

LABOUR HOURS

Top Tips

Key points for the **Grace Periods & Shift Allowance** element of Labour Hours.

Grace Period & Shift Allowance

- Set grace periods for **start/end** time if applicable.
- Edit rounding **Methods, Measure & Value**.
- Adjust **Shift Allowance** where applicable.

Subtraction	00:30 Clear	00:30 Clear	00:30 Clear	00:30 Clear	00:30 Clear	Clear	Clear	Clear
Day Total	15:29	15:29	08:30	08:30	08:30	--:--	--:--	--:--
Max Hours	10:00 Clear	10:00 Clear	10:00 Clear	10:00 Clear	10:00 Clear	Clear	Clear	Clear
Min Hours	08:00 Clear	08:00 Clear	08:00 Clear	08:00 Clear	08:00 Clear	Clear	Clear	Clear

Start Time Grace Period

5

Minutes

End Time Grace Period

Minutes

Rounding

Rounding applies to total hours per day, not start time/end times

Method	Measure	Value
Up	Minutes	5

Shift Allowance

10

% of normal hourly rate

