

GAN006b – GaneTime Approvers, weekly payroll

This Help Card explains how Monthly approvers who also authorise weekly shifts should change their filters when going in to do Project Sign Off for weeklies. **Note: This is to show how the filters are set differently for the different approval method.** See GAN006a for Monthly 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 will be similar to your COINS user name (with a different password). It's the same for both weekly and monthly approvals.



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 weekly shifts in project Sign Off

First of all put on a selection filter

3

Add in the week **End Date** (this is always a Friday).

4

Change **Pay Type** to "Weekly".

5

Add in your Division code in the **Department**.

6

Make sure you have no other filters on - take them out, including your Line Manager code - then Click **List** to list weekly employees in your Division (names will appear at the bottom left where **highlighted**).

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Then to check for any shifts booked against the contracts you have been assigned to in GaneTime, which have not yet been authorised and filter out shifts which have already been authorised.

Options

- Selection
- + Worked Hours
- Payroll
- Timesheet Signoff
- Project Signoff** (7)
- + Reports
- Log Out
- User Guide

Project Signoff

Operator ID: HEAASH
Date range: 19/02/2022 to 25/02/2022
Restrict to Authorisation: **Unauthorised** (8)

Update **Undo** **Select**

Authorise All ☐ Authorise None ☒

Job Name	Date	Duration	Employee Name	Bonus	Other Allowances	Authorised	Authorised By
CO00006	21/02/2022	09:00	David Benson			<input type="checkbox"/>	
CO00201	21/02/2022	09:00	Grant Edgar			<input type="checkbox"/>	
CO00201	21/02/2022	03:30	Nelson Bobor			<input type="checkbox"/>	
CO00201	21/02/2022	04:00	Nelson Bobor			<input type="checkbox"/>	
CO00201	21/02/2022	04:00	Andrew McDougall			<input type="checkbox"/>	

- 7 Open the Payroll menu and click on **Project Signoff**. (Do not use Timesheet Signoff for weeklies)
- 8 Change the view to Restrict to “**Unauthorised**” to see all weekly shifts which have not yet been approved (against the jobs you have access to sign off).

Project Signoff

Operator ID: HEAASH
Date range: 19/02/2022 to 25/02/2022
Restrict to Authorisation: **Either** (9)

Update **Undo** **Select**

Authorise All ☐ Authorise None ☐

Job Name	Date	Duration	Employee Name	Bonus	Other Allowances	Authorised	Authorised By
CO00006	21/02/2022	09:00	David Benson			<input type="checkbox"/>	
CO00098	22/02/2022	08:30	Philip Nixon			<input checked="" type="checkbox"/>	mts (10)
CO00098	23/02/2022	08:30	Philip Nixon			<input checked="" type="checkbox"/>	mts
CO00098	24/02/2022	09:00	Lee Nicholson			<input checked="" type="checkbox"/>	PHINIX
CO00098	24/02/2022	08:30	Philip Nixon			<input checked="" type="checkbox"/>	mts

- 9 If you leave the Restrict to filter as “Either” then you will see all shifts against those jobs, whether signed off or not, you may even see shifts for monthly staff that will be approved via Monthly Timesheet signoff.
- 10 The monthly shifts will show as Authorised by “mts” for that reason. These shifts will also have a tick under Authorised for the same reason.

Follow the usual weekly Project Signoff process, allocate bonus score, run timesheet reports as applicable.