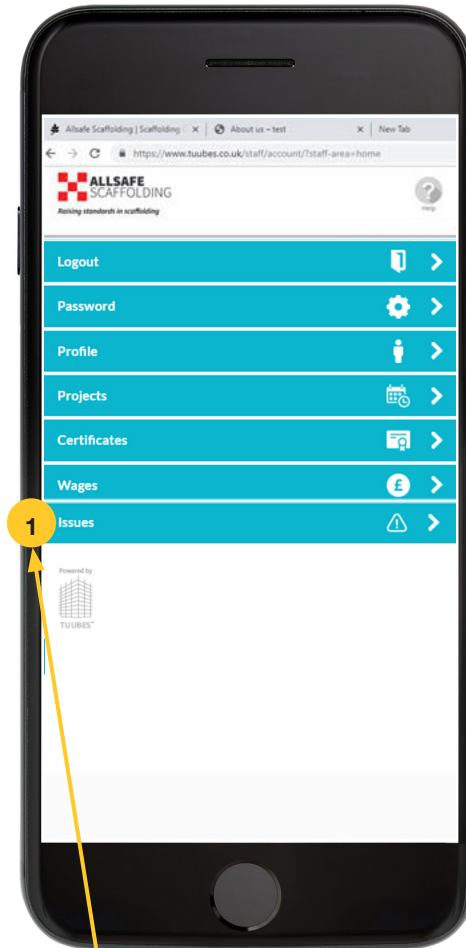




Raising standards in scaffolding

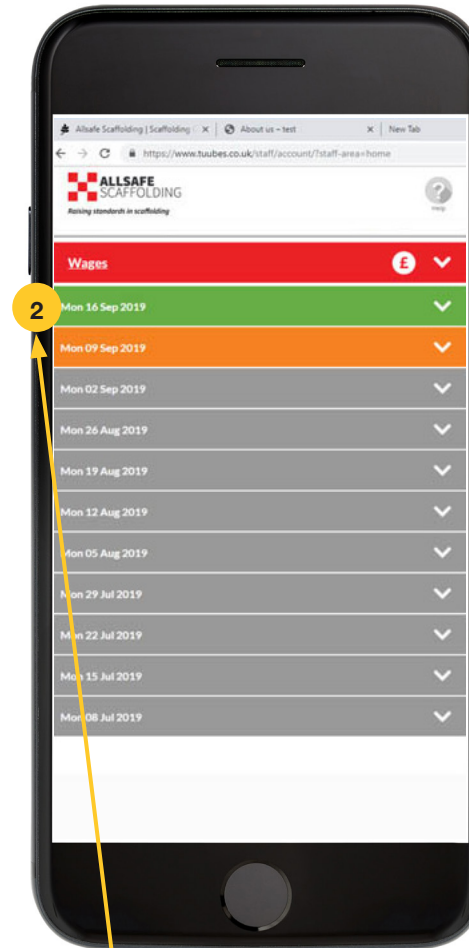


Booking in your wages and customer handovers



Step 1

Select the wages tab and you will see the screen to the right open up.



Step 2

Select the **Green** tab as this is your current week and is where you book in, your wages.

Orange are last wages and being processed.

Grey wages already processed and paid.

WAGES - GETTING STARTED

Step 1

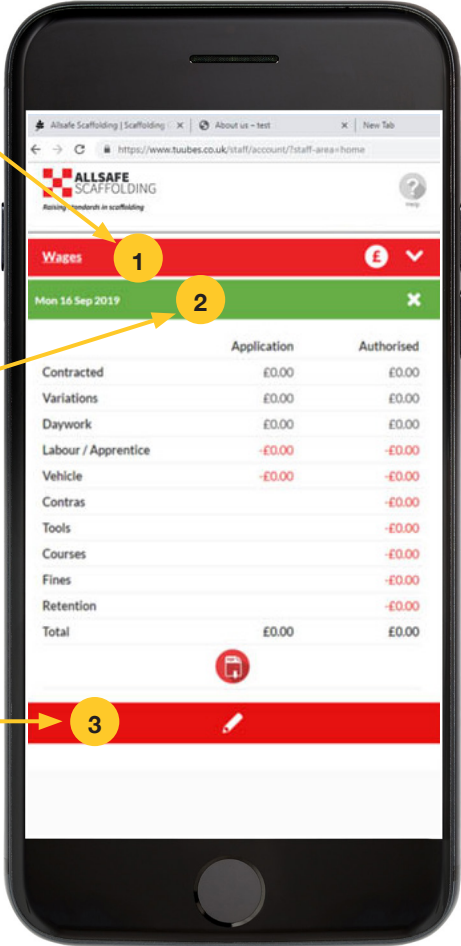
Select wages.

