

This Help Card explains how to key in weekend overtime including Friday nights and how to record a Rest Day on a normal working day (e.g. after working weekend nights).

Please refer to GAN001-Monthly Job Booking help card for how to log into GaneTime and access Monthly Job booking; and GAN003-Monthly allowances for details of claimable allowances.

Friday night working

When you have opened the Job booking sheet for the month you are claiming for

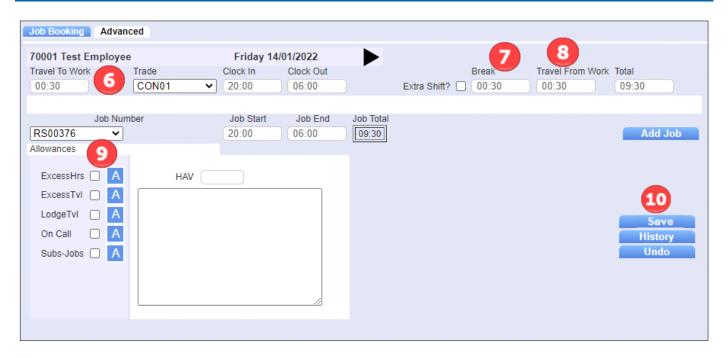


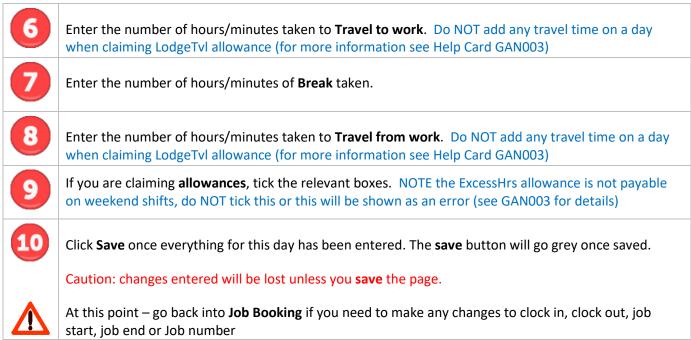


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Next click on **Advanced** for the relevant date, to add travel time and claim any allowances.



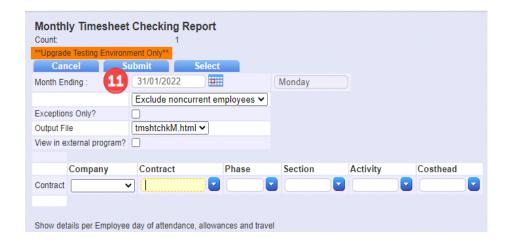




The rules in GaneTime will use the information keyed in and work out the rules of what is payable. The **Monthly**Timesheet Checking Report will show any guaranteed hours applicable and how much is payable. Rail overtime shifts of less than 6 hours should be booked in Gane, but in addition form 738 is to be completed and signed off by a Level 6 in the division specifying the number of hours to be paid and submitted to salaries@storycontracting.com. The timesheet report is ran from the reports menu:









Select the **Month Ending** date – and **Submit**. An example extract from the report is shown below



Saturdays/Sundays (usually non-working days)

Follows the same steps 1 to 10, using the Job Booking sheet to input your shift worked times – only this time you will key in the times against a day with no suggested work times.

Example before adding the weekend shifts:

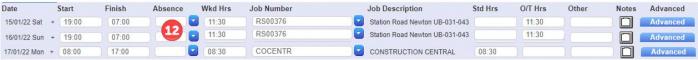


Example after saving the weekend shifts:



Booking a Rest Day following Sunday night shift

Example before adding the rest day





On the Monday – use an **Absence** code "RD" to show this as a rest day. The Job number will come out of the record as will the Std hrs.

Remembering to **Update** to save changes

Example after adding the rest day

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
17/01/22 Mon	+ 08:00	17:00	RD	08:30							Advanced

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