

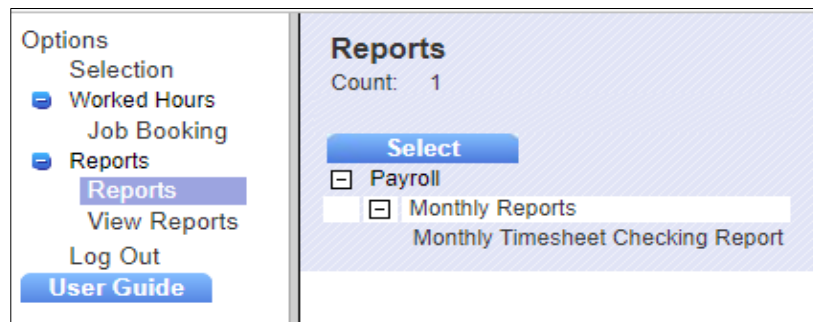
This Help Card explains how to run the Monthly Timesheet Checking Report. How to run this for yourself when logged in to claim your own overtime and/or allowances, also how to run if you are a monthly approver.

GaneTime Monthly Reports

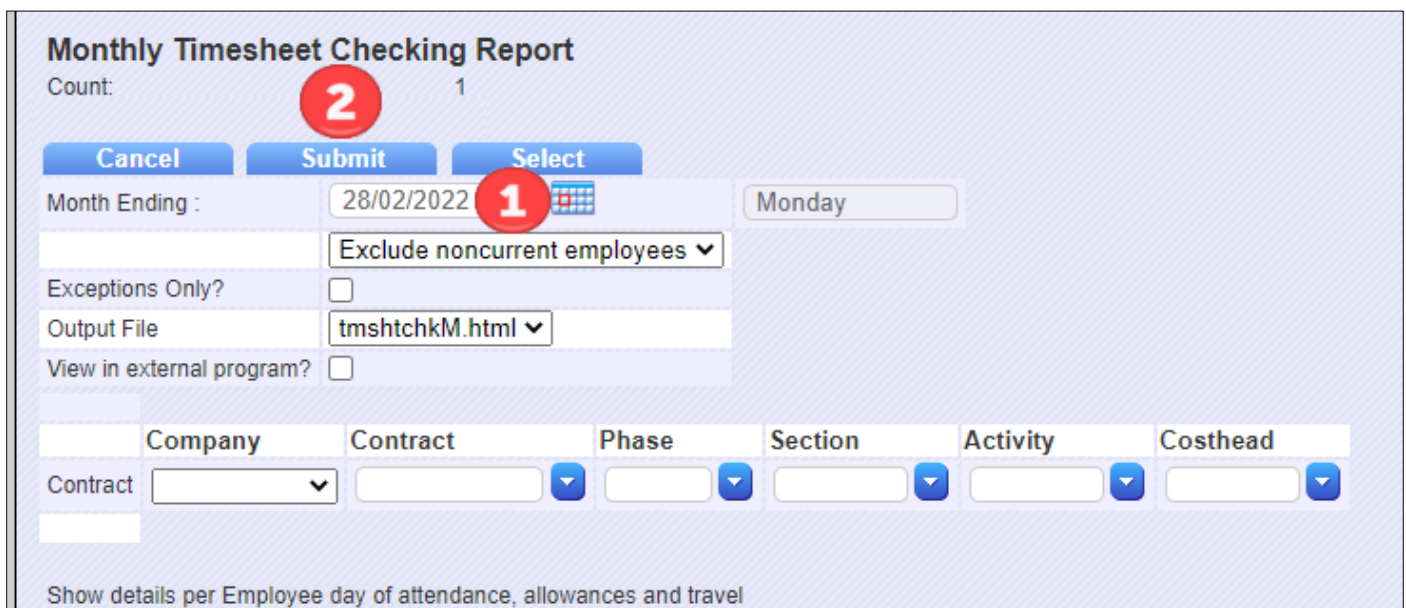
The rules in GaneTime will use the information keyed in to calculate what Overtime and Allowances are payable. The **Monthly Timesheet Checking Report** will show any guaranteed hours applicable and how much is payable.

After keying in your own overtime and/or allowance claims you can see this in your timesheet report.

This is ran from the Reports menu when you are logged into GaneTime using your Payroll No:



It shows as a Payroll Monthly Report, select **Monthly Timesheet Checking Report**



Monthly Timesheet Checking Report
Count: 1

Buttons: Cancel, Submit, Select

Month Ending : 28/02/2022 (Calendar icon) Monday

Exclude noncurrent employees ☒

Exceptions Only? ☐

Output File: tmshtchkM.html

View in external program? ☐

	Company	Contract	Phase	Section	Activity	Costhead
Contract	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show details per Employee day of attendance, allowances and travel

- | | |
|----------|--|
| 1 | Select the Month Ending date for the period |
| 2 | Click Submit |

The full month's report will download in a separate tab in your browser. You should look out for any discrepancies or invalid claims and get any errors corrected before the end of the month. [Failure to do so may impact on your pay. If you need help with errors, please refer to contact information by clicking the HELP button in GaneTime.](#)

An example extract from the report is shown below

Example, extract from the report

Period Ending: 31/01/2022				Attendance								Absences								Pay Item	
Surname	Forename	Trade	Contract Hours	Date	Travel To Job	Start	Lunch Break	Finish	Hours	Travel Home	Allocated Hours	Job(s) Worked	Furlough	Guaranteed	Holiday	Bank Holiday	Sick	Expected Training	Other	Bonus Score	TOTAL
EMPLOYEE	Test	CON01	40:00	Fri 14/01/2022	00:30	19:00	00:30	07:00	11:30	00:30	11:30	RS00376		12:00							12.00

Monthly overtime approvers (Monthly Line Manager)

You will have a separate User Name and password if you also approve timesheets for your direct reports. When you are logged into GaneTime using your approver User Name:

First of all put on a selection filter with your **Line Manager** number and Custom pay type

- | | |
|----------|---|
| 1 | Change Pay Type to “ Custom ” |
| 2 | In the Line Manager filter enter your own Payroll Number |
| 3 | Click List to list your direct reports |

Then follow the same instructions for running the report, this time the report will run for your staff and not yourself.

- | | |
|----------|--|
| 4 | Select the Month Ending date for the period |
| 5 | Click Submit |