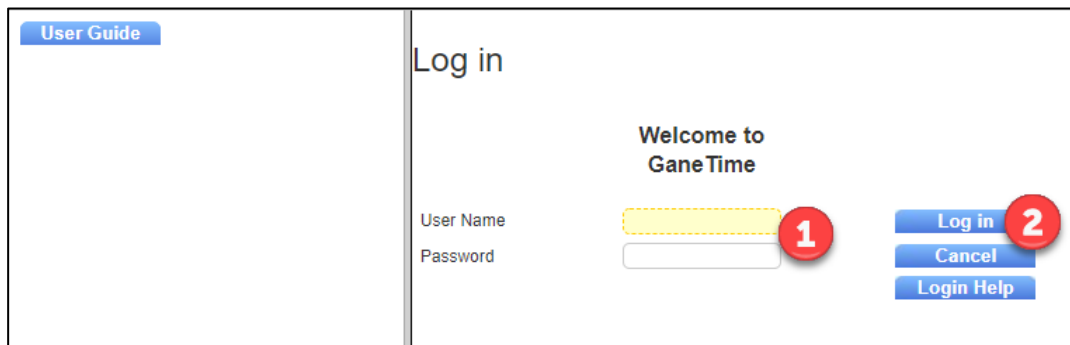


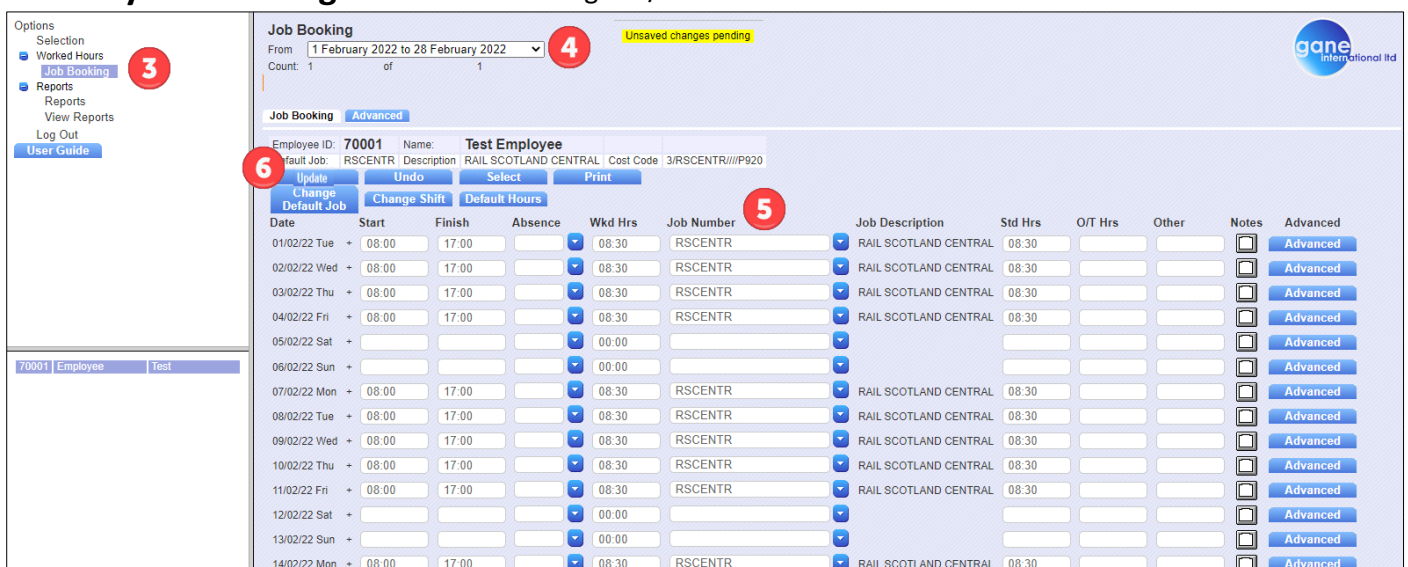
This Help Card explains how to use GaneTime for recording monthly overtime, allowances and also replaces TimeLog.

Logging On To log in visit the website <https://storycontracting-gt.coinscloud.com/GaneTime>



- 1 Enter your **User Name** and **Password**.
Your **User Name** for recording your own overtime and/or allowances is the same as your COINS Payroll No. Your password will be sent to you from IT. Also use the same login to record TimeLog information.
- 2 Click **Log in** to login into GaneTime.

Monthly Job Booking Used for TimeLog and/or Overtime:



- 3 Expand the **Worked Hours** section and click **Job Booking** to see the Job booking sheet.
- 4 Use the **From** box at the top to select the current month you are claiming for.
Your usual working days will be pre-populated with your usual contracted hours up to today.
- 5 Check and Change the **Job Number** for the day, as applicable.
- 6 There will now be **unsaved changes pending**, make sure you click **Update**.
Caution: changes entered will be lost unless you update the page.

