MSite by infobric

LABOUR HOURS
DAY TO DAY

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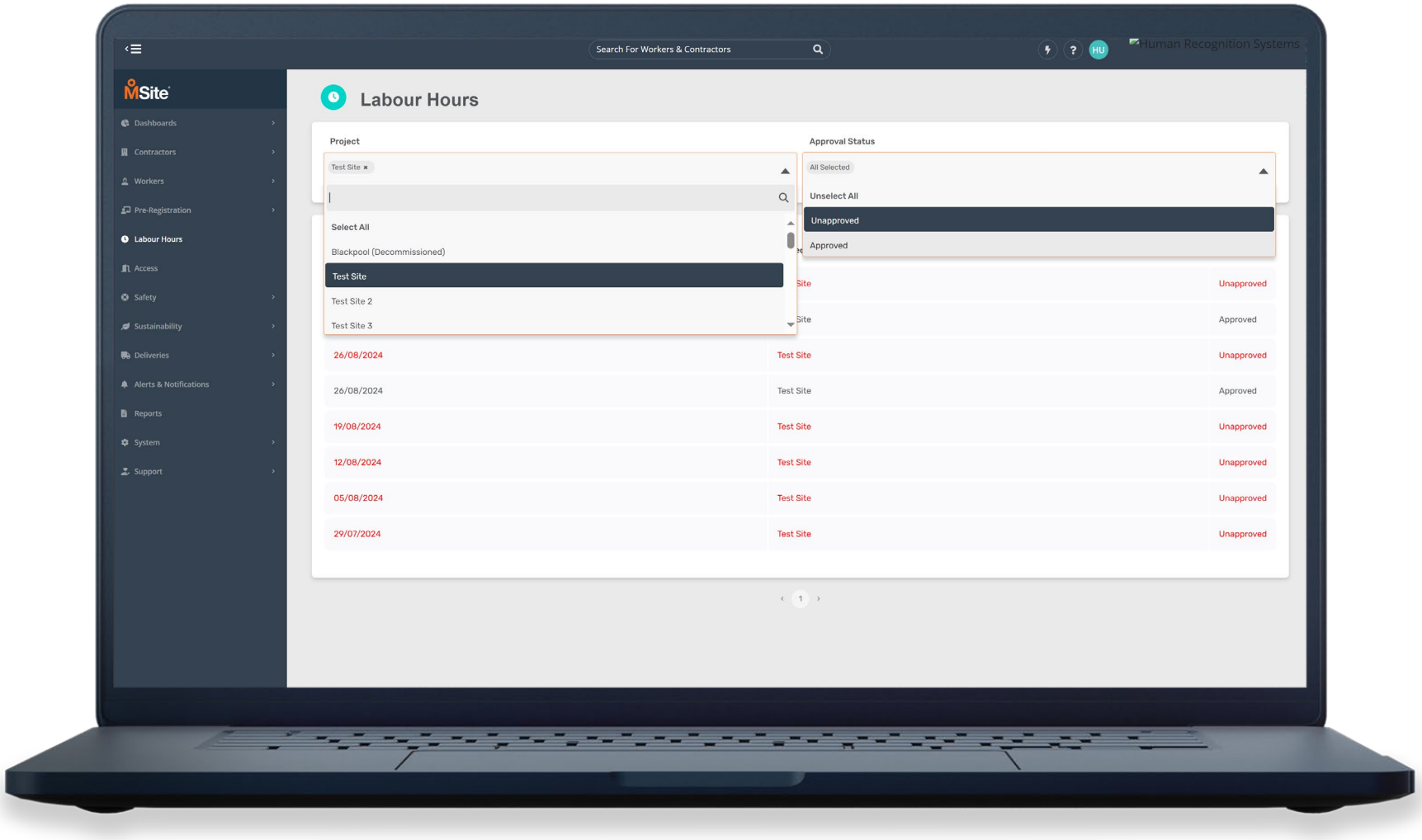
LABOUR HOURS
DAY TO DAY

