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 <mark>highlighted</mark>. If there is anyone missing from this list, send details to ITsupport@Storycontracting.com

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

Monthly Timesheet Checking Report
Count: 1

Cancel	Submit	Select

Month Ending :   28/02/2022 ⑥ 🗓️   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

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

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

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:

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:**

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:-

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