

This Help Card explains the process for claiming overtime for those working on site on Bank Holidays.

When there is a valid claim, bank holiday rules will apply at the weekend rules for the division.

Bank holiday working

When you have opened the **Job booking** sheet for the month, your timesheet may look similar to the below.

Job Booking

From: 1 April 2022 to 30 April 2022

Count: 1 of 1

Job Booking Advanced

Employee ID: 70001 Name: Test Employee

Default Job: REOPERS Description: Rail England Operational Department Cost Code: 3/REOPERS////P820

no changes made

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
01/04/22 Fri	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
02/04/22 Sat				00:00							Advanced
03/04/22 Sun				00:00							Advanced
04/04/22 Mon	08:30	17:00		08:00	RS00388	Lugar Viaduct UB-161-158	08:00				Advanced
05/04/22 Tue	08:30	17:00		08:00	CO00153	Kingmoor AHD Weighbridge	08:00				Advanced
06/04/22 Wed	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
07/04/22 Thu	08:30	17:00		08:00	TRTRAIN	TRAINING	08:00				Advanced
08/04/22 Fri	08:30	17:00		08:00	RS00388	Lugar Viaduct UB-161-158	08:00				Advanced
09/04/22 Sat				00:00							Advanced
10/04/22 Sun				00:00							Advanced
11/04/22 Mon	08:30	17:00		08:00	RS00388	Lugar Viaduct UB-161-158	08:00				Advanced
12/04/22 Tue	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
13/04/22 Wed	08:30	17:00		08:00	CO00153	Kingmoor AHD Weighbridge	08:00				Advanced
14/04/22 Thu	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
15/04/22 Fri	08:00	17:00	bk	08:30			08:30				Advanced
16/04/22 Sat			1	00:00							Advanced
17/04/22 Sun				00:00							Advanced
18/04/22 Mon	08:00	17:00	bk	08:30			08:30				Advanced

1

Note the days which are a bank holiday – they have an absence code **bk**

It is advisable to update one day at a time, even if there are two bank holidays to complete, and ideally not to be completed in advance (to avoid booking errors).

The steps to follow are similar to booking weekend overtime and are shown below:

99/99/99 SOFTWARE VERSION 11.13

1

Job Booking Unsaved changes pending

From: 1 April 2022 to 30 April 2022
 Count: 105 of 370

Job Booking Advanced

5 **7** 70001 Name: **Test Employee**

REOPERS Description Rail England Operational Department Cost Code 3/REOPERS///P820

Update Undo Prev Next 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
01/04/22 Fri	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
02/04/22 Sat				00:00							Advanced
03/04/22 Sun				00:00							Advanced
04/04/22 Mon	08:30	17:00		08:00	RS00388	Lugar Viaduct UB-161-158	08:00				Advanced
05/04/22 Tue	08:30	17:00		08:00	CO00153	Kingmoor AHD Weighbridge	08:00				Advanced
06/04/22 Wed	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
07/04/22 Thu	08:30	17:00		08:00	TRTRAIN	TRAINING	08:00				Advanced
08/04/22 Fri	08:30	17:00		08:00	RS00388	Lugar Viaduct UB-161-158	08:00				Advanced
09/04/22 Sat				00:00							Advanced
10/04/22 Sun				00:00							Advanced
11/04/22 Mon	08:30	17:00		08:00	RS00388	Lugar Viaduct UB-161-158	08:00				Advanced
12/04/22 Tue	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
13/04/22 Wed	08:30	17:00		08:00	CO00153	Kingmoor AHD Weighbridge	08:00				Advanced
14/04/22 Thu	08:30	17:00		08:00	RE00622	LSC1/54 Rugby Rd	08:00				Advanced
15/04/22 Fri	07:00	14:00		06:30	RE00622			06:30			Advanced
16/04/22 Sat				00:00							Advanced
17/04/22 Sun											Advanced
18/04/22 Mon	20:00	06:00			RS00388			09:30			Advanced

2

Change the **Start** and **Finish** times from the usual times to the actual worked times (as applicable). Only input the hours worked, excluding travel time which is input later.

Depending on the time of the shift you may get a message advising you are booking an alternative shift (e.g. if changing to a night shift). If that appears then answer "OK" to log the new times.

storycontracting-gt.coinscloud.com says

You appear to be booking jobs for an alternate shift on 18/04/22 Mon.
Do you wish to authorise this shift?



*If your actual work times are the same as the usual **Start** and **Finish** times then you will still have to change at least one of these times then follow steps **3** **4** **5** for the **bk** to disappear and to save the page. You can change the time back again once the **bk** absence has gone and the line updated.

3

Enter the Job Number worked on

4

The bank holiday absence code **bk** will disappear

5

Click **Update**. If you receive the error "Unable to update Job" See note **2** above.

6	Move Std Hrs to O/T Hrs
7	Click Update again
8	Next click on Advanced for the relevant date, to add travel time and claim any allowances.

9	Enter the number of hours/minutes taken to Travel to work .
10	Enter the number of hours/minutes of Break taken.
11	Enter the number of hours/minutes taken to Travel from work .
12	If you are claiming allowances , tick the relevant boxes.
13	Click Save once everything for this day has been entered. The save button will go grey once saved. Caution: changes entered will be lost unless you save the page.
	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

The rules in GaneTime will use the information keyed in and work out the rules of what is payable. The **Monthly Timesheet Checking Report** will show any guaranteed hours applicable and how much is payable. See Help Card GAN004 – Monthly Timesheet Report