

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

Job Booking Unsaved changes pending

Employee ID: 70001 Name: Test Employee

Update **4** Undo Select Print

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
10/01/22 Mon +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
11/01/22 Tue +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
12/01/22 Wed +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
13/01/22 Thu +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
14/01/22 Fri +	08:30	17:00	1	08:00	COCENTR	CONSTRUCTION CENTRAL	08:00	3			Advanced
15/01/22 Sat +				00:00							Advanced
16/01/22 Sun +				00:00							Advanced

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Change the **Start** and **Finish** times from the usual day times to the actual worked hours for the night. Note only input the hours worked, excluding travel time which is input later. Answer "OK" when you get a message advising you are booking an alternative shift.

storycontracting-gt.coinscloud.com says

You appear to be booking jobs for an alternate shift on 14/01/22 Fri.
Do you wish to authorise this shift?

OK

Cancel

2

Select the **Job number** for the shift.

3

Move the worked hours from **Std hrs** into **O/T Hrs**. The shift will NOT be paid if left as **Std hrs**.

4

There will now be unsaved changes pending, make sure you click **Update**

Caution: changes entered will be lost unless you **Update** the page.

Notice the changes saved re 1, 2 & 3 and having Updated see 4: **Changes committed** BELOW:

Changes committed **4**

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
10/01/22 Mon +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
11/01/22 Tue +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
12/01/22 Wed +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
13/01/22 Thu +	08:30	17:00		08:00	COCENTR	CONSTRUCTION CENTRAL	08:00				Advanced
14/01/22 Fri +	20:00	06:00	1	09:30	RS00376	Station Road Newton UB-031-043		09:30			Advanced
15/01/22 Sat +				00:00							Advanced
16/01/22 Sun +				00:00							Advanced

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

6	Enter the number of hours/minutes taken to Travel to work . Do NOT add any travel time on a day when claiming LodgeTvl allowance (for more information see Help Card GAN003)
7	Enter the number of hours/minutes of Break taken.
8	Enter the number of hours/minutes taken to Travel from work . Do NOT add any travel time on a day when claiming LodgeTvl allowance (for more information see Help Card GAN003)
9	If you are claiming allowances , tick the relevant boxes. NOTE the ExcessHrs allowance is not payable on weekend shifts, do NOT tick this or this will be shown as an error (see GAN003 for details)
10	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. 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:

Monthly Timesheet Checking Report
 Count: 1
 Upgrade Testing Environment Only

Cancel Submit Select

Month Ending : 11 31/01/2022 Monday

Exclude noncurrent employees ▼

Exceptions Only? ☐

Output File tmshtchkM.html ▼

View in external program? ☐

Company Contract Phase Section Activity Costhead

Contract ▼ | ▼ ▼ ▼ ▼ ▼ ▼

Show details per Employee day of attendance, allowances and travel

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

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

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:

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
15/01/22 Sat	+			00:00							Advanced
16/01/22 Sun	+			00:00							Advanced

Example after saving the weekend shifts:

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
15/01/22 Sat	+	19:00	07:00	11:30	RS00376	Station Road Newton UB-031-043		11:30			Advanced
16/01/22 Sun	+	19:00	07:00	11:30	RS00376	Station Road Newton UB-031-043		11:30			Advanced

Booking a Rest Day following Sunday night shift

Example before adding the rest day

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
15/01/22 Sat	+	19:00	07:00	11:30	RS00376	Station Road Newton UB-031-043		11:30			Advanced
16/01/22 Sun	+	19:00	07:00	11:30	RS00376	Station Road Newton UB-031-043		11:30			Advanced
17/01/22 Mon	+	08:00	17:00	08:30	COCENTR	CONSTRUCTION CENTRAL	08:30				Advanced

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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							Advanced