Step 2

Select Green tab which is current week.

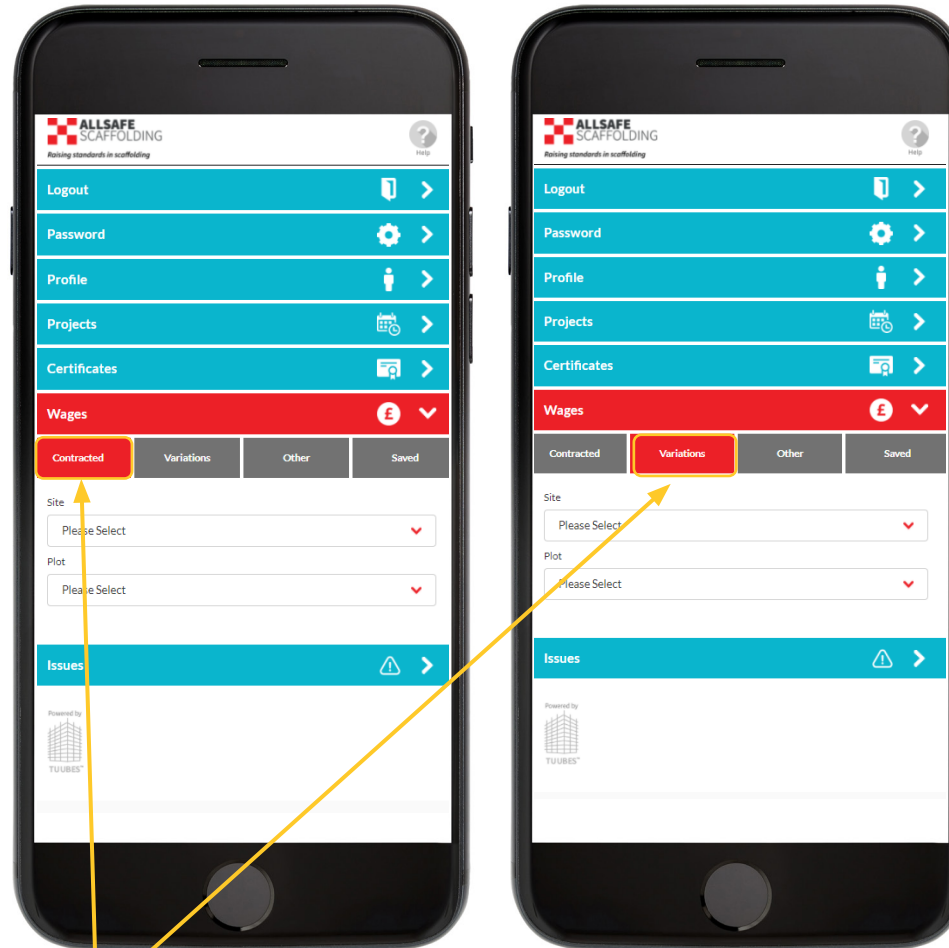
Step 3

Go to bottom of page and select on the pencil line.



Note !

Wages MUST BE completed daily final save submission is at the end of the working week which will complete the weeks work.



Step 4

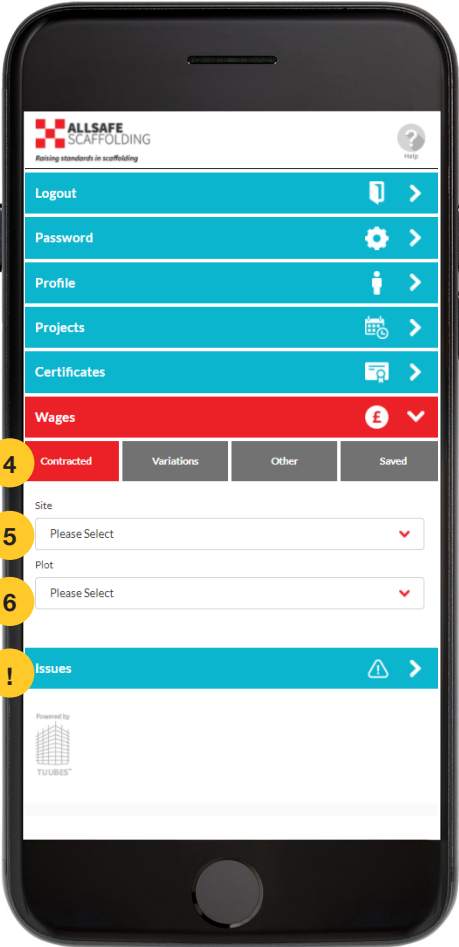
The following screen will load.
Select either Contracted, or Variations.

CONTRACTED – FINDING YOUR SITES AND PLOTS

Step 4
Select Contracted.