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**



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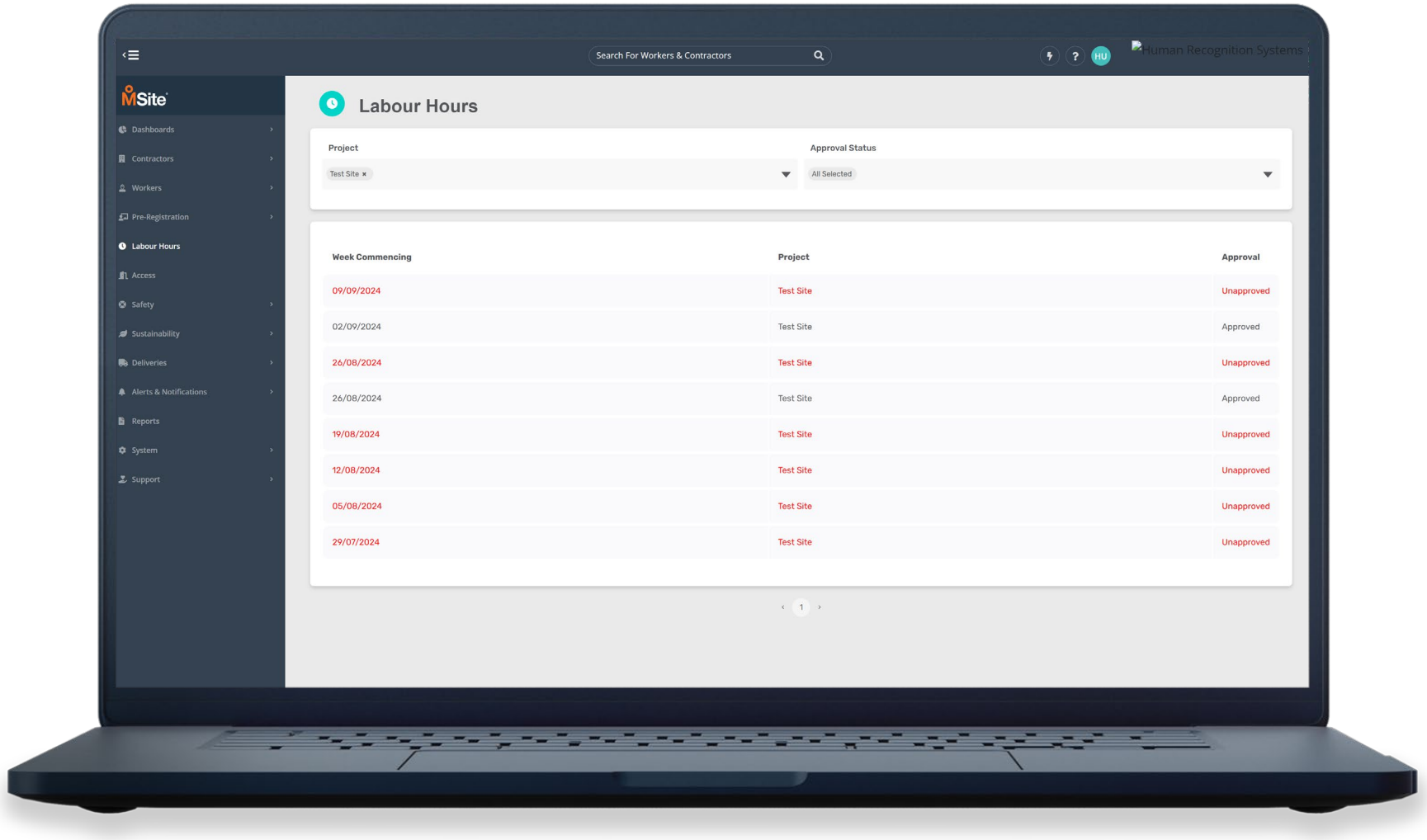
LABOUR HOURS DAY TO DAY

