

## 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.

| 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).

| 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           |
| 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.