Step 5
Select your Site from the drop-down menu.

Step 6
Select the Plot from the drop-down menu
please ensure you select the correct plot(s).



Note !

You can also view the site map if you are unsure which plot you are working on.

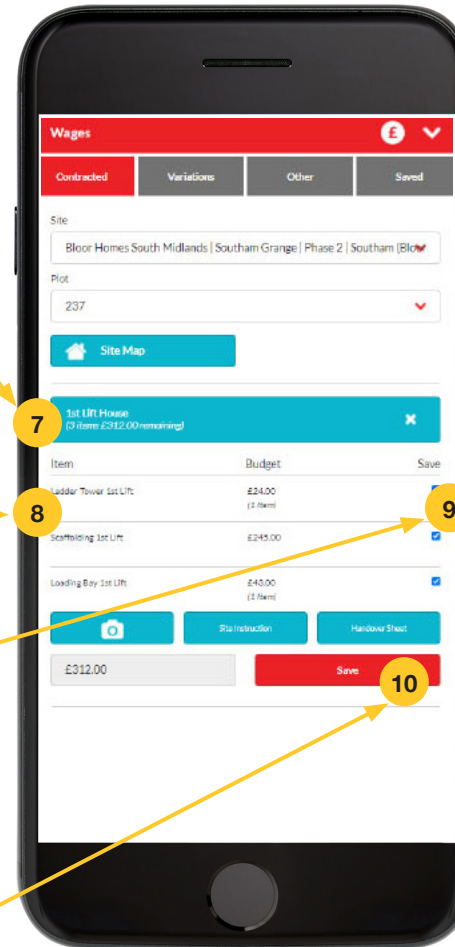


Step 7
Find the contracted category
1st lift House, 3 Items,
and Budget remaining (£312.00)

Step 8
Breakdown of work item and money.

Step 9
Press the arrow to expand to reveal all the
items and the cross to see just the element
and tick what you have completed.

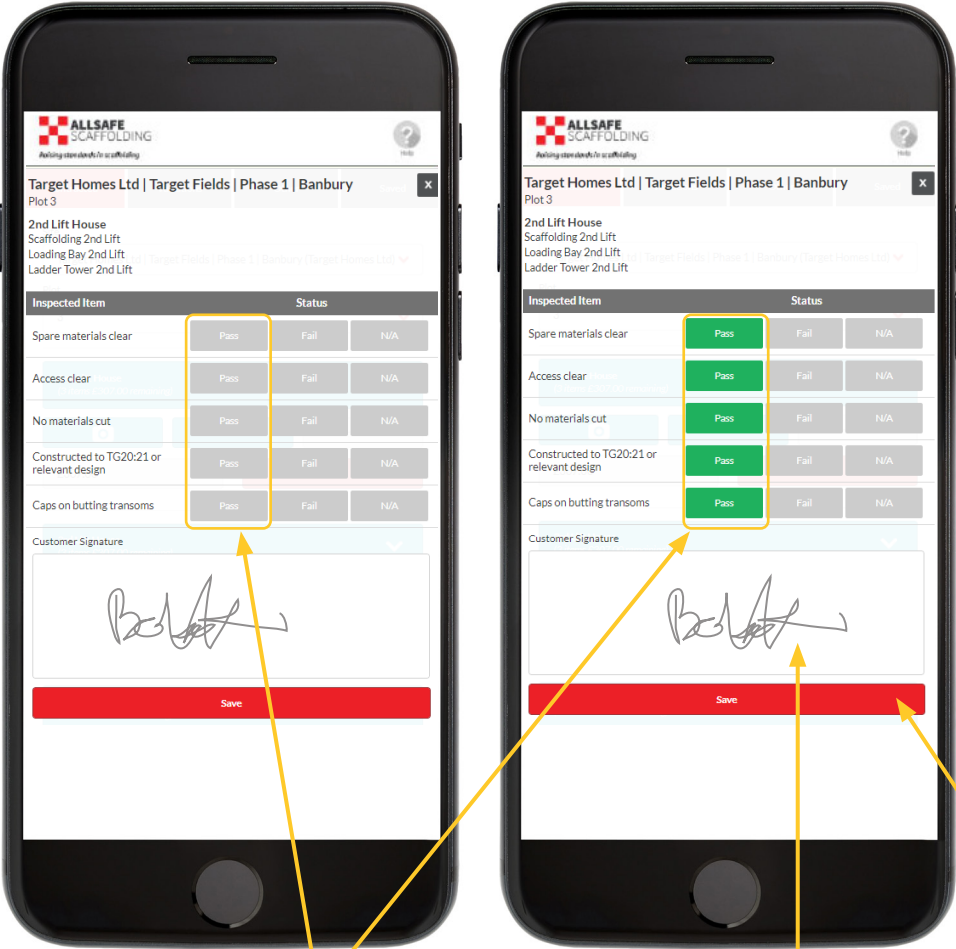
Step 10
Once you have confirmed all details, You
MUST press save to confirm this work has
been completed.