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**



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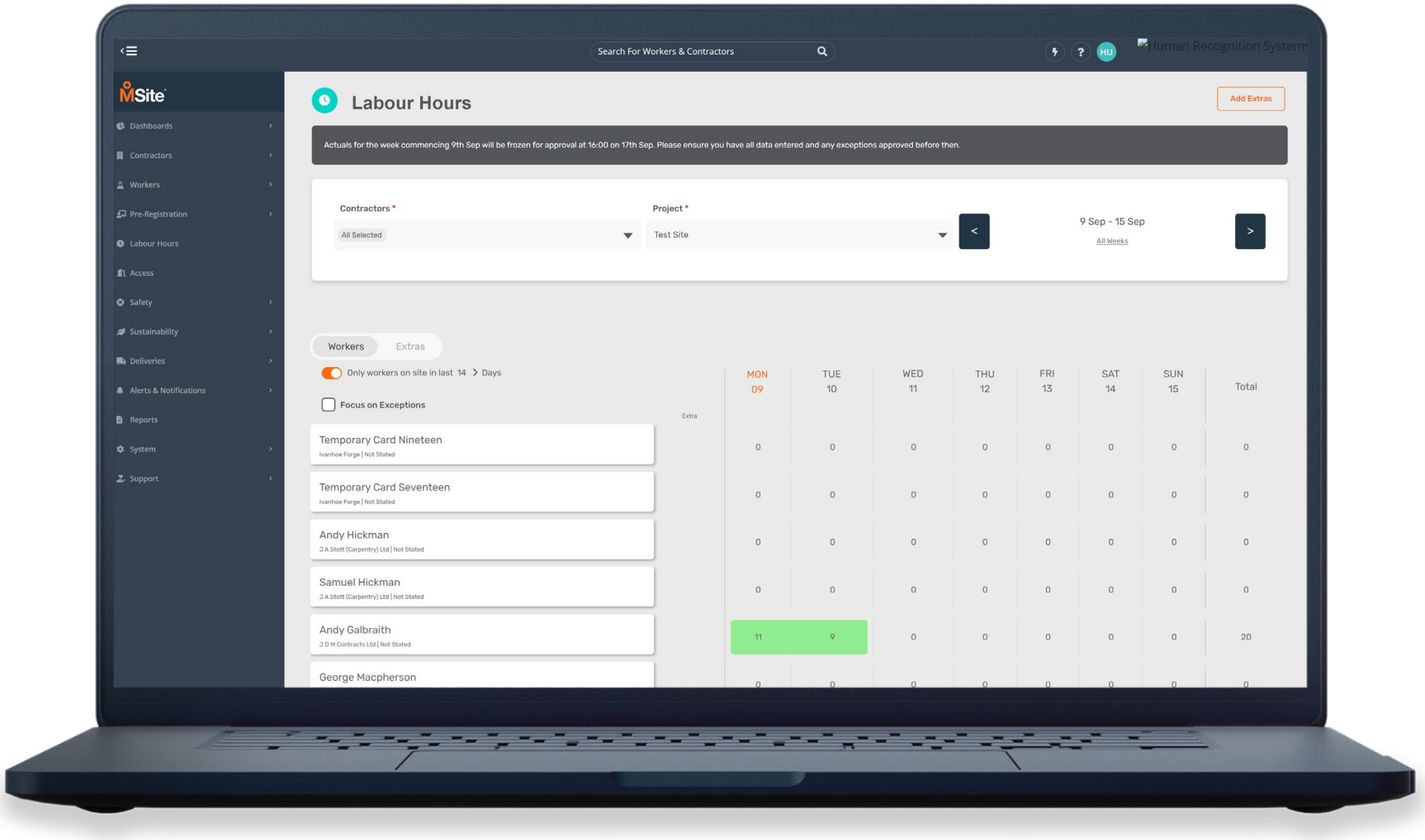
Project View

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.



