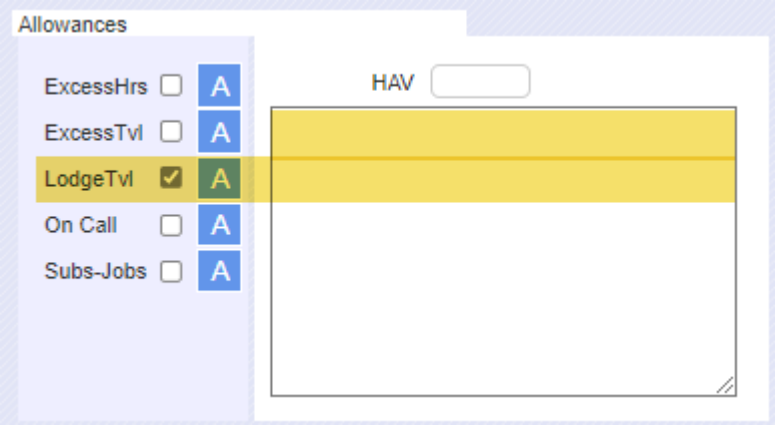


This Help Card explains which allowances can be claimed through GaneTime to be paid via COINS payroll. (Which previously would have been claimed on manual form 341.)

Allowances are claimed on the **Advanced** tab – after adding Job number and O/T hours remembering to click **Update**

Types of Allowances which can be claimed in GaneTime

<p>ExcessHrs</p>	<p>Additional Hours (excessive hours)</p> <p>A payment of £47.50 per day will be paid to monthly paid employees in the following circumstances:</p> <ul style="list-style-type: none"> • When undertaking site-based work, and • When working over and above 11 hours on site, for 2 or more consecutive shifts in any one week; and • When working any shifts that commence between the hours of 06:00 Mon to 18:00 Fri; does not apply on any weekend shifts starting outside of the above hours <p>In addition, there is a requirement for you to record a minimum of 11 hours in Job booking and split between Std hrs (8) and the balance in Other (do not record as O/T hrs).</p> <p>To be eligible for this payment the working arrangement must be agreed in advance with a Manager of Level 6 or above.</p> <p>Out-with the above normal contractual overtime payments will apply.</p>
<p>ExcessTvl</p>	<p>Week days (excessive)Travel – Construction jobs only</p> <p>Travel paid at basic rate for excessive hours will be made when:</p> <ul style="list-style-type: none"> • Excessive travel over 1 hour each way in a single day (first hour of travel each way is unpaid); and • Only paid when occurring 3 or more times in a single week
<p>LodgeTvl</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>WARNING</p> <p>Is this just an overnight stay?</p> <p>If so, then tick Subs-Jobs and NOT LodgeTvl</p> </div>	<p>Lodge/Travel</p> <p>Payment of 8 hours when required to lodge to prevent an exceedance.</p> <ul style="list-style-type: none"> • Guaranteed 8 hours per lodge travel (same allowance for lodge before/lodge after). • Note – 1 x subsistence payment will be paid per lodge travel claim <p>In addition, there is a requirement for you to add the actual travel time to assist in ensuring sufficient rest periods. <u>In the comments box alongside allowances, record the actual times you left home and arrived at the hotel when lodging before, or when lodging after the shift record the times you left the hotel and returned home.</u> DO NOT record this in the travel time boxes in Advanced, and do not include any travel time as worked hours in Job booking.</p> 

On Call	<p>Manager On Call</p> <ul style="list-style-type: none"> Guaranteed 6 hours at weekend rate if not required to visit site during the on-call period (one payment over the course of the week). If this applies: TICK the On Call allowance ONCE in the week. In the event site attendance is required during the on-call period the payment increases to guaranteed 12 regardless of time on site. When this applies: Record the overtime and DO NOT TICK On Call
Subs-Jobs	<p>Subsistence (jobs, not overheads)</p> <ul style="list-style-type: none"> Paid at £25.00 per night (tax free) whilst staying away when working on a job. If staying away on overhead DO NOT claim this in GaneTime - please claim on expense form, claim value of receipt not exceeding £25.00.

Booking Allowances in GaneTime “Advanced”

From the Job booking screen – AFTER booking time to a Job and assigning overtime (and clicking to **Update**)

Job Booking
 From: 10 January 2022 to 31 January 2022
 Count: 1 of 1

Employee ID: 70001 Name: Test Employee
 Default Job: RSSPMDE Description: Cost Code:

Buttons: Update, Undo, Select, Print, Change Default Job, Change Shift, Default Hours

Date	Start	Finish	Absence	Wkd Hrs	Category	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
10/01/22 Mon	08:00	19:30		11:00	Job	RS00427	East Kilbride OLE Piling	08:30	02:30			Advanced
11/01/22 Tue	08:00	19:30		11:00	Job	RS00427	East Kilbride OLE Piling	08:30	02:30			Advanced
12/01/22 Wed	08:00	17:00		08:30	Job	RSSPMDE	Story Scotland Scheme Project Manager De	08:30				Advanced
13/01/22 Thu	08:00	17:00		08:30	Job	RSSPMDE	Story Scotland Scheme Project Manager De	08:30				Advanced
14/01/22 Fri	08:00	17:00		08:30	Job	RSSPMDE	Story Scotland Scheme Project Manager De	08:30				Advanced

1 AFTER booking time to a Job and assigning any overtime (remembering to **Update** the page), then Click on the **Advanced** button on the date you want to make the allowance claim

Job Booking
 From: 10 January 2022 to 31 January 2022
 Count: 1 of 1

70001 Test Employee **Monday 10/01/2022**

Travel To Work: 01:30 Trade: PM03 Clock In: 08:00 Clock Out: 19:30 Break: 00:30 Travel From Work: 01:30 Total: 11:00

Job Number: RS00427 Job Start: 08:00 Job End: 19:30 Job Total: 11:00

Allowances:

- ExcessHrs [A]
- ExcessTvl [A]
- LodgeTvl [A]
- On Call [A]
- Subs-Jobs [A]

HAV: [5]

Buttons: Add Job, Save, History, Undo

2	Tick the box next to the allowance you are claiming
3	You can add or change the Job number against an allowance by clicking on the A button next to the tick box. Usually applies when an allowance claimed but no hours booked. See abc below
4	Notes that you want to show on your timesheet can be added in the Comments box found alongside the allowances
5	You can record HAV times (when applicable)
6	Click Save

Changing/adding the Job number against an allowance claim:

Allowance Allocation
Saturday 19/02/2022

LodgeTvl Lodge Travel (282) Rate 1.0000 Mult 1.00 Total 1.0000 **ALLOCATE** **C** Cancel

Allowance Costing Entries			
Cost Code	Job Code	Duration	Allocation
3/RE00333////X999	RE00333	08:00	1.0000 b
Allocated total		08:00	1.0000

Additional job **a**

a	Use Additional Job to choose the job number from the list
b	The job number appears under the Cost Code column. Add 1.0 in the Allocation
c	Click the ALLOCATE button when it is not greyed out to save the allocation and move back to the previous screen (or click Cancel if you decide not to change)

	Remember to click SAVE when back in the Advanced screen
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