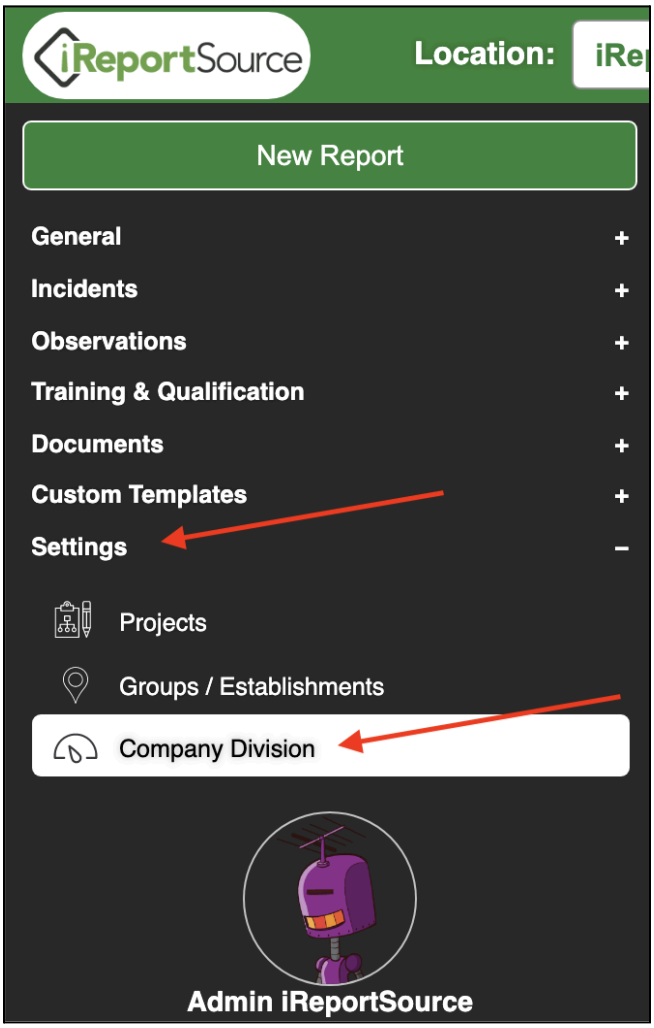
Updated 10/29/2021

Adding Hours to Populate OSHA Rates

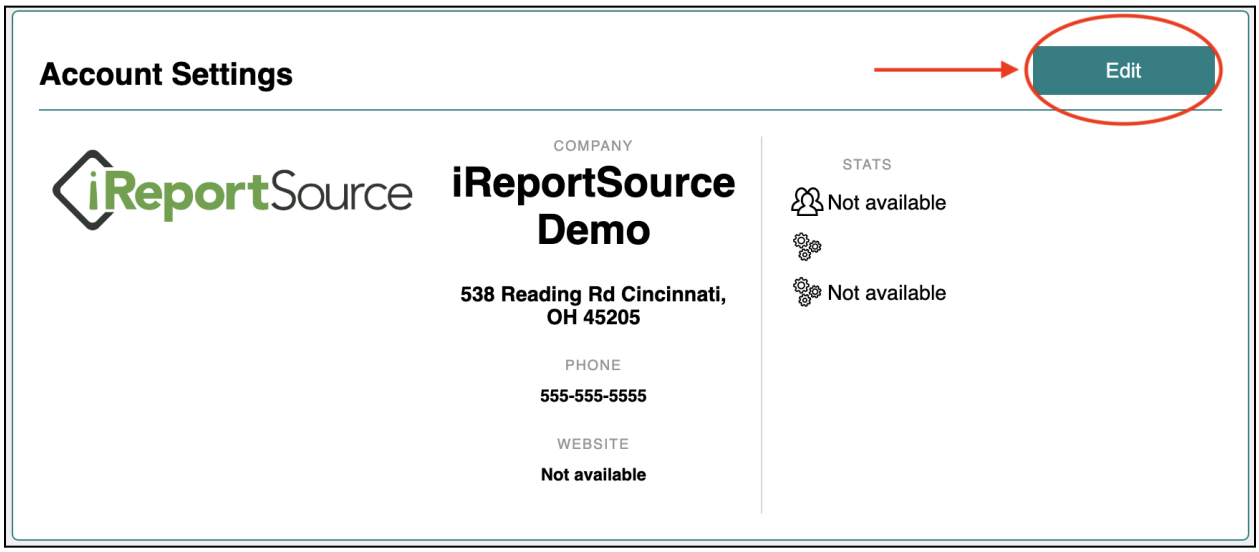
NOTE: Only administrator users have the ability to add/edit hours worked.