Note !

Once you have saved your work you will have to complete an automatic handover which the site agent will need to sign, this is explained on the next page.

AUTOMATIC HANDOVER



Step 1

Select each Inspection Item and confirm that each Item has Passed or is N/A.

Step 2

Customer must sign the handover.

Step 3

Select Save.

Note !

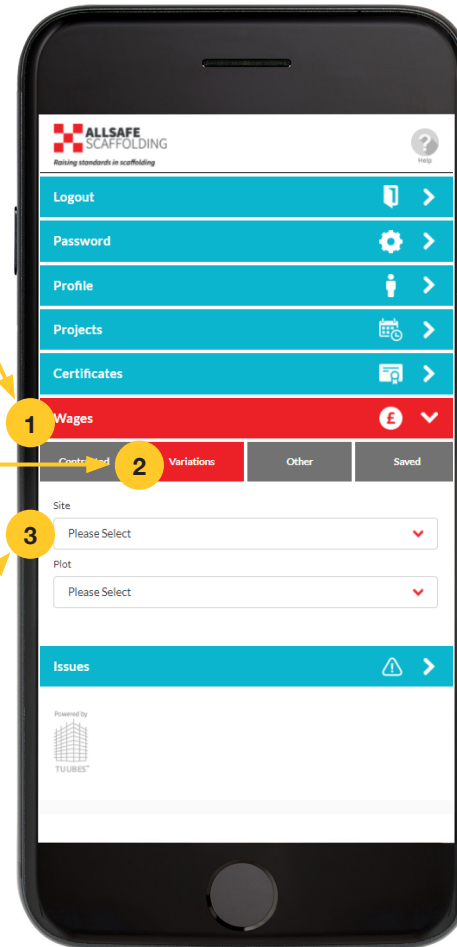
As per NASC guidance, the Handover Certificate enables you to demonstrate that the client has accepted that your scaffolding is fit for purpose and the customer has acknowledged their responsibility to ensure that mandatory inspections are performed in accordance with the Work at Height Regulations 2005 (WAHR), regulation 12 & 13 and Schedule 7, and to follow any loading limitations and any restrictions for its use etc

VARIATIONS – FINDING YOUR SITE AND PLOT

Step 1
Select Wages.

Step 2
Select Variations.

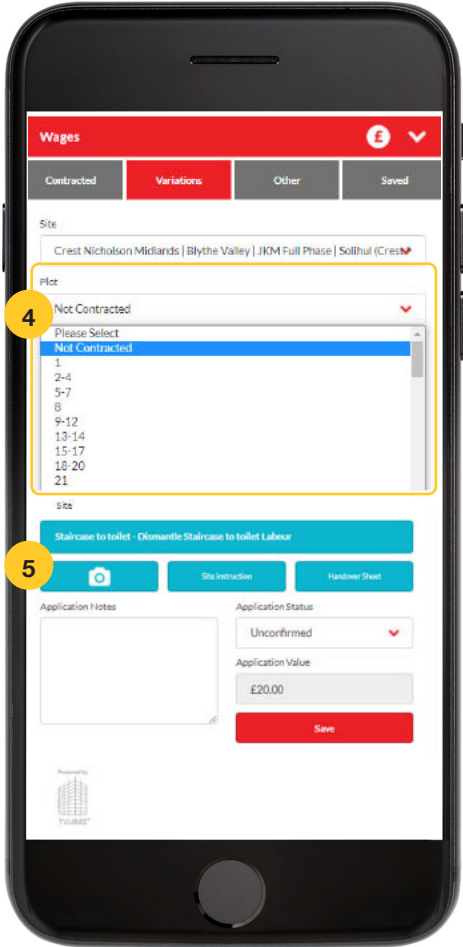
Step 3
Select the Site.



VARIATIONS – FINDING YOUR SITE AND PLOT

Step 4
Select the plot or select Not Contracted to see all the variation that have been authorised on that site.

Step 5
Find the variation you need to complete. Ensure this has been authorised and claim once completed.

