

GAN006a – GaneTime Approvers, monthly payroll

This Help Card explains how Line Managers approve Overtime and allowance claims for their direct reports.

Note: This process is different to weekly timesheet approval. See Help card GAN006b for Weekly approvals.

Logging On

To log in visit the website <https://storycontracting-gt.coinscloud.com/GaneTime>

- | | |
|----------|---|
| 1 | Enter your Approver User Name and Password . This is likely to be similar to your COINS user name (with a different password), provided by ITsupport@Storycontracting.com |
| | You will have a separate User Name and password if you also book your own Overtime claims or input Timelog. This cannot be used when doing timesheet approvals. |
| 2 | Click Log in to login into GaneTime. |

Checking Overtime and allowances claimed by your direct reports:

First of all, put on a selection filter

- | | |
|----------|---|
| 3 | Change Pay Type to “ Custom ” |
| 4 | In the Line Manager filter enter your own Payroll Number |
| 5 | Click List and a list of your direct reports will appear at the bottom left where highlighted . If there is anyone missing from this list, send details to ITsupport@Storycontracting.com |

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This section explains how to run the Monthly timesheet report for checking any overtime or allowances booked.

- 6 Select the **Month Ending** date for the period
- 7 Click **Submit**

The full month's report will download in a separate tab in your browser.

Example, extract from the report

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

- 8 **Review any Timesheet errors** marked grey or blue (see the **KEY** at the top of the report):-

KEY
Discrepancy with Allowance Claim Allocation does not match Worked Hours

- **Discrepancies** are to highlight when an allowance has been claimed but does not match rules written into GaneTime, and may be queried by payroll and/or not paid.
- For **allocation errors** contact your Divisional Super user via Gane HELP: [Gane Time - Story Contracting](#)
- 9 **Review allowances** claimed are valid, with attention to the following:-
 - Lodge Travel.....Have you had the Pre-Approval Actioned
 - Excess Hours.....Have they worked 11 hours or more on Site, for two or more consecutive days
 - Excess Travel.....Only applies to Jobs beginning with a CO

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To view the shift detail in GaneTime, you can see what an individual has booked on their **Job Booking** screen:

Job Booking

From: 10 January 2022 to 31 January 2022
Count: 1 of 2

Employee ID: [redacted] Name: **Darren**

Default Job: RSSPMDE Description: Story Scotland Scheme Project Manager De Cost Code: 3/RSSPMDE///L750

Date	Start	Finish	Absence	Wkd Hrs	Job Number	Job Description	Std Hrs	O/T Hrs	Other	Notes	Advanced
10/01/22 Mon	08:00	19:30		11:00	RS00388	Lugar Viaduct UB-161-158	09:00	02:00			Advanced
11/01/22 Tue	08:00	20:00		11:30	RS00400	Cockies Yetts UB 280/006	09:00	02:30			Advanced
12/01/22 Wed	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
13/01/22 Thu	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
14/01/22 Fri	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
15/01/22 Sat	12:00	20:00		08:00	RS00400	Cockies Yetts UB 280/006		08:00			Advanced
16/01/22 Sun				00:00							Advanced
17/01/22 Mon	08:00	17:30		09:00	RSSPMDE	Story Scotland Scheme Project Manager De	09:00				Advanced
18/01/22 Tue				00:00							Advanced
19/01/22 Wed				00:00							Advanced
20/01/22 Thu				00:00							Advanced
21/01/22 Fri				00:00							Advanced
22/01/22 Sat				00:00							Advanced
23/01/22 Sun				00:00							Advanced
24/01/22 Mon				00:00							Advanced
25/01/22 Tue				00:00							Advanced
26/01/22 Wed				00:00							Advanced

- 10** From the **Worked Hours** menu, click on **Job Booking**
- 11** Click on the employee's name
- 12** Check for **O/T Hrs** booked. Also look out for any overtime incorrectly showing as **Std Hrs**. Contact the Employee to amend the record before the sign off cut-off date, or this may not be paid as overtime.
- 13** Check for days with **Advanced** highlighted green: hover over to see what is booked or click on the **Advanced** button to go through to the Advanced screen for further information

Advanced Job Booking for the day:

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

Job Booking | Advanced

Darren | Saturday 15/01/2022

Travel To Work: 00:30 | Trade: PAJ01 | Clock In: 12:00 | Clock Out: 20:00 | Break: | Travel From Work: 00:30 | Total: 08:00

Job Number: RS00400 | Job Start: 12:00 | Job End: 20:00 | Job Total: 08:00 | **Add Job**

Allowances

- AddnlLodge **A**
- ExcessHrs **A**
- LodgeTvl **A** 14
- No Lunch **A**
- On Call **A**
- Subs-Jobs **A**

Allowance Allocation
Darren | Saturday 15/01/2022

LodgeTvl, Lodge Travel (202) | Rate: 1.0000 | Mult: 1.00 | Total: 1.0000 | **Allocate** | **Cancel**

Allowance Costing Entries

Cost Code	Job Code	Duration	Allocation
3RS00400/2110	RS00400	08:00	1.0000
Allocated total:			08:00 1.0000

Save | **History** | **Undo**

14 Look for any **Allowance** ticks and if necessary check the contract assigned to the allowance by clicking on the **A** next to the tick. Also look out for any Notes in the box along-side the allowances.

At the end of the month, after you have checked all overtime and allowance bookings for your team, and are ready to approve - **making sure you have selected your own Line Manager filter** as per steps

3 4 5 above - Go to **Payroll, Timesheet Signoff**:

Options

- Selection
- Worked Hours
- Job Booking
- Payroll
 - Timesheet Signoff**
 - Project Signoff
- Reports
 - Reports
 - View Reports
 - Log Out

Timesheet Signoff | Unsaved changes pending

From: 10 January 2022 to 31 January 2022
Count: 2

Undo | **Update** 16 | **Select** | Display 'Unable to Signoff' only

Ready for Signoff: 1 | Already Signed Off: 0 | Unable to Signoff: 1 | Signoff All Eligible Employees?

Employee ID	Name	Status	Signed Off Until	Pay Period End	Signoff?
	Darren	Exceptions	09/01/2022	31/01/2022	<input type="checkbox"/>
	Craig	Ready for Signoff	09/01/2022	31/01/2022	<input checked="" type="checkbox"/> 15

15 Tick the box to select each individual whose timesheet you want to approve. Or tick "Signoff All Eligible Employees".

Note you can only approve when the Status is **Ready for Signoff**. Other statuses are listed at the end of this document.

16 Look out for the message **Unsaved changes pending** as this means you need to click **Update**.

Make sure you click **Update** – and check the status has changed to **Signed off** - before moving from this screen.

The following Sign off statuses appear when a timesheet cannot be signed off:-

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Exceptions – at least one day has an error.

- Check the **monthly timesheet checking report** for this employee and identify the day that has an error. The key to the type of error is shown at the top of the report. See example below:

KEY							
Allocation does not match Worked Hours							
Wed	24/01/2024		08:30	00:30	17:00		08:00

- This can happen when an employee has booked the shift in advance or made a change which has caused the system not to fully allocate worked hours.
- **Report this** to your divisional Super users who can deal with the misallocations; links can be found via Gane HELP: [Gane Time - Story Contracting](#)

Managed – at least one day has a missing project sign off.

- Check the **monthly timesheet checking report** for this employee and identify the day that has an error.
- This can happen due to a sequence of events similar to the above which subsequently caused a missing auto-generated project sign off (**mts** for monthly timesheets).
- You should **report this**; send details to ITsupport@Storycontracting.com