1. Log in on the web at https://www.ireportapp.com/login

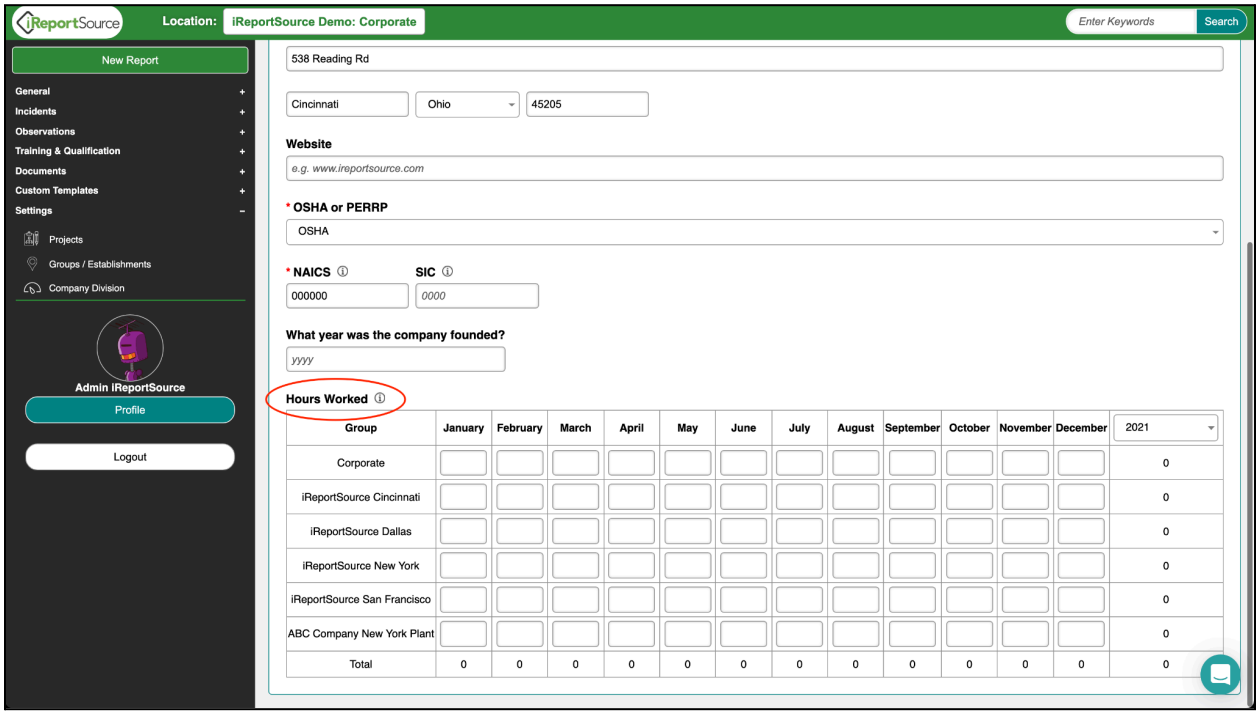
2. Select your location or the company level and navigate on your dashboard to **Settings** and select **Company/Division.**



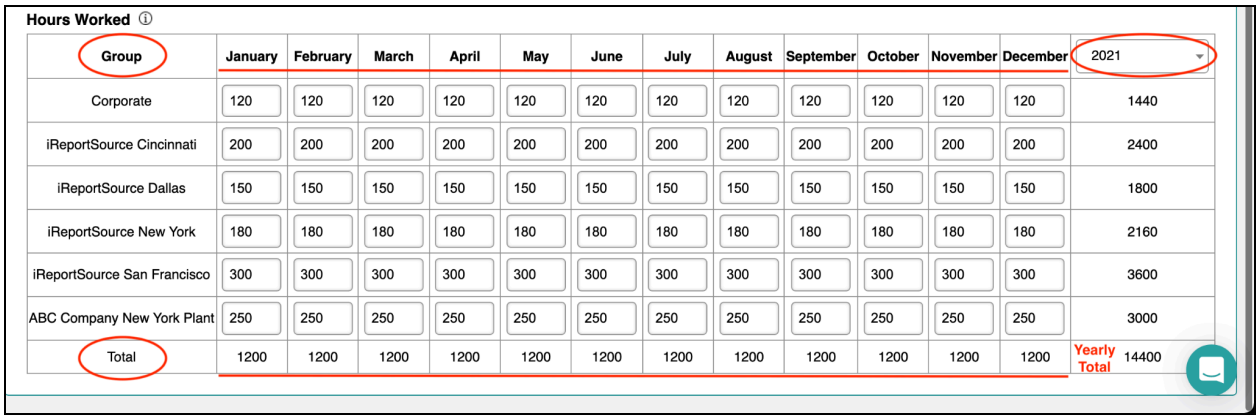
3. Click on the **Edit** button in the top right.



