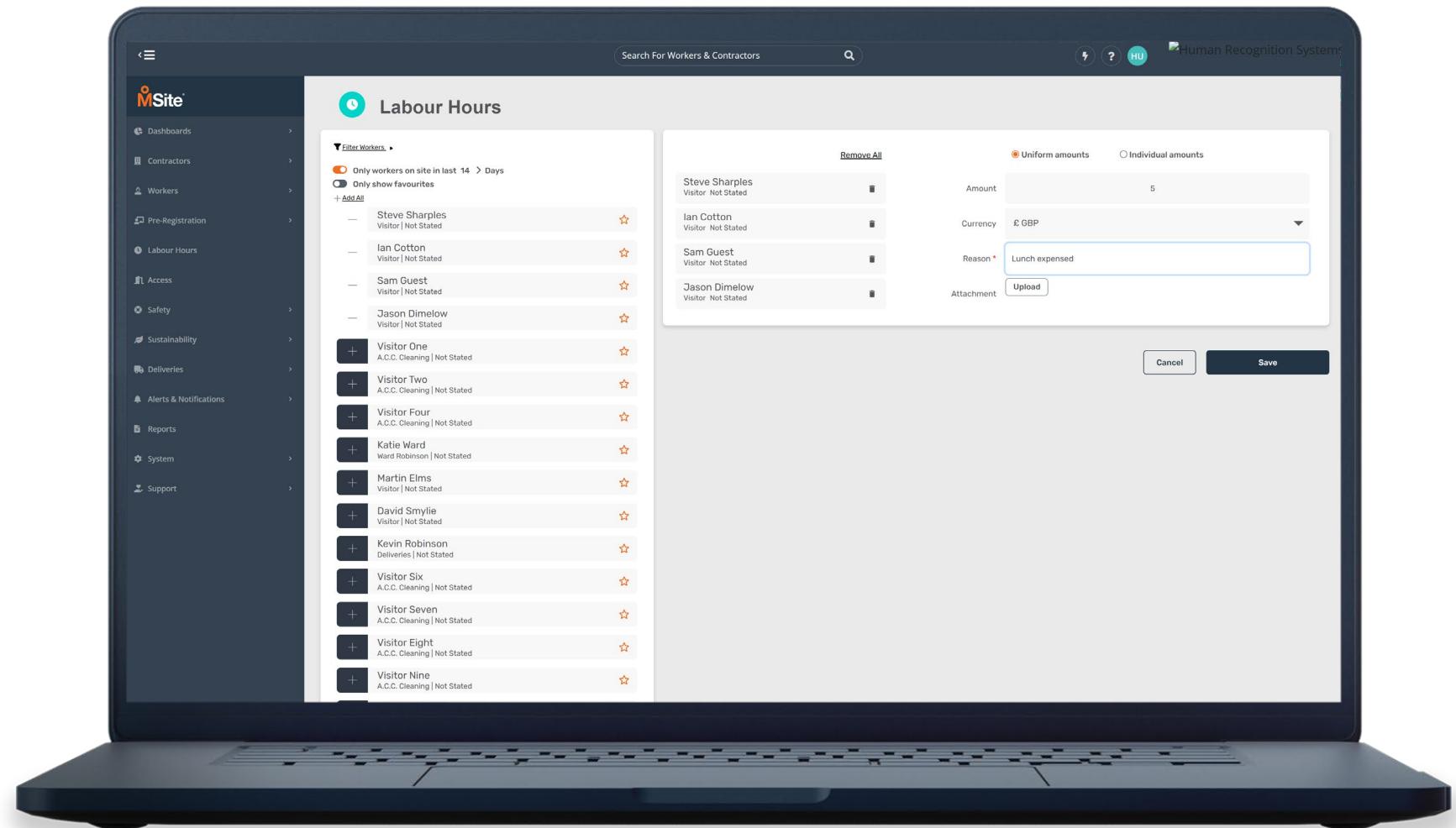
# LABOUR HOURS DAY TO DAY

## Project View – Add Extra

Here you can assign an additional allocation for selected individuals.

For example, covering the cost of lunch certain workers.

