

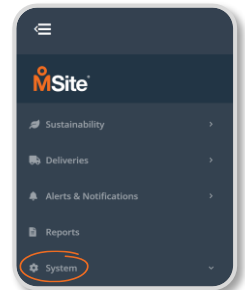
# LABOUR HOURS FAQ

## 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

- ☒ **Automatic for Attendance Hours**  
*Attendance hours are automatically approved and counted as payable. Manually added hours require approval before being counted as payable.*
- ☐ **Overtime Requires Approval**  
*Any hours to be paid at overtime rates require approval, regardless of the above automatic approval settings.*
- ☒ **Extras Require Approval**  
*Extras must always be approved.*

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

➤ Then click **Save** 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 take affect the following week.

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

# LABOUR HOURS FAQ

## 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:

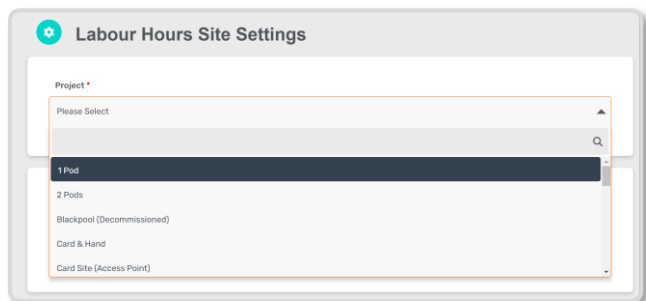


Project Specific Settings

There are no Project Specific settings to display.

Add

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



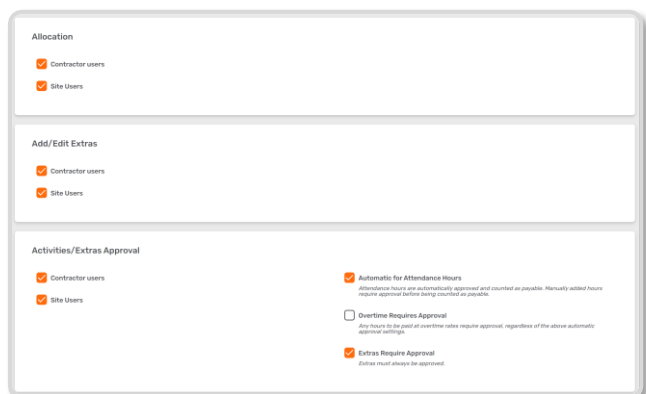
Labour Hours Site Settings

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 require approval before being counted as payable.
- ☐ Overtime Requires Approval  
Any hours to be paid as 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.