4. Scroll down to the bottom of the page. You will see a section entitled **Hours Worked**. It is here that you will enter your hours for your OSHA rates.



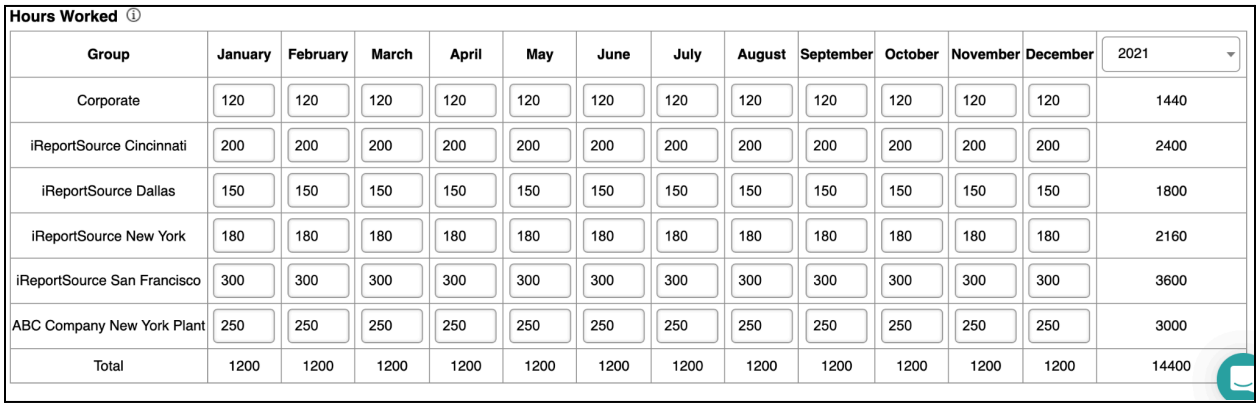
5. This form is broken down into the following sections:
    a. **Group**
        i. Each Group/Establishment in iReportSource is displayed on the left side
    b. **Months**
        i. For each Group/Establishment you will have a box for each month spanning the length of the calendar year (Jan-Dec)
    c. **Year**
        i. There is a drop down menu that allows you to select any year over the past decade in order to enter hours for historical data recording
    d. **Total**
        i. This is displayed for both the combined month and combined year
            1. Combined month will display at the bottom of the chart and will total all hours for that month between each Group/Establishment
            2. Combined year will display in the bottom right corner of the chart and will total all hours for all Group/Establishments for all months with an hour total entered.



Hours Worked

Group	January	February	March	April	May	June	July	August	September	October	November	December	2021
Corporate	120	120	120	120	120	120	120	120	120	120	120	120	1440
iReportSource Cincinnati	200	200	200	200	200	200	200	200	200	200	200	200	2400
iReportSource Dallas	150	150	150	150	150	150	150	150	150	150	150	150	1800
iReportSource New York	180	180	180	180	180	180	180	180	180	180	180	180	2160
iReportSource San Francisco	300	300	300	300	300	300	300	300	300	300	300	300	3600
ABC Company New York Plant	250	250	250	250	250	250	250	250	250	250	250	250	3000
Total	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	Yearly Total 14400