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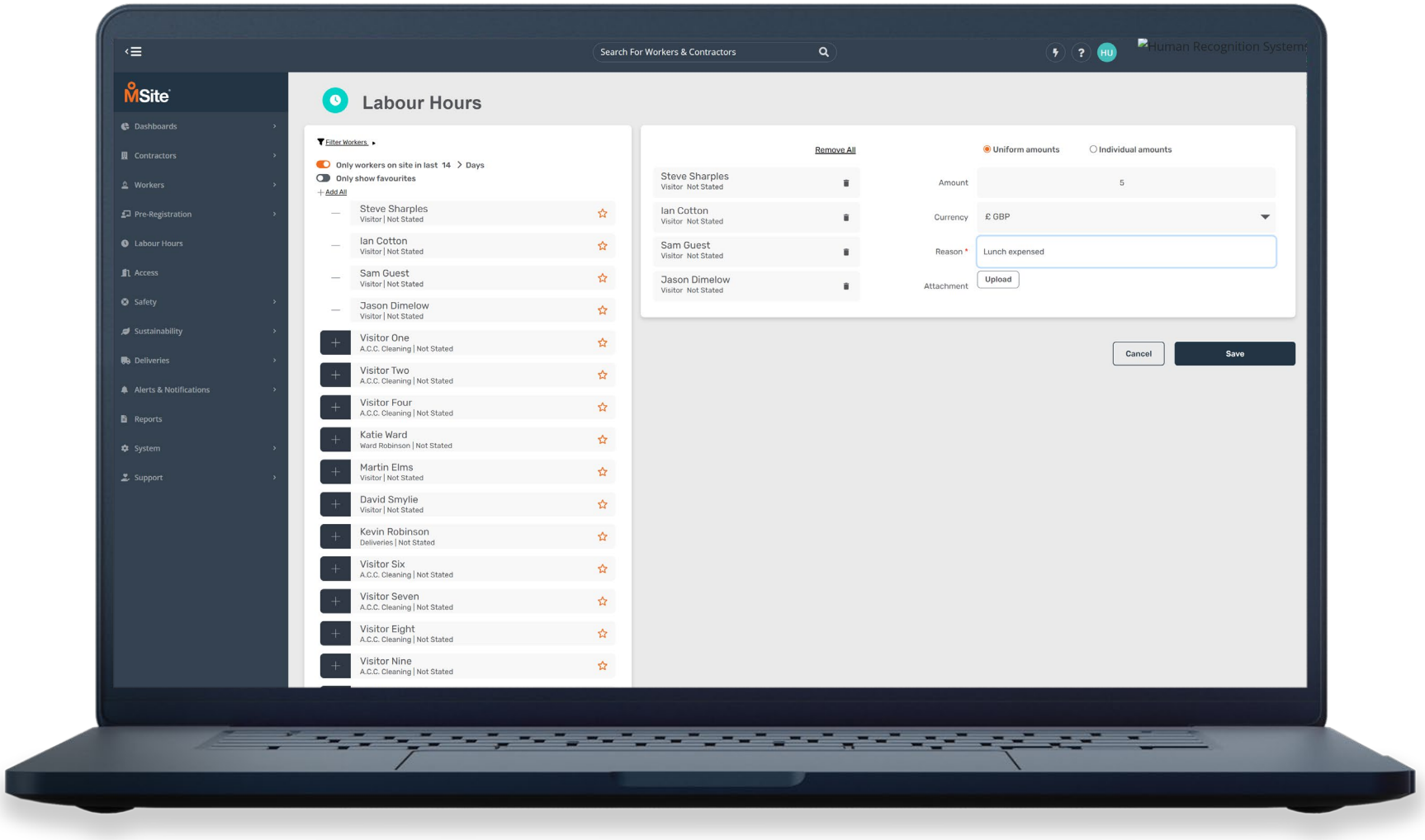
Project View – Add Extra

