

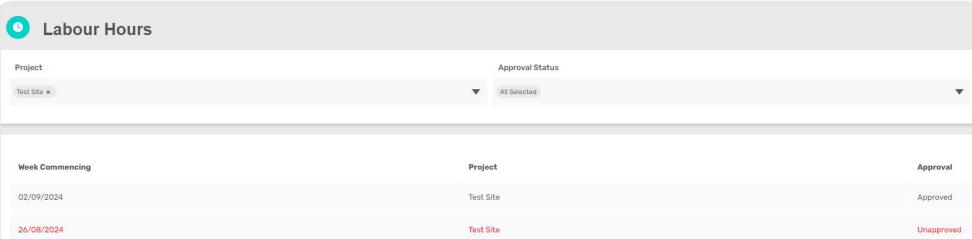
LABOUR HOURS

Top Tips

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

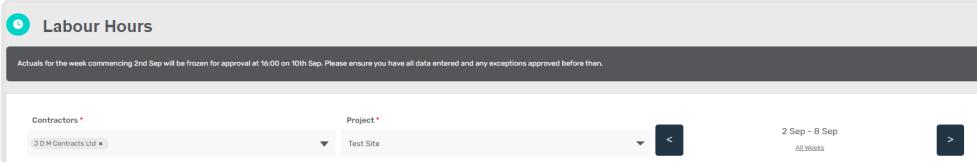
Viewing hours worked in Labour Hours

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

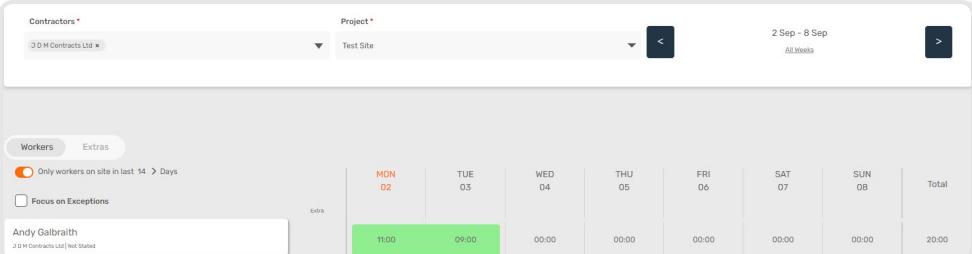


Week Commencing	Project	Approval
02/09/2024	Test Site	Approved
26/08/2024	Test Site	Unapproved

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



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



Day	Time	Hours
MON 02	11:00	09:00
TUE 03		00:00
WED 04		00:00
THU 05		00:00
FRI 06		00:00
SAT 07		00:00
SUN 08		00:00
Total		20:00