

LABOUR HOURS

Top Tips

Key points for the **Working Rule** element of Labour Hours.

Working Rules

- Select the **working days**.
- Enter **Start** and **End** time for shift – Including any deductions for breaks – will auto populate day total.
- Enter **Minimum & Maximum** Hours that can be worked that day.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Public Hol.
Paid From	08:00 Clear	--:-- Clear	--:-- Clear	--:-- Clear				
Paid Until	18:00 Clear	--:-- Clear	--:-- Clear	--:-- Clear				
Subtraction	00:30 Clear	--:-- Clear	--:-- Clear	--:-- Clear				
Day Total	09:30	09:30	09:30	09:30	09:30	--:--	--:--	--:--
Max Hours	12:00 Clear	--:-- Clear	--:-- Clear	--:-- Clear				
Min Hours	08:00 Clear	--:-- Clear	--:-- Clear	--:-- Clear				