

GANETIME MONTHLY FAQs

Job Booking screen

This screen is for recording of **working time** and job numbers **ONLY**.

(Travel time outside of working hours is added by clicking through to the **Advanced** tab.)

The **worked hours** are split, depending on what is being recorded:

| | | | | |
|----------------------|----------------------|----------------------|--------------------------|-----------------------------------------|
| Std Hrs | O/T Hrs | Other | Notes | Advanced |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="button" value="Advanced"/> |

Std Hrs Timelog/usual worked hours only (when you are paid your salary).
Usually 8 hours per day (unless part time worker).

O/T Hrs Overtime hours - the hours **worked** which you expect to be paid with overtime rules.
The pay rules will apply any minimum/guaranteed hours payable at the relevant rate.

Other Hours worked which are not classed as Std Hrs or O/T Hrs (no pay due outside of salary or allowances). Mandatory to validate "excess hours" allowance claims.

Notes These are notes for **Timelog** purposes.

Default Job

We have had several requests around changing the Default Job on the Job booking screen.

Your default job is your overhead job, as assigned in COINS HR, and therefore cannot be changed for timesheet entry. The system will "suggest" the default job code every day up to today, so you only need to change this when you have worked on another job.

And you can easily COPY and PASTE the job number from another day which has the same number.

It is recommended that shifts should NOT be input for future dates, as this is likely to cause errors which will mean you are unable to save the page or further shifts, until resolved, which may ultimately impact on pay.

Advanced tab

Is used for recording travel times, notes for payroll and claiming allowances.

Travel times

Travel to work) Travel outside of normal working hours only, e.g. added to calculate travel
Travel from work) time payable against excessive travel allowance claims (Construction).

Do not enter travel times in these boxes on a day when claiming the lodge/travel allowance, when actual travel should be recorded in the Comments box alongside allowances (see below).

Comments box

These are notes for payroll that will print on the timesheet checking report (including actual travel time against lodge travel bookings).

Allowance claims

The types of allowances which can be claimed in GaneTime are

| | |
|-----------|---------------------------------|
| ExcessHrs | Excessive hours |
| ExcessTvl | Excessive travel (Construction) |
| LodgeTvl | Lodge/travel |
| On Call | On call |
| Subs-Jobs | Subsistence-jobs |

You will find some extra FAQs below to help you correctly claim each allowance, in addition to the detail included in Help Card GAN003.

[Don't forget to add the job number against an allowance if no hours are entered in Job booking \(e.g. lodge travel, with no worked hours\) – see GAN003 page 3 instruction No.3 of how to do this.](#)

Excessive hours

To correctly claim this, the worked hours in Job Booking must be for a minimum of 11 hours on each of the relevant consecutive days: with hours split between **Std hrs** (8 for timelog) and the remainder in the **Other** column (DO NOT record as O/T Hrs). One payment per day. [Not payable for shifts which start on or after 18:00 on Fridays and before 06:00 on Mondays \(i.e. "weekend shifts"\).](#)

Excessive travel (Construction jobs)

To correctly claim this, the times taken to **travel to work** and **travel home** should be input in **Advanced** on a minimum of 3 days. The rules will use this information to calculate the relevant number of hours payable each day based on those times.

Lodge/Travel

WARNING – [Is this just an overnight stay? If so, then tick Subs-Jobs and NOT LodgeTvl.](#)

This is the allowance claimed when required to lodge to prevent an exceedance.

[To correctly claim this](#), the actual travel time should be recorded in the Comments box alongside allowances. [Do NOT record any travel in the travel time boxes in Advanced, nor in worked hours in Job booking.](#)

On Call

Only claim this allowance on 1 day during the week.

Do not claim this if called out to site, instead record the overtime.

Subs-Jobs

Subsistence allowance £25 – with or without a lodge/travel claim.

If claiming this on a day without worked hours, don't forget to add the job number or this will book to your Overhead and may be queried by payroll.

Running the Timesheet checking report

It is recommended for you to run your own timesheet report, where you can see what you will be paid for overtime, check for guaranteed hours and be alerted of any discrepancies (or invalid claims). [See Helpcard GAN004 how to run this report.](#)

Any errors should be corrected before the end of the month. [Failure to do so may impact on your pay.](#) You may need to refer to FAQs above or allowance claims GAN003 to understand the error; and if you require assistance making the correction, refer to contact information available from the HELP button in GaneTime.