

# LABOUR HOURS FAQ

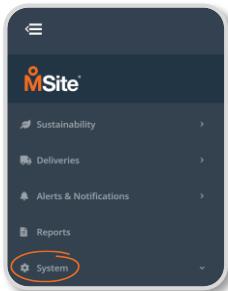
## How to change Auto Approval & Scheduling settings

A guide to help changing **Auto Approval & Scheduling** options.

### Auto Approval & Scheduling

To access the **Auto Approval & Scheduling** menu within Labour Hours, select:

**System** ➔ **Labour Hours** ➔ **Labour Hours Settings** from the MSite Toolbar.



Here you can choose the **auto approval** status for:

- Attendance Hours
- Overtime Hours
- Any Extras needing approval



This will enable the selected options to be approved without any manual verification required, for **improved efficiency**.

➤ Then click  to confirm changes.

# LABOUR HOURS FAQ

## How to change Scheduling settings

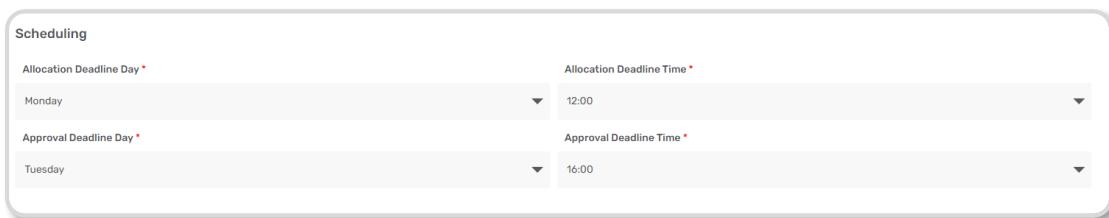
A guide to help change **scheduling** options.

### Auto Approval

To access the **Auto Approval** menu within Labour Hours, select,

**System** ➔ **Labour Hours** ➔ **Labour Hours Settings**, from the MSite Toolbar.

Here you have the ability to change the settings relating to **scheduling** and **approval timeframes** of Labour Hours.



Scheduling	
Allocation Deadline Day *	Allocation Deadline Time *
Monday	12:00
Approval Deadline Day *	Approval Deadline Time *
Tuesday	16:00

- **Allocation deadline** day & time – (when a worker needs to have their hours assigned to them)
- **Approval deadline** day & time – (when the cut off is for hours to be approved for that week)

Any changes made after the **cut-off** date will affect the following week.

➤ Then click **Save** to confirm changes.



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## How to make Project Specific scheduling settings

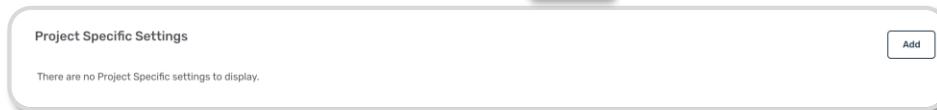
A guide to help change **project specific** scheduling options.

### Auto Approval – Project Specific

To access the **Project** menu within Labour Hours, select,

**System** ➔ **Labour Hours** ➔ **Labour Hours** Settings, from the MSite Toolbar.

Scroll to the bottom of the page and click **Add** from the **Project Specific** section:

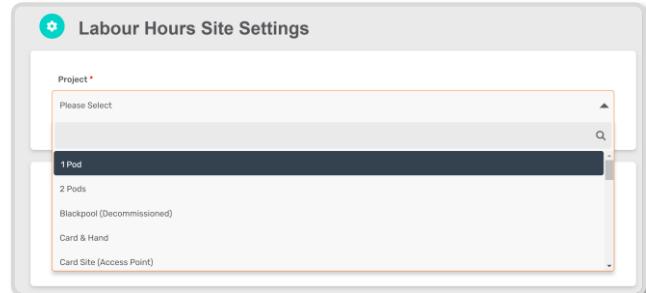


Project Specific Settings

There are no Project Specific settings to display.

Add

Here you can select the specific **Project** you wish to set rules against.



Labour Hours Site Settings

Project \*

Please Select

1 Pod

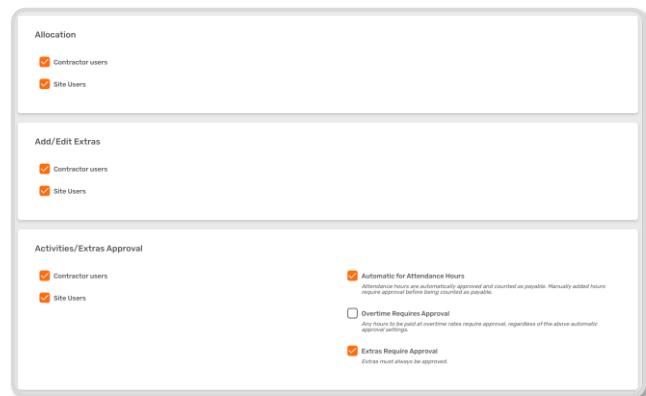
2 Pods

Blackpool (Decommissioned)

Card & Hand

Card Site (Access Point)

You can then make amendments to the **Auto Approval** options for **Attendance, Overtime & Extras**.



Allocation

Contractor users

Site Users

Add/Edit Extras

Contractor users

Site Users

Activities/Extras Approval

Contractor users

Site Users

Automatic for Attendance Hours

Attendance hours are automatically approved and counted as payable. Manually added hours are not counted as payable.

Overtime Requires Approval

Any hours in the pool of overtime rates require approval, regardless of the above automatic approval settings.

Extras Require Approval

Extras must always be approved.

➤ Then click **Add** followed by **Save** to confirm changes.