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**



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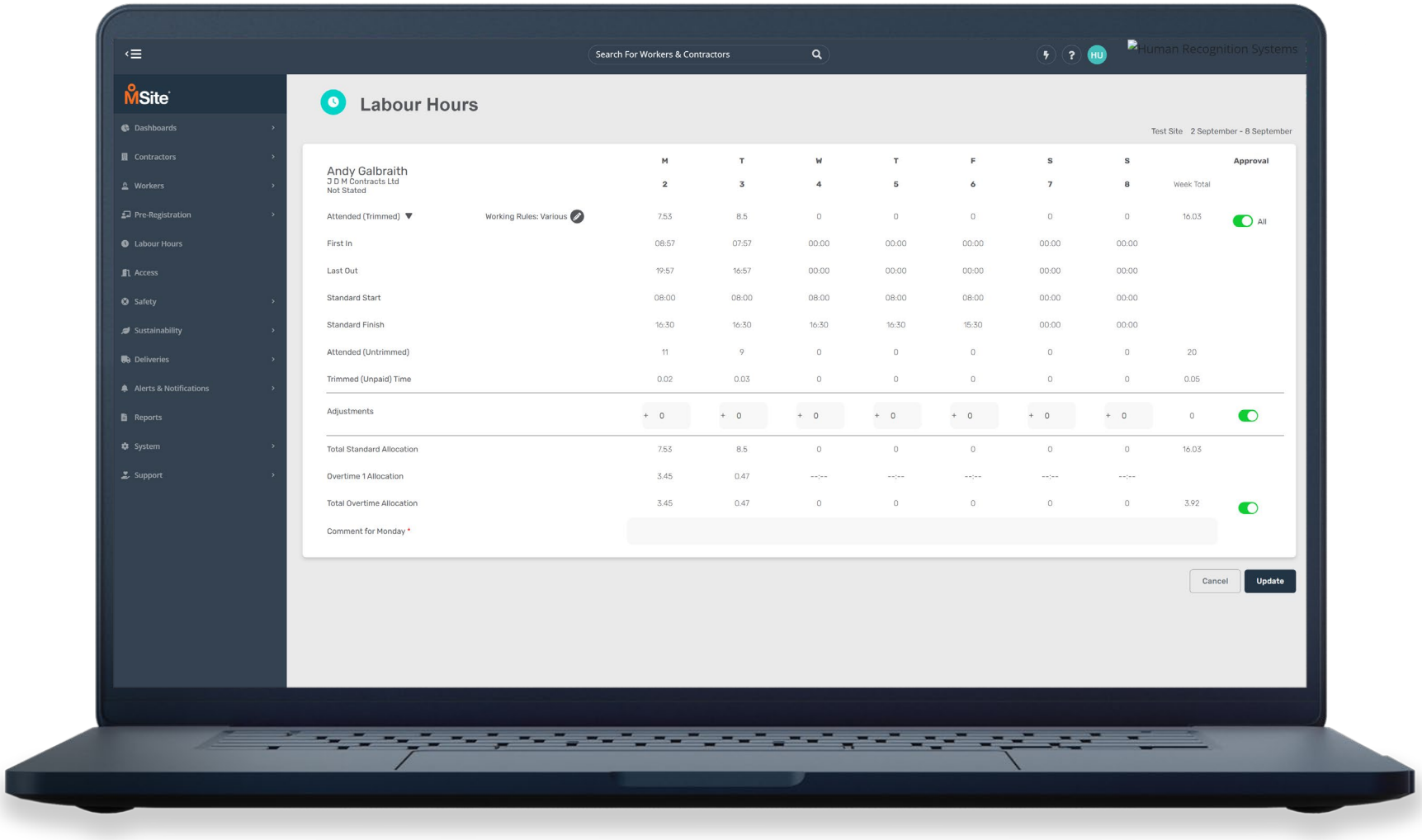
Worker View

