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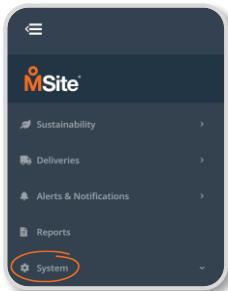
Here you can choose the **auto approval** status for:

- 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 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.
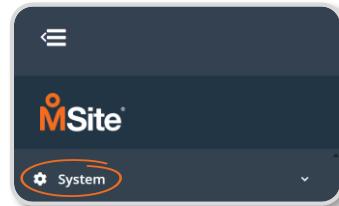
Here you are shown any **pre-existing** holidays which are set up, and their status. To **edit** any holidays already set up, simply click on the **title** or use the **search box** to find the holiday to be edited.
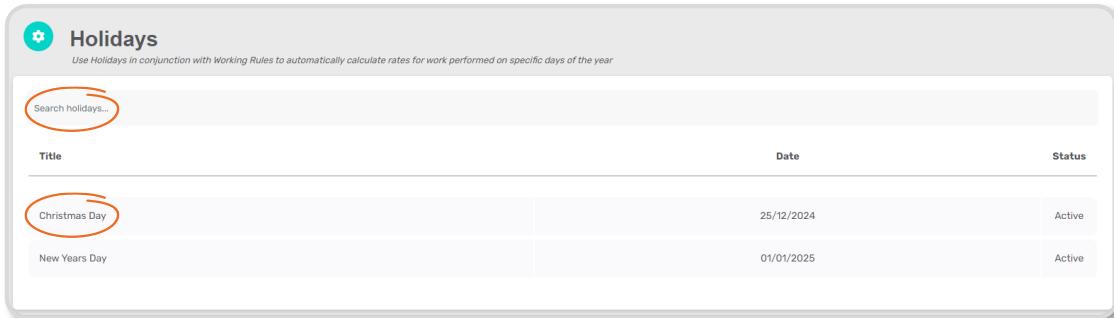
Once selected, you can make changes to all elements of the holiday, including the **Title**, **Date**, **Project Groups** or **Projects** it applies to, and whether **Active** or **Inactive**.

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

MSite
by infobric
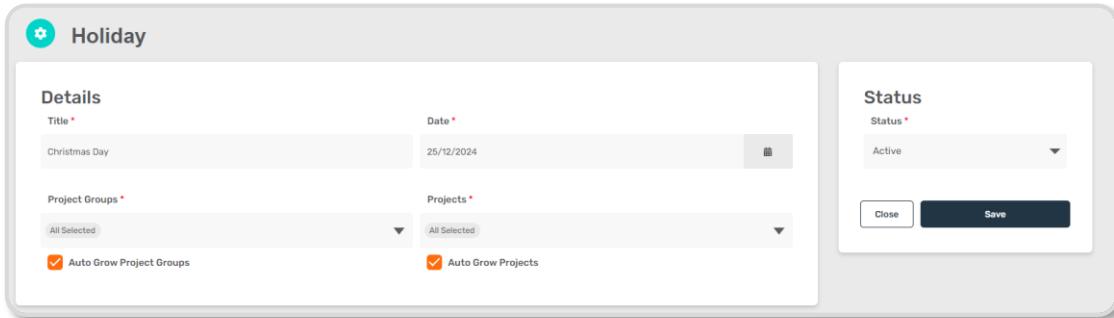
LABOUR HOURS *FAQ*

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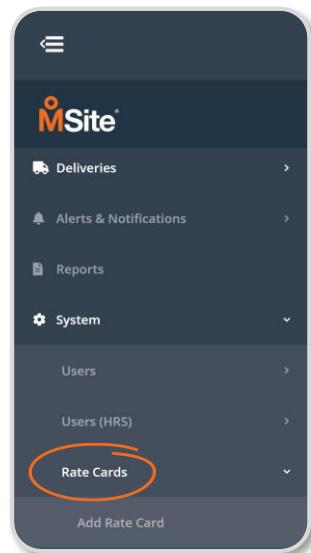
If you wish to add or adjust the **agency rate** on a pre-existing rate card, simply click on the title.
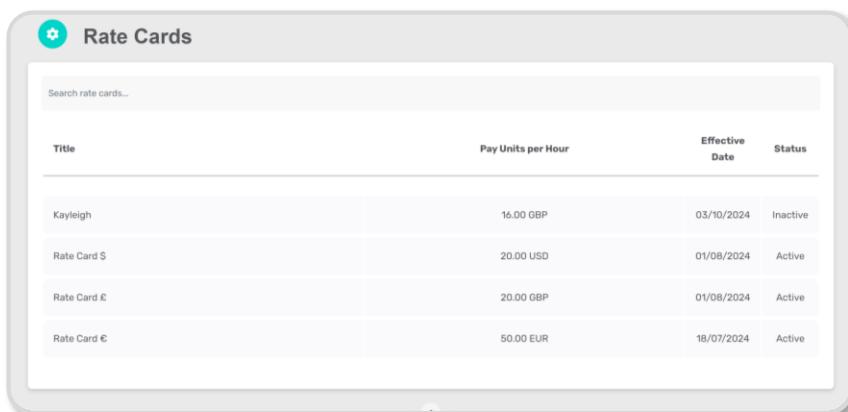
Rate Cards

