

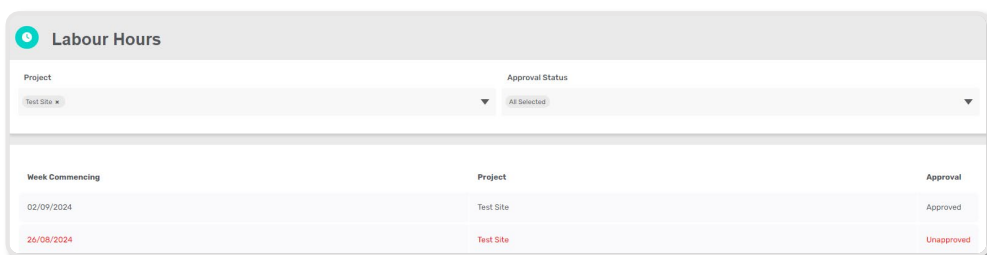
LABOUR HOURS

Top Tips

Key points for the **User View** of Labour Hours.

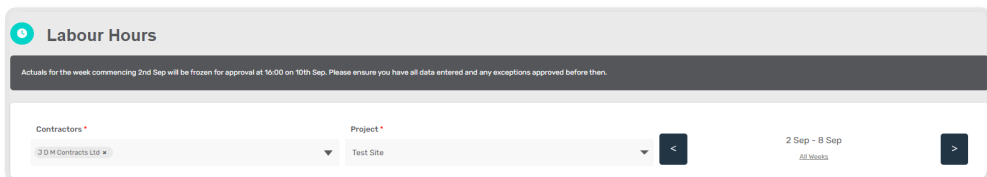
Viewing hours worked in Labour Hours

- Select relevant **Project** & **Week Commencing**.



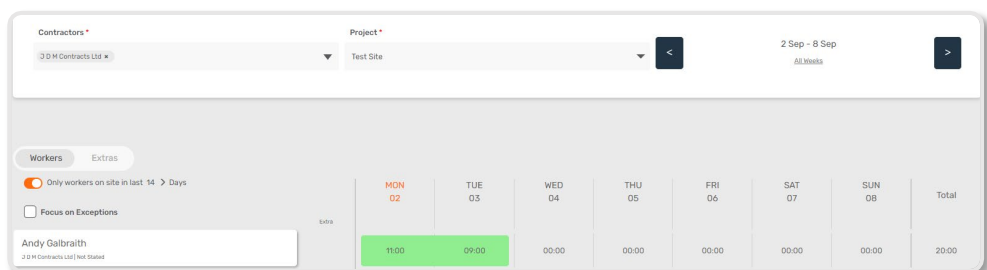
The screenshot shows the 'Labour Hours' interface. At the top, there's a 'Project' dropdown menu with 'Test Site' selected. Below it, there's a table with columns: 'Week Commencing', 'Project', and 'Approval'. The table has two rows: one for '02/09/2024' with 'Test Site' and 'Approved' status, and another for '26/08/2024' with 'Test Site' and 'Unapproved' status.

- Either select all **contractors** or search by **specific contractor**.



The screenshot shows the 'Labour Hours' interface with a message: 'Actuals for the week commencing 2nd Sep will be frozen for approval at 16:00 on 10th Sep. Please ensure you have all data entered and any exceptions approved before then.' Below this, there's a 'Contractors' dropdown menu with 'J D M Contracts Ltd' selected. To the right, there's a 'Project' dropdown menu with 'Test Site' selected. Further right, there's a date range '2 Sep - 8 Sep' with a 'All Weeks' link.

- Then choose the required **individual** to get a **detailed breakdown** of their hours for that week.



The screenshot shows the 'Labour Hours' interface with a detailed breakdown of hours for a specific individual. At the top, there's a 'Contractors' dropdown menu with 'J D M Contracts Ltd' selected. To the right, there's a 'Project' dropdown menu with 'Test Site' selected. Further right, there's a date range '2 Sep - 8 Sep' with a 'All Weeks' link. Below this, there's a section for 'Workers' and 'Extras'. Under 'Workers', there's a checkbox for 'Only workers on site in last 14 Days' and a checkbox for 'Focus on Exceptions'. Below these, there's a search bar with 'Andy Galbraith' entered. To the right of the search bar, there's a table with columns for days of the week (MON 02, TUE 03, WED 04, THU 05, FRI 06, SAT 07, SUN 08) and a 'Total' column. The table has one row for 'Andy Galbraith' with values: 11:00, 09:00, 00:00, 00:00, 00:00, 00:00, 00:00, and 20:00.



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