

GAN006a – GaneTime Approvers, monthly payroll

This Help Card explains how Line Managers approve Overtime and allowance claims for their direct reports.

Note: This process is different to weekly timesheet approval. See GAN006b for Weekly approvals.

Logging On

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

1

Enter your **Approver User Name** and **Password**. Your approver User Name is likely to be similar to your COINS user name (with a different password).



You will have a separate User Name and password if you also book your own Overtime claims or input Timelog. This cannot be used when doing timesheet approvals.

2

Click **Log in** to login into GaneTime.

Checking Overtime and allowances claimed by your direct reports:

First of all put on a selection filter

3

Change **Pay Type** to “Custom”

4

In the **Line Manager** filter enter your own Payroll Number

5

Click **List** to list your direct reports (names will appear at the bottom left where highlighted)

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Then to check for any overtime or allowances booked

Options

- Selection
- Worked Hours
- Job Booking** (6)
- Payroll
- Timesheet Signoff
- Project Signoff
- Reports
- Reports
- View Reports
- Log Out
- User Guide

Job Booking

From: 10 January 2022 to 31 January 2022
Count: 1 of 2

Job Booking **Advanced**

Employee ID: [Redacted] Name: **Darren**
Default Job: RSSPMDE Description: Story Scotland Scheme Project Manager De Cost Code: 3/RSSPMDE/IL750

Undo Prev Next Select Print

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
10/01/22 Mon	08:00	19:30		11:00	RS00388	Lugar Viaduct UB-161-158	09:00	02:00			Advanced
11/01/22 Tue	08:00	20:00		11:30	RS00400	Cockies Yetts UB 280/006	09:00	02:30			Advanced
12/01/22 Wed	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
13/01/22 Thu	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
14/01/22 Fri	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
15/01/22 Sat	12:00	20:00		08:00	RS00400	Cockies Yetts UB 280/006		08:00			Advanced
16/01/22 Sun				00:00							Advanced
17/01/22 Mon	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
18/01/22 Tue				00:00							Advanced
19/01/22 Wed				00:00							Advanced
20/01/22 Thu				00:00							Advanced
21/01/22 Fri				00:00							Advanced
22/01/22 Sat				00:00							Advanced
23/01/22 Sun				00:00							Advanced
24/01/22 Mon				00:00							Advanced
25/01/22 Tue				00:00							Advanced
26/01/22 Wed				00:00							Advanced

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- 6 Open **Worked Hours** and Click on **Job Booking**
- 7 Click on the employee's name
- 8 Check for **O/T Hrs** booked. Also look out for any overtime incorrectly showing as **Std Hrs**. Contact the Employee to amend the record before the sign off cut-off date, or this will not be paid as overtime.
- 9 Check for days with **Advanced** highlighted green: hover over to see what is booked

Advanced

Switch to Advanced tab for 15/01/2022

1 allowance booked

Lodge Travel (282)

or click on the **Advanced** button to go through to the Advanced screen for further information

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Advanced Job Booking for the day:

Job Booking
From: 10 January 2022 to 31 January 2022
Count: 1 of 1

Job Booking **Advanced**

Darren **Saturday 15/01/2022**

Travel To Work: 00:30 Trade: PAJ01 Clock In: 12:00 Clock Out: 20:00 Break: Travel From Work: 00:30 Total: 08:00

Job Number: RS00400 Job Start: 12:00 Job End: 20:00 Job Total: 08:00 **Add Job**

Allowances

- AddnlLodge ☐ **A**
- ExcessHrs ☐ **A**
- LodgeTvl ☒ **A** **10**
- No Lunch ☐ **A**
- On Call ☐ **A**
- Subs-Jobs ☐ **A**

Allowance Allocation **Darren** **Saturday 15/01/2022**

LodgeTvl: Lodge Travel (252) Rate: 1.0000 Mult: 1.00 Total: 1.0000 **Save** **Cancel**

Allowance Costing Entries

Cost Code	Job Code	Duration	Allocation
3RS0040000Z110	RS00400	08:00	£ 0.0000
Allocated total:			08:00 1.0000

Save **History** **Undo**

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Look for any **Allowance** ticks and if necessary check the contract assigned to the allowance by clicking on the **A** next to the tick. Also look out for any Notes in the box along side the allowances.

At the end of the month, after you have checked all overtime and allowance bookings for your team, and are ready to approve - **making sure you have selected your own Line Manager filter** as per steps

3 4 5 above.

Options
Selection
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Job Booking
Payroll
Timesheet Signoff
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Timesheet Signoff **Unsaved changes pending**

From: 10 January 2022 to 31 January 2022
Count: 2

12 **Update** **Select** Display 'Unable to Signoff' only ☐

Ready for Signoff: 1 Already Signed Off: 0 Unable to Signoff: 1 Signoff All Eligible Employees? ☒

Employee ID	Name	Status	Signed Off Until	Pay Period End	Signoff?
	Darren	Exceptions	09/01/2022	31/01/2022	<input type="checkbox"/>
	Craig	Ready for Signoff	09/01/2022	31/01/2022	<input checked="" type="checkbox"/> 11

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Go to **Payroll, Timesheet Signoff** and tick the box against each individual whose timesheet you want to approve. Or tick "Signoff All Eligible Employees".

Note you can only approve when the Status is **Ready for Signoff**.

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Look out for the message **Unsaved changes pending** as this means you need to click **Update**.

Make sure you click **Update** before moving from this screen.