

## GAN002 – TimeLog bookings and Absence types

This Help Card explains the types of TimeLog bookings, including how to book to Opportunities and Tenders (e.g for estimators), and how Absences appear in GaneTime. There is also reference to the previous non-contract codes used in Sharepoint TimeLog.

TimeLog users will set up for booking against overheads and live contracts which exist in COINS. This is the default set up, however if you also need access to book to Opportunities (e.g. used by estimators, or for booking time against pre-contract awarded) then please contact IT to arrange the change to your GaneTime set up.

Absences will continue to be booked in COINS (including Holidays, Sickness and Training) – so there is no change to this. Everything booked in COINS will show in GaneTime automatically.

If you need to correct or change a booked absence, please go through the normal procedure to get them updated in COINS (which will also feed through to GaneTime).

The Job number on a day where there is an Absence code will usually remain as your Overhead Job, or could be blank, so no need for you to change this in GaneTime.

One Absence code which is NOT booked in COINS is when you have a “Rest Day”, for example after working nights. For this, you would add in an absence code of “RD” on the relevant day (further information can be found in [GAN005](#)).

Also please find a copy of the Absences matrix at the end of this document.

### Job Booking screen – default TimeLog user

Access to book time against overheads and live contracts which exist in COINS. See Help Card [GAN001](#) for the booking process.

Note the **Absence** column in the Job booking screen:

| 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 | 17:00  |         | 08:30   | RSCENTR    | Lugar Viaduct UB-161-158 | 08:30   |         |       |       | 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 |

1

Note the **Absence** column – this is where absence codes will appear for all absences booked in COINS.

If you have access to Opportunities then your screen will look slightly different, as per below:

## GAN002 – TimeLog bookings and Absence types

### Job Booking screen – TimeLog user set up with access to Opportunities

Note the extra **Category** column to the right of the **Absence** column:

|   |  |
|---|--|
| 1 | Note the <b>Absence</b> column – this is where Absence codes will appear for all absences booked in COINS.   |
| 2 | Note the extra <b>Category</b> column.<br>The <b>Job Number</b> automatically defaults to the overhead code for an employee.<br>When booking to an Opportunity set up in COINS (not yet allocated as a contract) change the <b>Category</b> from <b>Job</b> to <b>Opps</b> . |
| 3 | Key in the Opportunity number.   |
| 4 | When booking to a Tender which does not exist in COINS, select the <b>Notes</b> icon.  |
| 5 | Key in the details of the tender in the Notes box and select <b>OK</b> when completed.   |
| 6 | There will now be <b>unsaved changes pending</b> , make sure you click <b>Update</b> .<br><b>Caution: changes entered will be lost unless you update the page.</b>   |

### Contract pre-award costs, other Sharepoint Timelog non-contract codes (excluding absences)

There should always be a COINS contract, overhead or Opportunity number (or Tender number) available to use in GaneTime TimeLog.

| Job code | Description   | Sharepoint         |
|----------|---|--------------------|
| Choose   | Book to COINS opportunities/tenders, overhead as applicable | - BUSDEV GENERAL - |
| Overhead |   | - CORPORATE -      |
| Choose   | Book to COINS opportunities/tenders, overhead as applicable | ZC00020            |

Sharepoint absences and GaneTime (COINS) absence equivalents can be viewed in the matrix below.

## GAN002 – TimeLog bookings and Absence types

### Absences Matrix

| GaneTime<br>Absence<br>Code | Description          | Sharepoint                |
|-----------------------------|----------------------|---------------------------|
| AP                          | Med/Dental Appt      | - DOCTOR/DENTIST-         |
| BL                          | Bereavement Leave    | - BEREAVEMENT -           |
| H                           | Holiday              | ZR00130, ZC00040          |
| HA                          | Hospital Appt        | - DOCTOR/DENTIST-         |
| J                           | Jury Service         | - JURY SERVICE -          |
| LS                          | Long Term Sickness   | - SICK -                  |
| P                           | Parental Leave       | - PARENTAL LEAVE -        |
| RD                          | Rest Day             | RESTDAY                   |
| SC                          | Sick Self Cert       | - SICK -                  |
| SD                          | Sick Doctor sCert    | - SICK -                  |
| SK                          | Sickness             | - SICK -                  |
| T                           | Expected Training    | - TRAINING /COLTRAINING - |
| AB                          | Additional Break     | SR/SG OHEAD               |
| AD                          | Hospital Admission   | SR/SG OHEAD               |
| AL                          | Adoption Leave       | SR/SG OHEAD               |
| AW                          | Adv Weather /Trnspt  | SR/SG OHEAD               |
| BR                          | Booked Rest Day      | SR/SG OHEAD               |
| CL                          | Compassionate Leave  | SR/SG OHEAD               |
| CM                          | Community Days       | SR/SG OHEAD               |
| CS                          | Corp Social Resp     | SR/SG OHEAD               |
| DL                          | Dependency Leave     | SR/SG OHEAD               |
| DO                          | Domestic Leave       | SR/SG OHEAD               |
| F                           | Furlough             | SR/SG COVID/FURL          |
| h                           | Holiday (Presumed)   | SR/SG OHEAD               |
| LA                          | Coins Lateness       | SR/SG OHEAD               |
| M                           | Maternity Leave      | SR/SG OHEAD               |
| NL                          | Not Live On GaneTime | SR/SG OHEAD               |
| NO                          | Non Occ Injury       | SR/SG OHEAD               |
| NW                          | Non-Work Weekend     | SR/SG OHEAD               |
| OI                          | Occupational Injury  | SR/SG OHEAD               |
| PH                          | PTHH                 | SR/SG OHEAD               |
| PL                          | Paternity Leave      | SR/SG OHEAD               |
| RT                          | Rail Training        | SR/SG OHEAD               |
| SL                          | Special Leave        | SR/SG OHEAD               |
| ST                          | Study Leave          | SR/SG OHEAD               |
| TA                          | Toil Accrued         | SR/SG OHEAD               |
| TD                          | Trade Dispute        | SR/SG OHEAD               |
| TJ                          | Toil Adjustment      | SR/SG OHEAD               |
| TL                          | Territorial Army     | SR/SG OHEAD               |
| TT                          | Toil Taken           | SR/SG OHEAD               |
| UA                          | Unauth Absence       | SR/SG OHEAD               |
| UL                          | Unpaid Leave         | SR/SG OHEAD               |
| VL                          | Volunteering Leave   | SR/SG OHEAD               |