For more information on TimeLog absence bookings, see Help card [GAN002](#). If booking TimeLog Jobs only, then at this point you can Log out. If booking overtime and/or allowances, see further steps below.

Monthly Overtime

This section explains how to claim mid-week overtime and how to book overtime on a (usual) non-working day:

Mid-week overtime, example below is 03/02/22:

Employee ID: 1001 Name: Test Employee Unsaved changes pending

Default Job: 10 NTR Description: RAIL SCOTLAND CENTRAL Cost Code: 3/RSCENTR/III/P920

Update Undo Select Print

Change Default Job Change Shift Default Hours

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
01/02/22 Tue	08:00	17:00		08:30	RSCENTR	RAIL SCOTLAND CENTRAL	08:30				Advanced
02/02/22 Wed	08:00	17:00		08:30	RSCENTR	RAIL SCOTLAND CENTRAL	08:30				Advanced
03/02/22 Thu	08:00	19:00		10:30	RS00388	Lugar Viaduct UB-161-158	08:30	02:00			Advanced
04/02/22 Fri	08:00	17:00		08:30	RSCENTR	RAIL SCOTLAND CENTRAL	08:30				Advanced
05/02/22 Sat				00:00							Advanced
06/02/22 Sun				00:00							Advanced

- 7 Change the **Start** and/or **Finish** times from the usual day times to the worked hours including overtime. Note only input the hours worked, excluding travel time which is input later (if applicable). Answer "OK" if you get a message advising you are booking an alternative shift.

storycontracting-gt.coinscloud.com says

You appear to be booking jobs for an alternate shift on 14/01/22 Fri.
Do you wish to authorise this shift?

OK Cancel
- 8 Check/change the Job number
- 9 Key in the number of overtime hours into **O/T Hrs**. On a normal working day, hours will be split between **Std hrs** and **O/T Hrs**. For a non-working day move all hours from **Std Hrs** to **O/T Hrs**.
- 10 There will now be **unsaved changes pending**, make sure you click **Update**.
Caution: changes entered will be lost unless you update the page.
- 11 Next click on **Advanced** for the relevant date, to add travel time and claim any allowances. If nothing else to claim then Log out of GaneTime instead.

Non-working day overtime – Follow above steps **7 8 9** Example below is 05/02/22.

Employee ID: 70001 Name: Test Employee Unsaved changes pending

Default Job: 10 NTR Description: RAIL SCOTLAND CENTRAL Cost Code: 3/RSCENTR/III/P920

Update Undo Select Print

Change Default Job Change Shift Default Hours

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
01/02/22 Tue	08:00	17:00		08:30	RSCENTR	RAIL SCOTLAND CENTRAL	08:30				Advanced
02/02/22 Wed	08:00	17:00		08:30	RSCENTR	RAIL SCOTLAND CENTRAL	08:30				Advanced
03/02/22 Thu	08:00	19:00		10:30	RS00388	Lugar Viaduct UB-161-158	08:30	02:00			Advanced
04/02/22 Fri	08:00	17:00		08:30	RSCENTR	RAIL SCOTLAND CENTRAL	08:30				Advanced
05/02/22 Sat	10:00	19:00		09:00	RS00388			09:00			Advanced
06/02/22 Sun				00:00							Advanced

- 10 There will now be **unsaved changes pending**, make sure you click **Update**.
Caution: changes entered will be lost unless you update the page.
- 11 Next click on **Advanced** for the relevant date, to add travel time and claim any allowances. If nothing else to claim then Log out of GaneTime instead.

Also see Help Card GAN005 for more detail of weekend overtime and recording rest days following nights.

Booking of Travel time and Allowances

More information of allowances and the rules for payment can be found in Help Card [GAN003](#)

12	Enter the number of hours/minutes taken to Travel to work .
13	Enter the number of hours/minutes of Break taken.
14	Enter the number of hours/minutes taken to Travel from work .
15	If you are claiming allowances , tick the relevant boxes.
16	<p>Click Save once everything for this day has been entered. The Save button will go grey once saved.</p> <p>Caution: changes entered will be lost unless you save the page.</p> <p>Once the page has been saved, use the arrows Saturday 05/02/2022 to either side of the date to change different dates. Remembering to Save each day as you go.</p> <p>At this point – go back into Job Booking if you need to make any changes to clock in, clock out, job start, job end or Job number</p>

The rules in GaneTime will use the information keyed in to calculate what is payable.

The **Monthly Timesheet Checking Report** will show any guaranteed hours applicable and how much is payable.

See Help Card GAN004 for details of how to run this report.