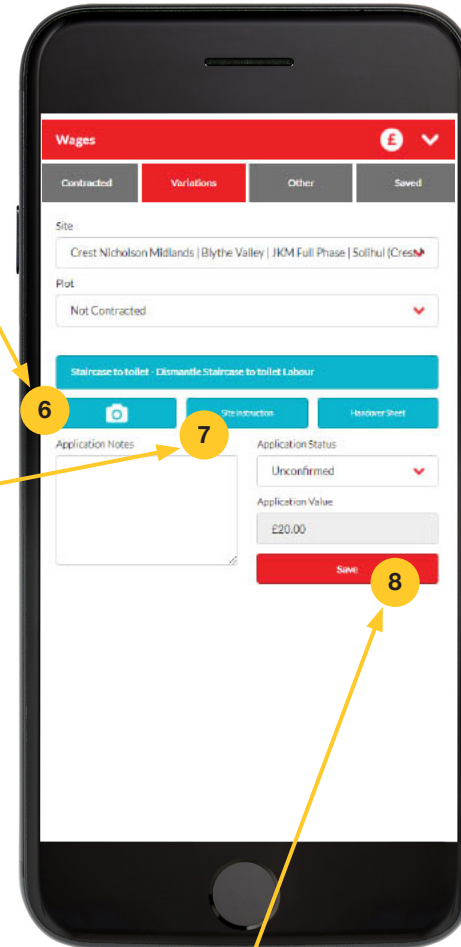
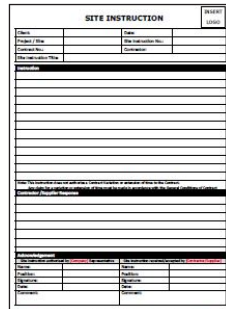


VARIATIONS – ADDING PICTURES AND SAVING YOUR WORK

Step 6
Select the Camera Icon.
Take a picture of your variation.



Step 7
Select the Site Instruction Icon.
Take a picture of the site instruction.

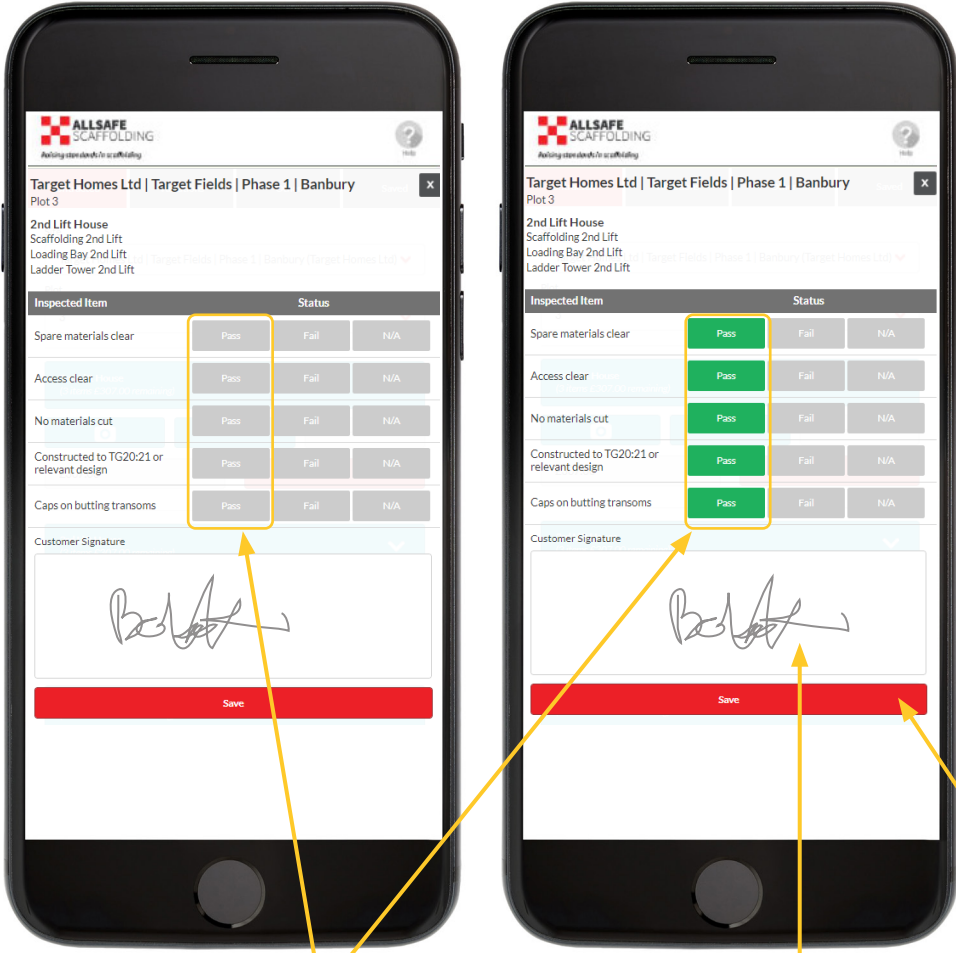


Note !

Once you have saved your work you will have to complete an automatic handover which the site agent will need to sign, this is explained on the next page.

