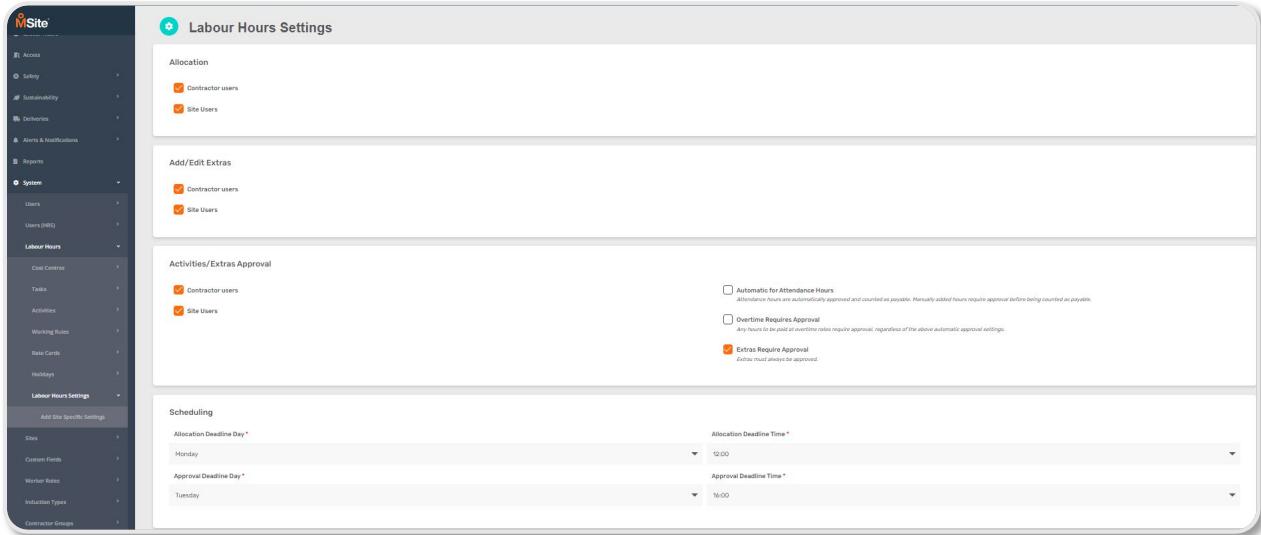# LABOUR HOURS

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.

- 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.