



## Contract Time Triggers

AASHTOWARE -> HOME DASHBOARD -> CONTRACT ADMINISTRATION -> CONTRACT -> CONTRACT TIMES

Contract time triggers are dates that are entered into the system upon meeting certain requirements. Some information is preset once the contract is entered into the system. Other dates will need to be entered as the contract work progresses and dates will need to be entered in the final stages of the project.

### **Informational Times**

There are multiple dates that are entered here that are either required or basic informational documentation. EPM required information are noted with EPM in the description box.

- *CUF report*: This date should be completed once the CUF report has been completed for the DBE contractors. Dates will need to be entered for each contractor that CUF applies to.
- *Suspend/Resume*: These dates will need to be entered at winter shut down and the projected time beginning for the spring. The steps below must be completed in this order for the trigger to push the recurring dates forward correctly.
  - A) Enter the suspension date in the Actl Compl box.
  - B) Click the Save button on the Blue component action ribbon.
  - C) Hit the F5 key.
  - D) In the Proj Compl box, enter an assumed date work will begin again.
  - E) Click on the Save button on the component action ribbon.
- *90 Percent Memo*: This is completed at the end of contract work. Date is when the memo has been generated.
- *Final Walkthrough Request*: Date is when the request has been submitted to the contractor.
- *Final Walkthrough Verification*: Date when the final walkthrough has been completed.
- *Hit List*: This is populated when the Materials Hit List from Micos has been completed.

### **Site Times**

Site Times are documentation for the contract completion and for any milestones that have been created.

### **Recurring Times**

This will be the most commonly used for entering dates. You can set multiple recurring times, for example Labor Compliance, for multiple contractors.

- *Pre-con*: This date is entered when the pre-con has been held.
- *Time Assessment*: These dates are completed on a weekly basis **for working day contracts**. The date will be for when the report has been sent to the contractor. It is in good practice to enter this information in under the contract progress tab as well as this screen. (See below for steps in entering information in the Contract Progress Link)
  - A) To enter information in the contract progress screen, select the Contract Progress Link
  - B) Select the Weekly Report of Time Charges Tab.
  - C) Click on the New button
  - D) Enter the week ending date in the box.
  - E) Place the cursor in the Contract time box and hit enter.

- F) Add comments as needed.
- G) Click on the SAVE button on the blue component action ribbon.

The screenshot shows a software interface with a light blue header and a white form area. At the top left, there is a 'New' button. Below it, the form is divided into sections: 'Entered By', 'Revised By', 'Revised', and 'Main'. The 'Week Ending' field is set to '02/13/2021' with a calendar icon. The 'Contract Time' field is set to '00 AT' with a dropdown arrow and a search icon, and a dropdown menu is open showing 'GRADE, GRVL, PMS AND STRUCTURE'. The 'Comments' field is empty with a search icon.

- **Contractor Schedule:** Used to document when the CPM schedule has been received from the contractor. Schedules are due on a monthly basis. See Standard Specifications section 108.03.2 or Contract Specials for contract specific requirements. The Planned Occurrences have this preset to the 20<sup>th</sup> of each month.
- **BMP inspection- Prime:** This is for the Prime Contractor's completed SWPPP site inspection. The date entered is the date the inspection report was received from the contractor. It is good practice to add a comment that it was received.
- **MDT BMP Inspections:** These dates are for the SWPPP by an MDT SWPPP inspector. Inspections are normally completed bi-weekly.
- **Bulletin Board:** These are completed monthly for every contractor that was on site for the estimate cycle. You can set multiple