Step 8
Save your variation.

AUTOMATIC HANDOVER



Step 1

Select each Inspection Item and confirm that each Item has Passed or is N/A.

Step 2

Customer must sign the handover.

Step 3

Select Save.

Note !

As per NASC guidance, the Handover Certificate enables you to demonstrate that the client has accepted that your scaffolding is fit for purpose and the customer has acknowledged their responsibility to ensure that mandatory inspections are performed in accordance with the Work at Height Regulations 2005 (WAHR), regulation 12 & 13 and Schedule 7, and to follow any loading limitations and any restrictions for its use etc

SAVING THE WEEKS WORK AND SPLITTING MONEY

Step 1 Once you have booked in all your weeks wages select the **SAVED** icon.

Step 2 Select the **SUMMARY** icon, you will now see the total weekly wages.

Step 3 Now split you weekly wages between you and other members of your gang by changing the % here.

Step 4 Confirm your changes by the blue **SAVE WAGES SPLIT** icon.

Step 5 Save any labour deductions and confirm by selecting the blue **SAVE LABOUR DEDUCTIONS** icon.

Step 6 Split your van cost and confirm by selecting **SAVE VAN DEDUCTIONS** icon.

Step 7 When you are happy that your weeks wages are fully booked in confirm by selecting **Confirm this week's wages**. Once complete and changes are saved go to page 26.

Note !

See separate instruction if any of your day's wages are not the same split for every item of work completed go to page 24.

BOOKING IN WAGES THAT ARE UNEQUAL IN DETAIL

Step 1

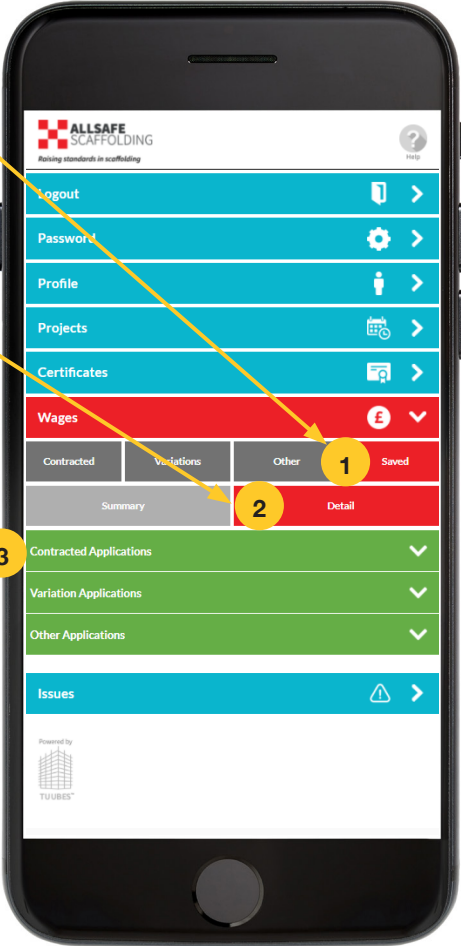
Select the Saved icon.

Step 2

Select the Detail icon.

Step 3

To review your contracted items booked in select the contracted down arrow, which will become a X. When the X appears all the submissions for that week will be listed below.



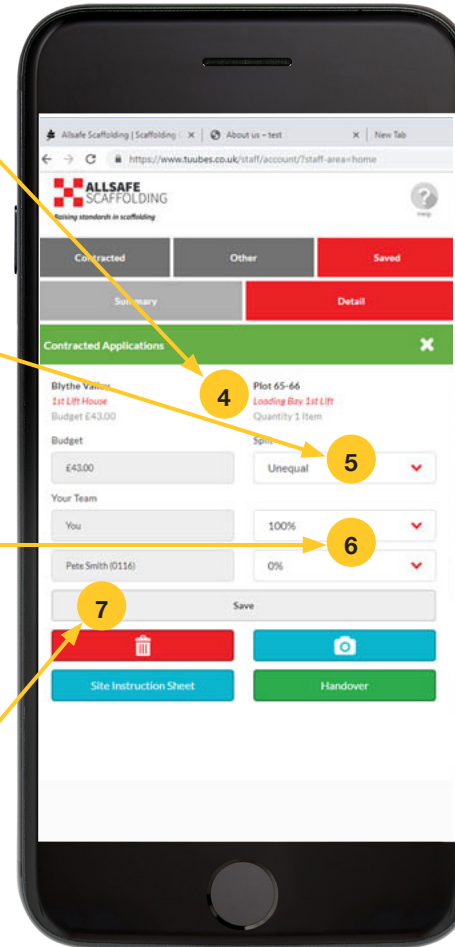
BOOKING IN WAGES THAT ARE UNEQUAL IN DETAIL HERE

Step 4
Find items you need to change.

