

# LABOUR HOURS

## Top Tips

Key points for the **Approval & Adjustment** element of Labour Hours.

### Approval & Adjustments

- Expanded detail by selecting the **arrow** next to 'Attended'.

									Approval
<b>Andy Galbraith</b> J D M Contracts Ltd Not Stated									
	M	T	W	T	F	S	S	Week Total	
	2	3	4	5	6	7	8		
Attended (Trimmed) ▶	07:32	08:30	00:00	00:00	00:00	00:00	00:00	16:02	<input checked="" type="checkbox"/> All
Working Rules: Various									
Adjustments	+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	00:00	<input checked="" type="checkbox"/>
Total Standard Allocation	07:32	08:30	00:00	00:00	00:00	00:00	00:00	16:02	
Overtime 1 Allocation	03:27	00:28	---	---	---	---	---		
Total Overtime Allocation	03:27	00:28	00:00	00:00	00:00	00:00	00:00	03:55	<input checked="" type="checkbox"/>
Comment for Monday *									

- Able to **approve** set hours, **make & approve adjustments** and **approve overtime** using the toggle to the right.
- Also able to make **manual adjustments** and change whether **addition** or **deduction** by clicking on the + or - symbols.

									Approval
<b>Andy Galbraith</b> J D M Contracts Ltd Not Stated									
	M	T	W	T	F	S	S	Week Total	
	2	3	4	5	6	7	8		
Attended (Trimmed) ▼	07:32	08:30	00:00	00:00	00:00	00:00	00:00	16:02	<input checked="" type="checkbox"/> All
Working Rules: Various									
First In	08:57	07:57	00:00	00:00	00:00	00:00	00:00		
Last Out	19:57	16:57	00:00	00:00	00:00	00:00	00:00		
Standard Start	08:00	08:00	08:00	08:00	08:00	00:00	00:00		
Standard Finish	16:30	16:30	16:30	16:30	16:30	00:00	00:00		
Attended (Untrimmed)	11:00	09:00	00:00	00:00	00:00	00:00	00:00	20:00	
Trimmed (Unpaid) Time	00:01	00:02	00:00	00:00	00:00	00:00	00:00	00:03	
Adjustments	+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	00:00	<input checked="" type="checkbox"/>
Total Standard Allocation	07:32	08:30	00:00	00:00	00:00	00:00	00:00	16:02	
Overtime 1 Allocation	03:27	00:28	---	---	---	---	---		
Total Overtime Allocation	03:27	00:28	00:00	00:00	00:00	00:00	00:00	03:55	<input checked="" type="checkbox"/>
Comment for Monday *									



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