- Select workers to receive additional allocation
- Choose either a **Uniform amount** or **Individual amounts**
- Select **Currency** and enter the **Reason**, then **Save**



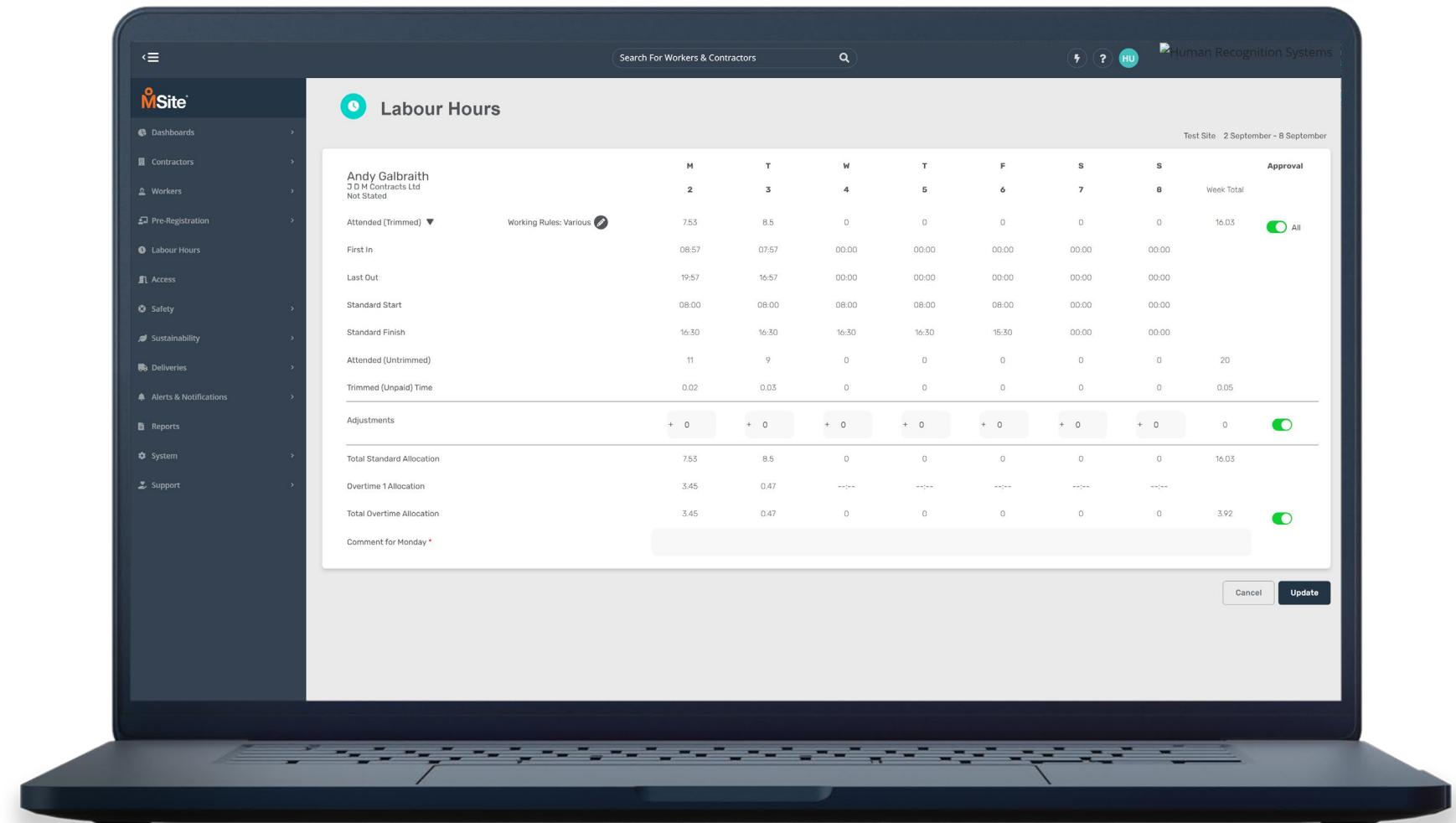
# LABOUR HOURS DAY TO DAY

## Worker View

Here you can see the individual's **worked** and **overtime** hours including the **FILO** timings.

There is also the option to make manual adjustments if required.

- By clicking on the  next to **Attended**, you can see a detailed view of the submitted hours for the individual that week, along with making manual adjustments if required by selecting 
- You have the option to approve each section by selecting the **toggle** 



Labour Hours

	M	T	W	T	F	S	S	Approval
Attended (Trimmed) ▾	7.55	8.5	0	0	0	0	0	16.03
First In	08:57	07:57	00:00	00:00	00:00	00:00	00:00	00:00
Last Out	19:57	16:57	00:00	00:00	00:00	00:00	00:00	00:00
Standard Start	08:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00
Standard Finish	16:30	16:30	16:30	16:30	15:30	00:00	00:00	00:00
Attended (Untrimmed)	11	9	0	0	0	0	0	20
Trimmed (Unpaid) Time	0.02	0.03	0	0	0	0	0	0.05
Adjustments	+ 0	+ 0	+ 0	+ 0	+ 0	+ 0	+ 0	0
Total Standard Allocation	7.55	8.5	0	0	0	0	0	16.03
Overtime 1 Allocation	3.45	0.47	--:--	--:--	--:--	--:--	--:--	
Total Overtime Allocation	3.45	0.47	0	0	0	0	0	3.92