Step 5
Choose Unequal from drop down menu.

Step 6
Choose your split %.

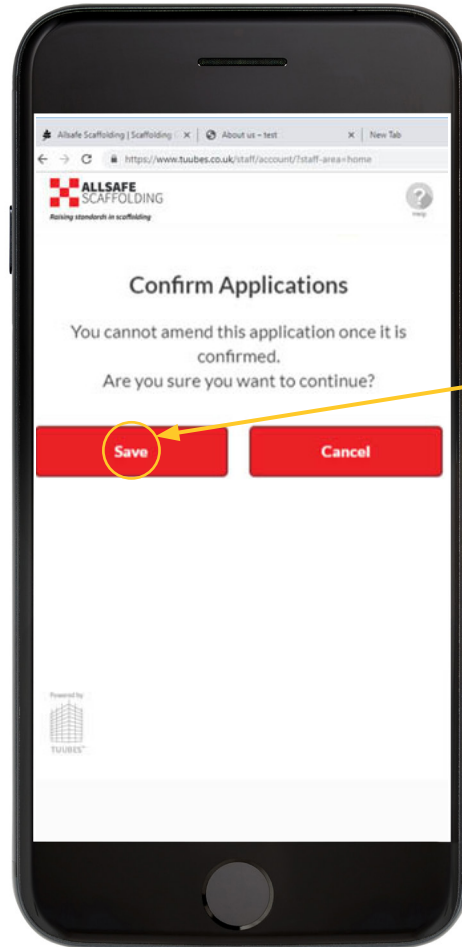
Step 7
Return to summary step 2 on **page 23**.
(under no circumstances select step 4 on **page 23**) at this point once you are happy go to step 7 on page 25 and confirm save.



Note !

You do not select step 4 to confirm.
You can also view the site map if you are unsure which plot you are working on.

END OFF WEEK WAGES SUBMISSION AND FINAL CONFIRMATION



Pop up appears.

Finally select **Save** for that week's wage application.

Note !

Ensure you submit your wages for the week on a daily basis as this will help ensure the claim is dealt with quickly and you get paid on time.

Once you select save and complete you cannot amend that week's wages.

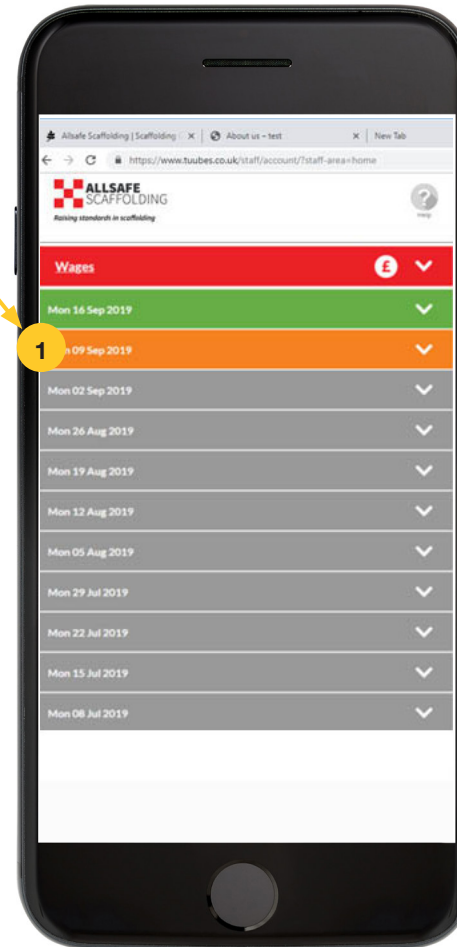
Failure to do final save will result in non-payment of wages.

Weekly wages must be saved by Midnight every Sunday.

Any issues speak to the Contracts Manager.

Step 1

Once you selected the final save for the weeks work, this tab will turn orange ready to be processed.



WAGES SUMMARY

Step 2

Press PDF logo by clicking the button shown. This can be printed if required.