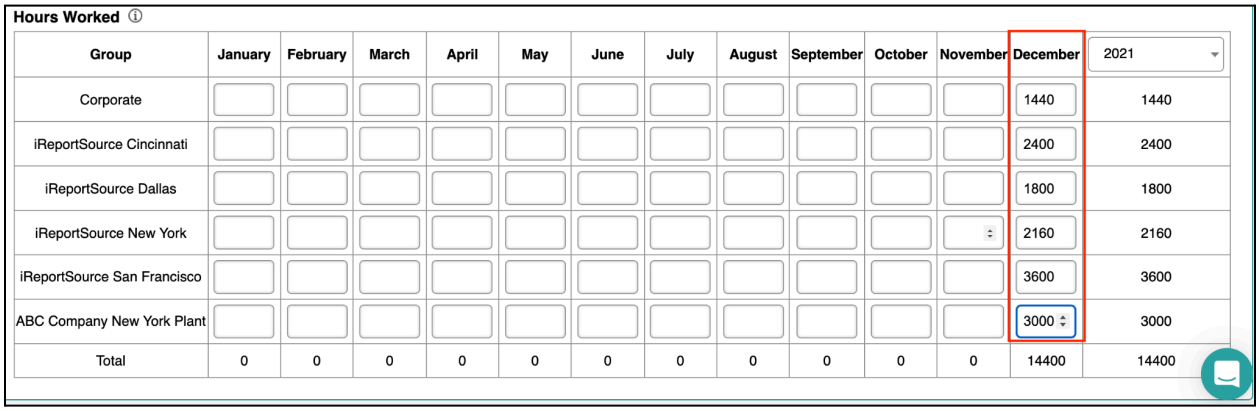
6. You can enter your hours in one of two ways: Entering month by month, or by entering the yearly total for each Group/Establishment in one of the months while leaving the rest of the months blank. Both ways will result in the same number of hours reported.
    a. **Month by Month hours worked:**



Hours Worked

Group	January	February	March	April	May	June	July	August	September	October	November	December	2021
Corporate	120	120	120	120	120	120	120	120	120	120	120	120	1440
iReportSource Cincinnati	200	200	200	200	200	200	200	200	200	200	200	200	2400
iReportSource Dallas	150	150	150	150	150	150	150	150	150	150	150	150	1800
iReportSource New York	180	180	180	180	180	180	180	180	180	180	180	180	2160
iReportSource San Francisco	300	300	300	300	300	300	300	300	300	300	300	300	3600
ABC Company New York Plant	250	250	250	250	250	250	250	250	250	250	250	250	3000
Total	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	14400

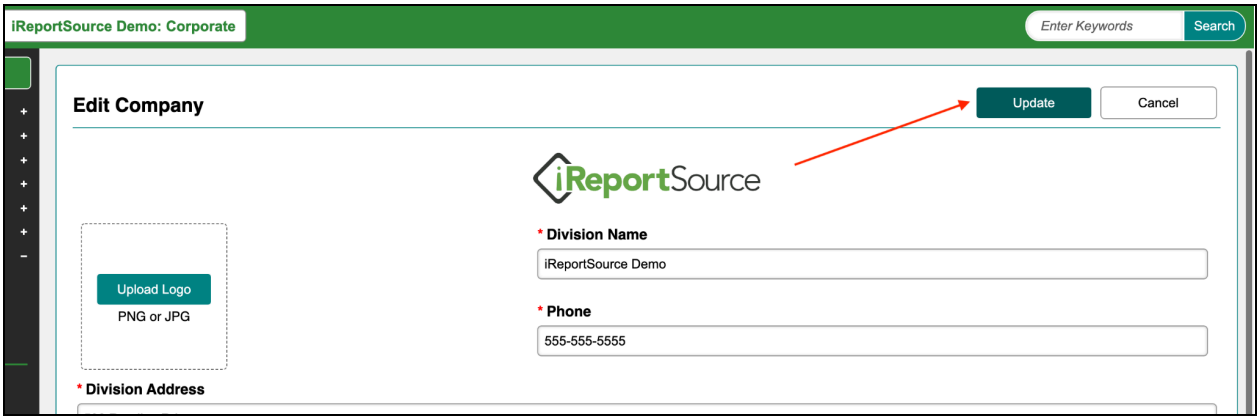
    b. **Single month with the full year total hours:**



Hours Worked

Group	January	February	March	April	May	June	July	August	September	October	November	December	2021
Corporate												1440	1440
iReportSource Cincinnati												2400	2400
iReportSource Dallas												1800	1800
iReportSource New York												2160	2160
iReportSource San Francisco												3600	3600
ABC Company New York Plant												3000	3000
Total	0	0	0	0	0	0	0	0	0	0	0	14400	14400

7. Once you have entered your hours by your preferred method from step 6, scroll back to the top of the page and click the **Update button**. This will save the hours you just entered, and will allow the system to calculate your OSHA rates in MyAnalytics.



8. You will then be taken back to the main Account Settings page. Your hours have now been entered and will appear on the OSHA 300A form!
    a. NOTE: If you are in the company level and viewing the 300A you will see the total hours worked for all Group/Establishments. If you are in a specific Group/Establishment when viewing the 300A, it will only display the total hours for that location.

For any questions, please don't hesitate to contact **Customer Success** using one of the following methods:

- Live chat within the website or mobile app (**Need Help?** button)
- Email: support@ireportsource.com
- Phone: 513-549-3459 x702