



Entering Allowances in Hours+

- 1) Head to your timecard in Hours+. Under “Allowances,” enter the allowance type in the “Select Reimbursement” field by clicking and selecting from the drop-down.
- 2) Enter the amount in the “Enter Amount” field (without any special or alpha characters).
 - For example: “50” or “13.14” is acceptable, “\$50” or “\$50/week” is not.
- 3) Attach supporting documentation such as a kit inventory form or mileage log, if necessary.
- 4) Click the check mark at the end to submit the allowance.

The screenshot shows the 'ALLOWANCES' section of the Hours+ interface. It features a table with three columns: 'REIMBURSEMENT TYPE', 'AMOUNT', and 'SUPPORTING DOCUMENT'. The 'REIMBURSEMENT TYPE' column has a dropdown menu with 'Select Reimbursement' selected. The 'AMOUNT' column has a text input field with 'Enter Amount' placeholder. The 'SUPPORTING DOCUMENT' column has a button labeled 'Add Supporting Document' with a cloud upload icon. At the end of the row is a checkmark icon and an 'X' icon. Callouts provide instructions: 1) Click here and select your allowance type. 2) Enter the amount here. 3) If this is a non-taxable reimbursement, upload your supporting document by clicking here. 4) Make sure to click the check box to submit!

- 5) When you're done, you'll see the entry you just submitted on your screen and a new line to enter additional allowances if needed, similar to the one below:

The screenshot shows the 'ALLOWANCES' section of the Hours+ interface after a submission. The table now has two rows. The first row is highlighted in yellow and contains the following data: 'Box Rental Non-Taxable' in the 'REIMBURSEMENT TYPE' column, '50' in the 'AMOUNT' column, and 'Box Rental - Sinventory.pdf' in the 'SUPPORTING DOCUMENT' column. The second row is the same as the one shown in the previous screenshot, with 'Select Reimbursement' in the dropdown, 'Enter Amount' in the input field, and 'Add Supporting Document' button.

To find more information about Hours+ and allowances, visit our [Knowledgebase](#) or contact us directly at 818.860.7770 or plus.support@castandcrew.com.