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

⬅
MSite
🚚 Deliveries ›
🔔 Alerts & Notifications ›
📄 Reports
⚙ System ⌄
Users ›
Users (HRS) ›
Rate Cards ⌄
Add Rate Card

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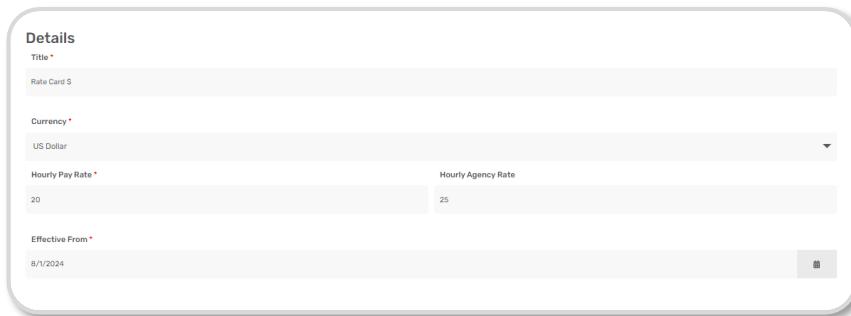
Details
Title *
Rate Card $

Currency *
US Dollar

Hourly Pay Rate *
20

Hourly Agency Rate
25

Effective From *
8/1/2024

➢ 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.
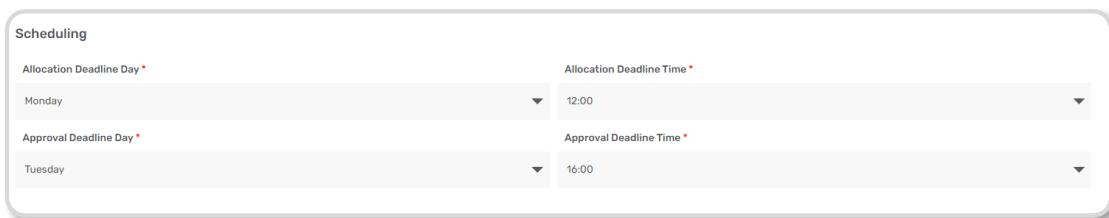
Scheduling

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:
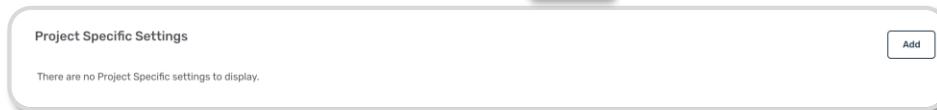
Project Specific Settings [Add]
There are no Project Specific settings to display.

Here you can select the specific **Project** you wish to set rules against.
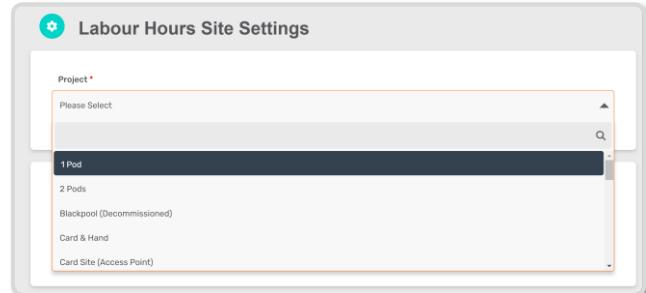
Labour Hours Site Settings

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**.
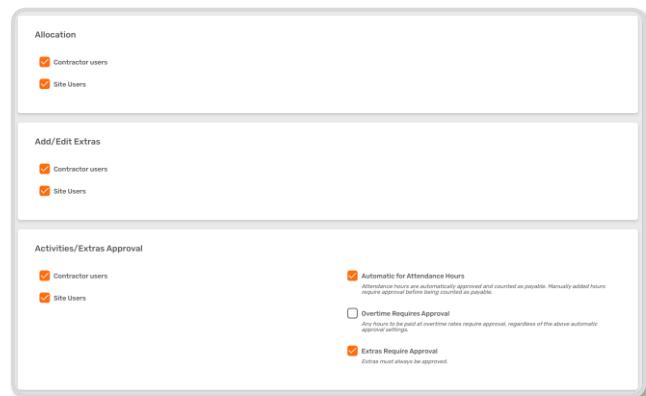
Allocation
☑ Contractor users
☑ Site Users

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 at 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.