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
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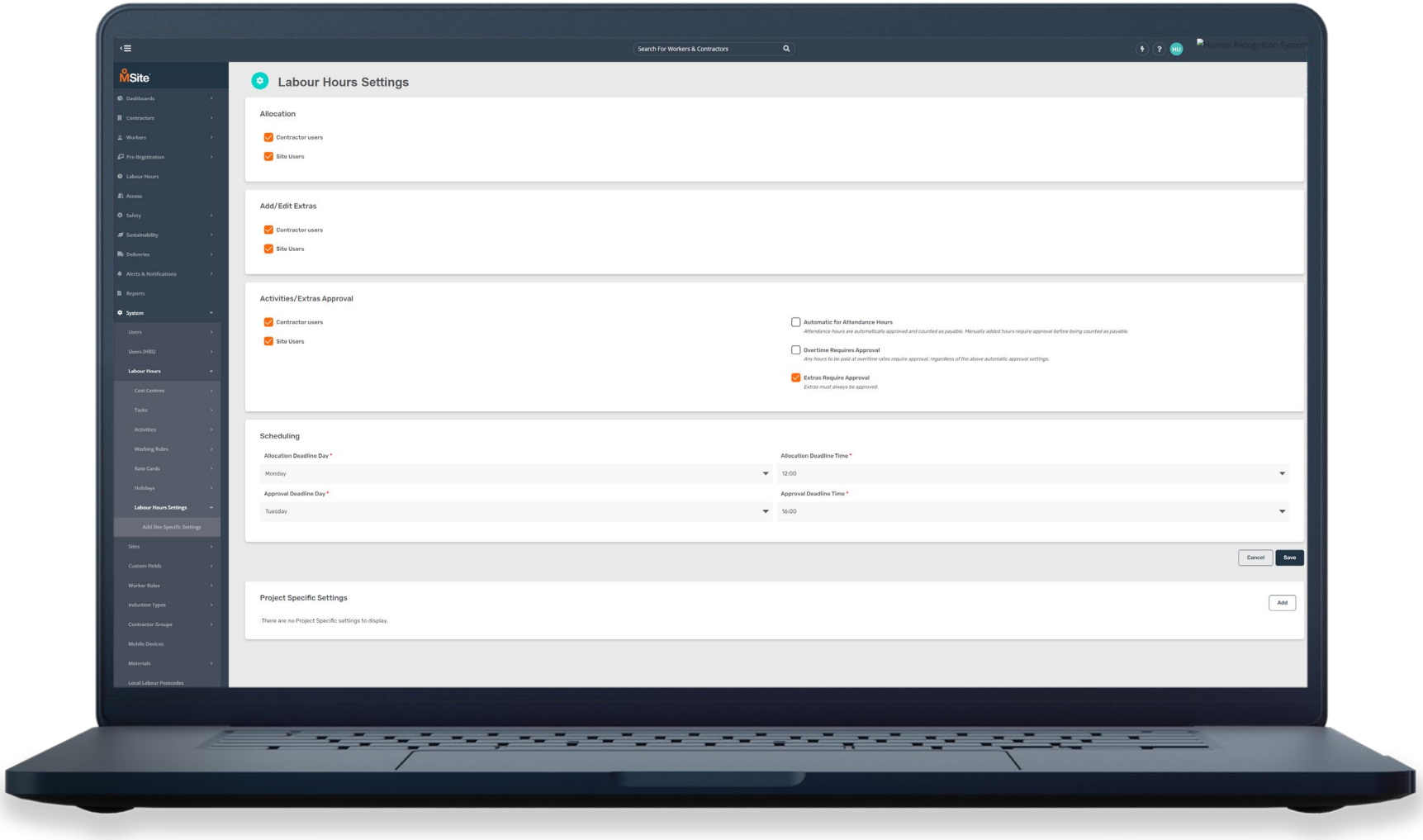
Labour Hours Settings

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**



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