GAN002 – TimeLog bookings and Absence types

This Help Card explains the types of TimeLog bookings, including how to book to Opportunities and Tenders (e.g for estimators), and how Absences appear in GaneTime. There is also reference to the previous non-contract codes used in Sharepoint TimeLog.

TimeLog users will set up for booking against overheads and live contracts which exist in COINS.
This is the default set up, however if you also need access to book to Opportunities (e.g. used by estimators, or for booking time against pre-contract awarded) then please contact IT to arrange the change to your GaneTime set up.

Absences will continue to be booked in COINS (including Holidays, Sickness and short absences) – so there is no change to this. Everything booked in COINS will show in GaneTime automatically.
If you need to correct or change a booked absence, please go through the normal procedure to get them updated in COINS (which will also feed through to GaneTime).

The Job number on a day where there is an Absence code will usually remain as your Overhead Job, or could be blank, so no need for you to change this in GaneTime.
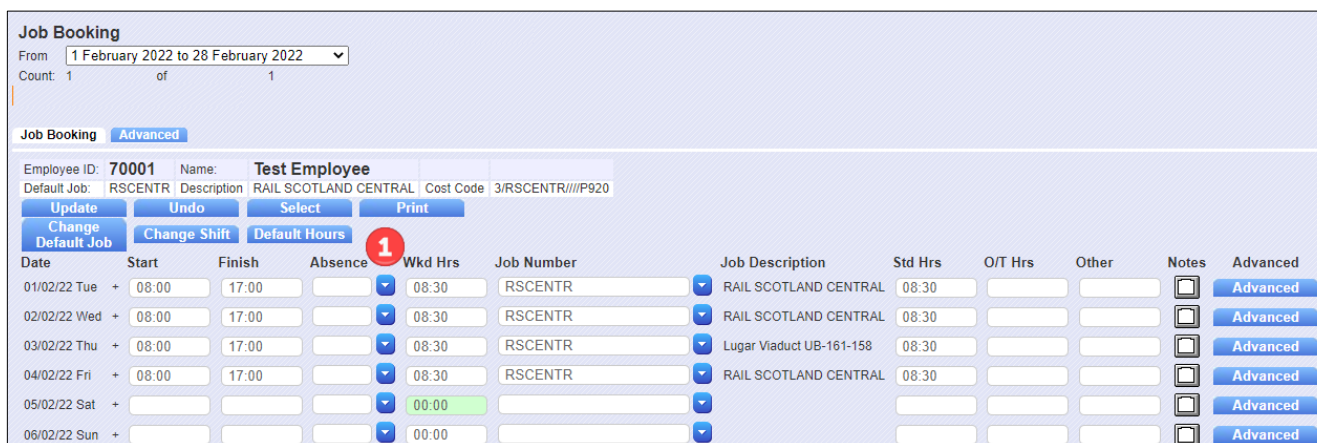
One Absence code which is NOT booked in COINS is when you have a "Rest Day", for example after working nights. For this, you would add in an absence code of "RD" on the relevant day (further information can be found in GAN005).

Also please find a copy of the Absences matrix at the end of this document.

Job Booking screen – default TimeLog user

Access to book time against overheads and live contracts which exist in COINS. See Help Card GAN001 for the booking process.

Note the **Absence** column in the Job booking screen:

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If you have access to Opportunities then your screen will look slightly different, as per below:

Job Booking screen – TimeLog user set up with access to Opportunities

Note the extra **Category** column to the right of the **Absence** column:

1	Note the **Absence** column – this is where Absence codes will appear for all absences booked in COINS.
2	Note the extra **Category** column. The **Job Number** automatically defaults to the overhead code for an employee. When booking to an Opportunity set up in COINS (not yet allocated as a contract) change the **Category** from **Job** to **Opps**.
3	Key in the Opportunity number.
4	When booking to a Tender which does not exist in COINS, select the **Notes** icon.
5	Key in the details of the tender in the Notes box and select **OK** when completed.
6	There will now be <mark>unsaved changes pending</mark>, make sure you click **Update.** Caution: changes entered will be lost unless you update the page.

Contract pre-award costs, other Sharepoint Timelog non-contract codes (excluding absences)

There should always be a COINS contract, overhead or Opportunity number (or Tender number) available to use in GaneTime TimeLog.

Job code	Description	Sharepoint
Choose	Book to COINS opportunities/tenders, overhead as applicable	- BUSDEV GENERAL -
Overhead		- CORPORATE -
Choose	Book to COINS opportunities/tenders, overhead as applicable	ZC00020

Sharepoint absences and GaneTime (COINS) absence equivalents can be viewed in the matrix below.

Absences Matrix

GaneTime Absence Code	Description	Sharepoint
AP	Med/Dental Appt	- DOCTOR/DENTIST-
BL	Bereavement Leave	- BEREAVEMENT -
H	Holiday	ZR00130, ZC00040
HA	Hospital Appt	- DOCTOR/DENTIST-
J	Jury Service	- JURY SERVICE -
LS	Long Term Sickness	- SICK -
P	Parental Leave	- PARENTAL LEAVE -
RD	Rest Day	RESTDAY
SC	Sick Self Cert	- SICK -
SD	Sick Doctor sCert	- SICK -
SK	Sickness	- SICK -
T	Expected Training	- TRAINING /COLTRAINING -
AB	Additional Break	SR/SG OHEAD
AD	Hospital Admission	SR/SG OHEAD
AL	Adoption Leave	SR/SG OHEAD
AW	Adv Weather /Trnspt	SR/SG OHEAD
BR	Booked Rest Day	SR/SG OHEAD
CL	Compassionate Leave	SR/SG OHEAD
CM	Community Days	SR/SG OHEAD
CS	Corp Social Resp	SR/SG OHEAD
DL	Dependency Leave	SR/SG OHEAD
DO	Domestic Leave	SR/SG OHEAD
F	Furlough	SR/SG COVID/FURL
h	Holiday (Presumed)	SR/SG OHEAD
LA	Coins Lateness	SR/SG OHEAD
M	Maternity Leave	SR/SG OHEAD
NL	Not Live On GaneTime	SR/SG OHEAD
NO	Non Occ Injury	SR/SG OHEAD
NW	Non-Work Weekend	SR/SG OHEAD
OI	Occupational Injury	SR/SG OHEAD
PH	PTHH	SR/SG OHEAD
PL	Paternity Leave	SR/SG OHEAD
RT	Rail Training	SR/SG OHEAD
SL	Special Leave	SR/SG OHEAD
ST	Study Leave	SR/SG OHEAD
TA	Toil Accrued	SR/SG OHEAD
TD	Trade Dispute	SR/SG OHEAD
TJ	Toil Adjustment	SR/SG OHEAD
TL	Territorial Army	SR/SG OHEAD
TT	Toil Taken	SR/SG OHEAD
UA	Unauth Absence	SR/SG OHEAD
UL	Unpaid Leave	SR/SG OHEAD
VL	Volunteering Leave	SR/SG OHEAD