Comment for Monday \*

Cancel Update

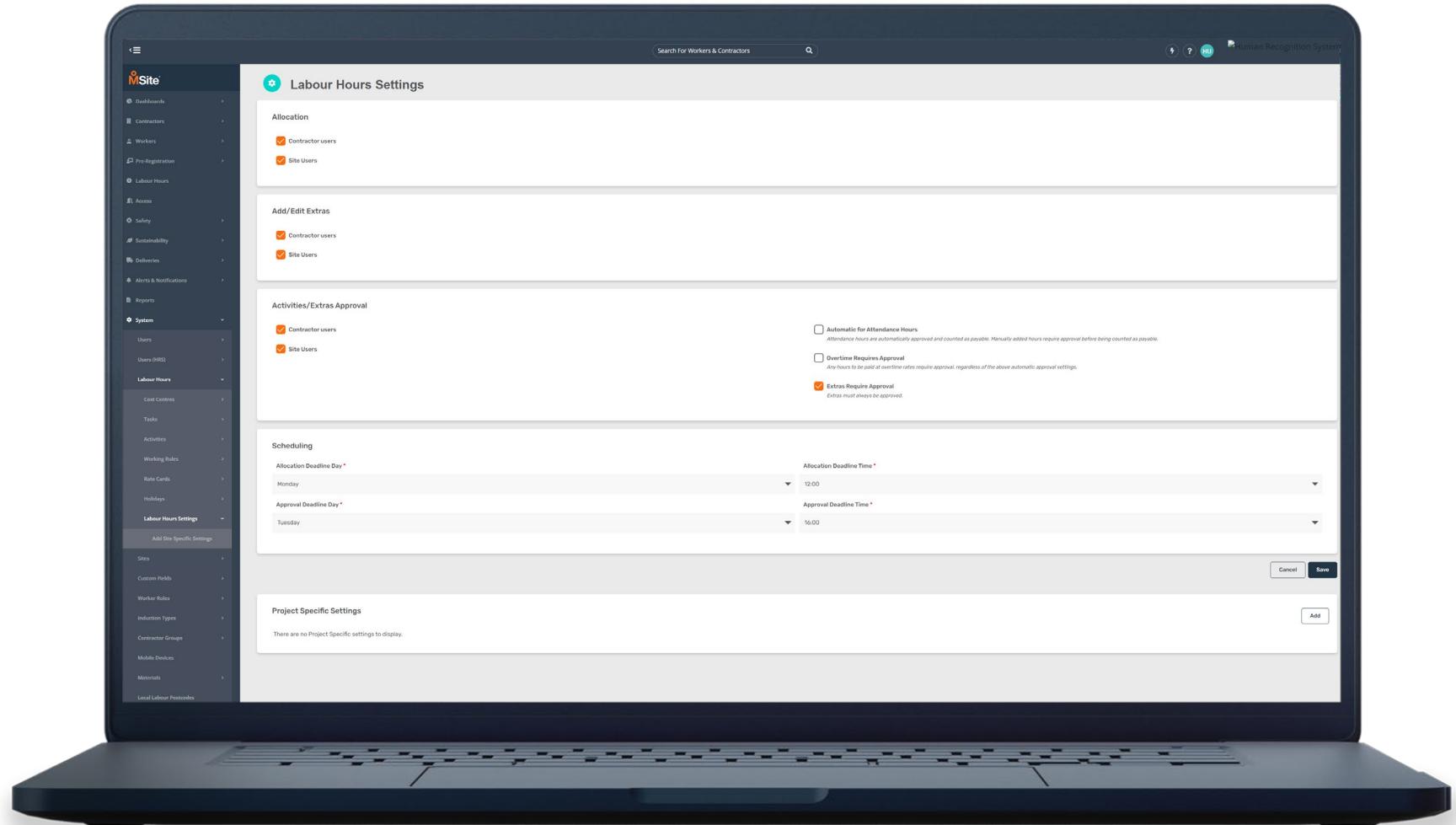
# LABOUR HOURS DAY TO DAY

## Labour Hours Settings

Set permissions for both contractors and site users for:

- Allocation
- Add/Edit Extras
- Activities/Extras Approval
- Set auto approval for Attendance Hours
- Set custom deadlines for Allocation & Approval by project

- In the **MSite Toolbar** on the left, select:
  - **System** → **Labour Hours** → **Labour Hours Settings**



Be Safe. Be Productive. Be One.



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