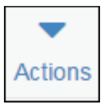
June 2023

AASHTOWare Project Construction and Materials™
Quick Reference Guide for TDOT

Managing Contract Times

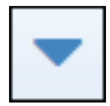
Role: Office Staff V3

Key to Actions Menus:



Global **Actions** menu (At the top of the screen)

Component **Actions** menu (On the heading)



Row **Actions** menu (On the row)

Background:

There are three classes of contract time records: Site Times, Informational Times, and Recurring Times. Some of the fields and values may be different depending on the type of time selected. See these definitions:

- Site Times are used to track contract schedules and milestones. In Tennessee, a contract schedule can be Calendar Time (bid days) or Completion Date (specific end date). One of these must be the main contract time. Milestones are set up as Available Days.
- Informational Times (known as Critical & Key Dates in SiteManager) are used to track an occurrence of a single named event. An example of an Critical Informational time is the Awarded Date. An example of a Key Date Informational times is the Contract Materials Ready date.
- Recurring Times (known as Checklist Event Dates in SiteManager) are used to track a recurring event and are defined by a checklist type and a schedule with regular periodic occurrences. An example of a recurring time is the monthly Contractor's Employee Interview.

Viewing Informational Times (Critical Dates):

The top of the **Informational Times** tab lists the informational times known as Critical Dates in SiteManager. These dates are maintained by HQ Finance staff. Examples include Letting Date and Price Adjustment Base Date.

Navigation: Construction > Contract Administration > (Select Contract) > Informational Times tab

1. These dates are view only. Scroll down to see all Critical Dates (if needed).
2. After scrolling down to the Key Date section, proceed to the next section.

- **Note:** Informational times are automatically activated by the system and remain active unless they are deleted.

Adding Informational Times (Key Dates):

The bottom of the **Informational Times** tab lists the informational times know as Key Dates in SiteManager.

These Key Date types will display automatically. Examples of required date types include the Field Prep Complete Date, Work Begin Date, Completion Notice Issued, etc., which cannot be deleted.

However, some dates such as CC3 and can be removed per contract if not applicable.

Navigation: Construction > Contract Administration > (Select Contract) > Informational Times tab

1. Click the **Select Critical/Key Dates...** button.
2. Use the Quick Find search box to locate the time you want to add or click **Show first 10**.
3. Click the row for each time you want to add.
4. Click the **Add to Contract Times** button.
5. Click the **Save** button.

- **Note:** Informational times are automatically activated by the system and remain active unless they are deleted.

Updating Informational Times:

This describes the population of the **Informational Times**, I.e., Critical Date and Key Date collapsible sections.

Navigation: Construction > Contract Administration > (Select Contract) > Informational Times tab

1. Find the informational time in the Key Dates section you would like to update.
2. Enter information in the **Actl Compl** field and **Comments** fields as necessary.
3. Click the **Save** button.

- **Note:** Key Dates may be updated by Office Staff V3. Critical Dates will be view only for Office Staff V3 (but editable for HQ Finance).

Deleting Informational Times:

You can delete an Information Time if it is no longer needed on the contract, and it is marked as "delete possible" inherited from the Reference Contract Times.

Navigation: Construction > Contract Administration > (Select Contract) > Informational Times tab

1. Click the **Delete** option on the Row action menu.
2. Click **Save**.

Viewing Site Times:

The **Site Times** tab contains information for each contract time record with a Time Type of Calendar Time or Completion Date, such as the Main Contract Time.

- **Note:** Some of the fields and values may be different depending on the type of time selected.

Navigation: Construction > Contract Administration > (Select Contract) > Site Times tab

1. Click the **Select Site Times** button.
2. Use the Quick Find search box to locate the time you want to view or click **Show first 10**.
3. Click the **Time ID** link for the site time you want to view.
4. The **General** tab shows the **Original Completion** Date and the **Status** of the Site Time.
5. The **Units and Dates** tab show the **Start Time**, **Original Completion**, **Current Completion,** and **Actual Completion** dates. It also shows if there is a pending change order to adjust time.

Recurring Times (Checklist Events):

The **Recurring Times** tab contains information for each contract time record with a Time Type of Recurring, such as Traffic Control Checklist, DBE Signed Subcontracts, etc. All Recurring Times are defaulted and can be removed if not applicable.

Navigation: Construction > Contract Administration > (Select Contract) > Recurring Times tab > (Select Recurring Time Type)

1. Click the **Recurring Time Occurrences** tab.
2. Select the Frequency value from the dropdown (even if it is defaulted to a different value). [For schedules greater than one month, Select Daily for the Frequency value. This is a work around until a fix is received.]
3. Select **Use Relative Date** (displayed for Monthly frequency) as necessary
   - **Note:** Indicates that relative dates, rather than fixed numerical days of the month, will be specified for contract times that recur on a monthly basis.
4. Enter **Start Date**, which is also the first day of the Effective Date.
5. Enter the **End Date**, which will be the original completion date of the contract.
6. Enter the planned week/day/or occurrence as applicable.
7. On the **General** tab, enter the **Effective Date** and set the **Status** to *Active*.
8. Click the **Save** button.
9. Delete any records from the **Recurring Time Occurrences** tab not needed on the contract as applicable.

- **Note:** To delete a planned occurrence record, click the **Delete** button on the planned occurrence row. To reverse the delete action, click the **Undo** button. When you are finished, click the **Save** button. The system displays a message to confirm that your changes were saved.

Next Steps:

After managing contract times, the next step is to Manage Construction Stockpiles. Refer to TDOT Quick Reference Guides and CBTs for more information.