

LABOUR HOURS

Top Tips

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

Approval & Settings

- Select **System, Labour Hours & Labour Hours Settings** from the toolbar on the right.

The screenshot shows the 'Labour Hours Settings' page in the MSite application. The left sidebar contains a navigation menu with categories like Access, Safety, Sustainability, Deliverables, Alerts & Notifications, Reports, System, Users (MRC), Labour Hours, Cost Centres, Tasks, Activities, Working Rules, Rate Cards, Holidays, Labour Hours Settings, Add Site Specific Settings, Sites, Custom Fields, Worker Roles, Induction Types, and Contractor Groups. The 'Labour Hours Settings' page is divided into several sections: 'Allocation' with checkboxes for 'Contractor users' and 'Site Users'; 'Add/Edit Extras' with checkboxes for 'Contractor users' and 'Site Users'; 'Activities/Extras Approval' with checkboxes for 'Contractor users' and 'Site Users', and three toggle options: 'Automatic for Attendance Hours' (unchecked), 'Overtime Requires Approval' (unchecked), and 'Extras Require Approval' (checked); and 'Scheduling' with dropdown menus for 'Allocation Deadline Day' (Monday), 'Allocation Deadline Time' (12:00), 'Approval Deadline Day' (Tuesday), and 'Approval Deadline Time' (16:00).

- Able to allocate access **Permissions, Auto Approval** for **Attendance, Extras & Overtime**.
- Can set **Allocation & Approval deadline days & times** for each week – If a payment is not approved before either deadline, it will be rolled over to the next week automatically for approval.

