

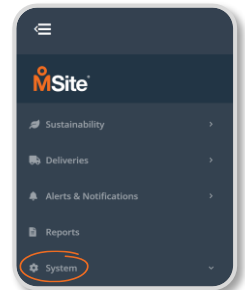
LABOUR HOURS FAQ

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 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:

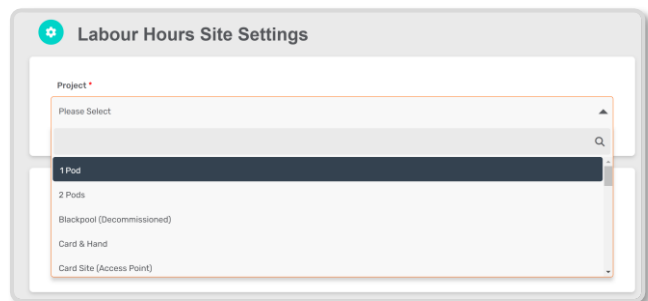


Project Specific Settings

There are no Project Specific settings to display.

Add

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



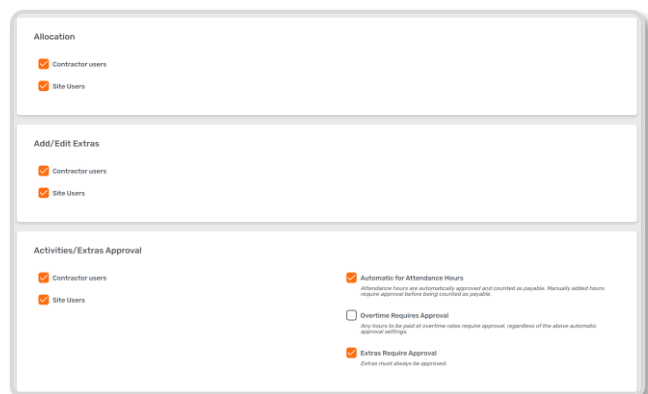
Labour Hours Site Settings

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.