ALLSAFE SCAFFOLDING
Raising standards in scaffolding

Wages Monday 16 September 2019 (WK24) **AWAITING AUTHORISATION**

Contracted Works

Customer / Site	Plot	Item	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
Crest Nicholson Midlands Blythe Valley	65-66	Loading Bay 1st Lift	£43.00	50.00%	50.00%

Extras

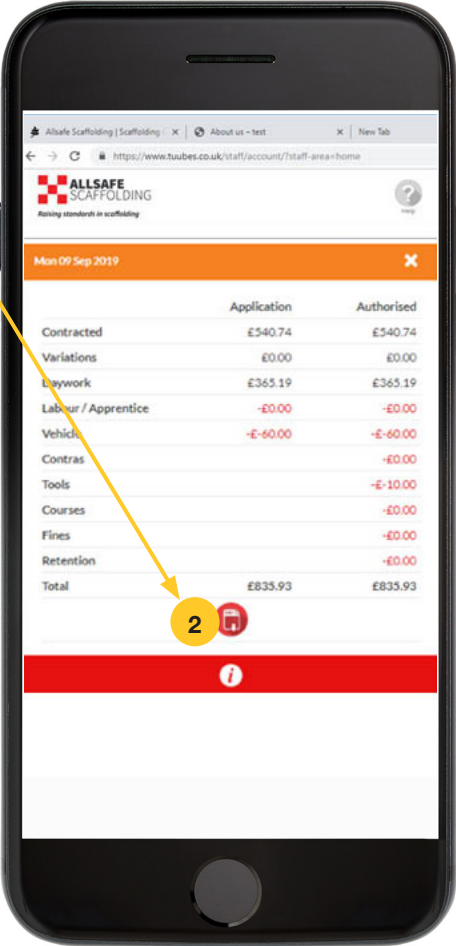
Customer / Site	Plot	Item	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
Crest Nicholson Midlands Blythe Valley	102-125	1 x Timber Rack 7m x 3m (Item) Up (£170.00) Notes: e.g. erect timber rack 7m x 3m	£170.00	50.00%	50.00%

Gang Deductions (Excludes individual deductions i.e. Courses, Fines, Tools etc.)

Type	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
There are no gang deductions			

Totals

	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
Contracted Works	£43.00	£21.50	£21.50
Extra Works	£170.00	£85.00	£85.00
Deductions	-£0.00	-£0.00	-£0.00
Total Gang Value	£213.00	£106.50	£106.50



Example pdf above details all work completed.

The chargehand will be able to view the full breakdown of the whole gang's work.

Gang member(s) will only be able to view their work.

	Application	Authorised
Contracted	£204.00	£0.00
Variations	£80.00	£0.00
Daywork	£0.00	£0.00
Salary	£0.00	£0.00
Labour / Apprentice	-£0.00	-£0.00
Vehicle	-£140.00	-£140.00
Contras		-£0.00
Tools		-£0.00
Courses		-£0.00
Fines		-£0.00
Retention		-£0.00
Total	£144.00	£-140.00

GREEN is the week that you are currently claiming your completed work.

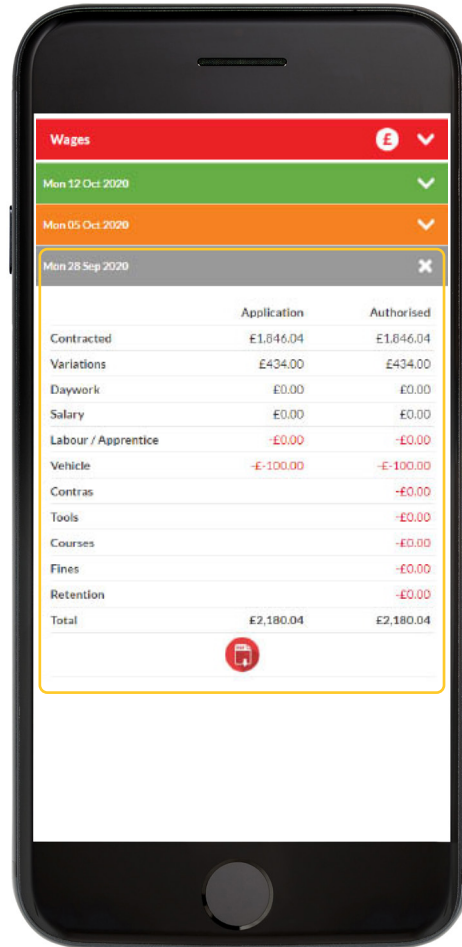
	Application	Authorised
Contracted	£555.80	£555.80
Variations	£309.40	£309.40
Daywork	£0.00	£0.00
Salary	£0.00	£0.00
Labour / Apprentice	-£0.00	-£0.00
Vehicle	-£100.00	-£100.00
Contras		-£0.00
Tools		-£0.00
Courses		-£0.00
Fines		-£0.00
Retention		-£0.00
Total	£765.20	£765.20

ORANGE means the wages are being processed and authorised by the contracts manager and cannot be changed. Once authorised payment cannot be changed and money will be paid by close of business on Friday.

Note !

Selecting the PDF icon at the bottom gives a full breakdown of that work week.

WAGES SUMMARY



GREY is previous weeks and wages that have already been authorised and paid in full.

Note !

Selecting the PDF icon at the bottom gives a full breakdown of that work week.



Raising standards in scaffolding

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