

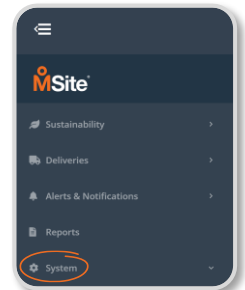
LABOUR HOURS FAQ

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.



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LABOUR HOURS **FAQ**

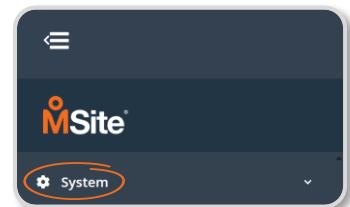
How to edit Public Holiday

A guide to help editing **Public Holidays** in Labour Hours.

Public Holidays

To access the **Holiday** menu within **Labour Hours**, select:

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



Here you are shown any **pre-existing** holidays which are set up, and their status. To **edit** any holidays already set up, simply click on the **title** or use the **search box** to find the holiday to be edited.

A screenshot of the 'Holidays' screen in the MSite application. At the top, there's a search bar labeled 'Search holidays...' circled in orange. Below it is a table with columns 'Title', 'Date', and 'Status'. The first row shows 'Christmas Day' with a date of '25/12/2024' and status 'Active'; the 'Christmas Day' text is circled in orange. The second row shows 'New Years Day' with a date of '01/01/2025' and status 'Active'.

Once selected, you can make changes to all elements of the holiday, including the **Title**, **Date**, **Project Groups** or **Projects** it applies to, and whether **Active** or **Inactive**.

A screenshot of the 'Holiday' edit screen. It is divided into two main sections: 'Details' and 'Status'. The 'Details' section has fields for 'Title' (Christmas Day), 'Date' (25/12/2024), 'Project Groups' (All Selected), and 'Projects' (All Selected). There are also checkboxes for 'Auto Grow Project Groups' and 'Auto Grow Projects', both of which are checked. The 'Status' section has a 'Status' dropdown menu set to 'Active' and two buttons: 'Close' and 'Save'.

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



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LABOUR HOURS **FAQ**

Agency Specific Pay Rates

A guide to setting **specific agency pay rates** on Labour Hours.

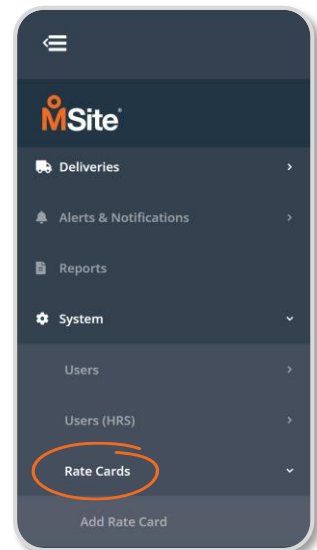
Agency Specific Pay Rates

To locate the **Agency Pay Rate** option, follow the below:

System ➡ **Rate Cards**, from the MSite Toolbar.

If you wish to add or adjust the **agency rate** on a pre-existing rate card, simply click on the title.

Rate Cards			
Search rate cards...			
Title	Pay Units per Hour	Effective Date	Status
Kayleigh	16.00 GBP	03/10/2024	Inactive
Rate Card \$	20.00 USD	01/08/2024	Active
Rate Card €	20.00 GBP	01/08/2024	Active
Rate Card €	50.00 EUR	18/07/2024	Active



Now enter the **Agency Pay Rate**, this would be more than the standard rate due to an **agency fee** per hour worked, per worker.

Details	
Title *	Rate Card \$
Currency *	US Dollar
Hourly Pay Rate *	Hourly Agency Rate
20	25
Effective From *	8/1/2024

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



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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 *

Monday

▼

Allocation Deadline Time *

12:00

▼

Approval Deadline Day *

Tuesday

▼

Approval Deadline Time *

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:

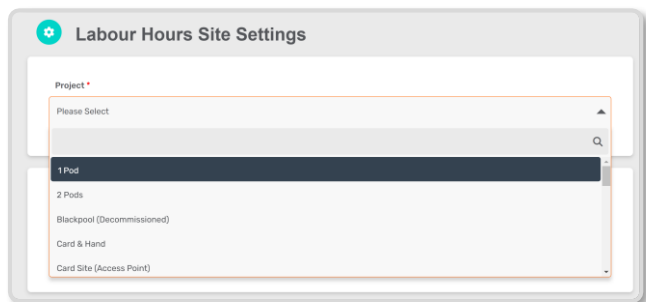


Project Specific Settings

There are no Project Specific settings to display.

Add

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



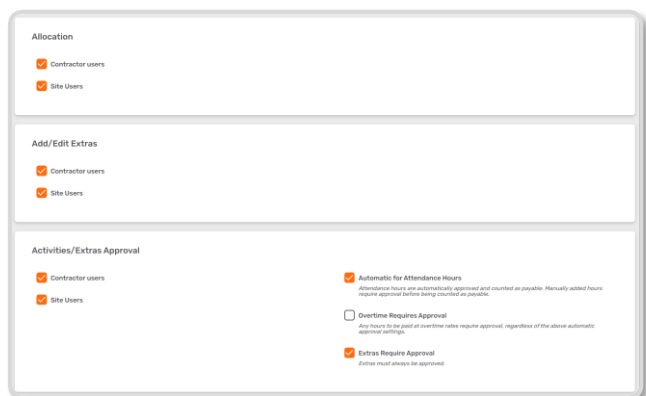
Labour Hours Site Settings

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.

