

Creating a Weekly Report of Time Charges (fka Weekly Diary)

You can only generate this report on a Contract that uses Working Days.

You must create Daily Diaries to assess WDs, those diaries must be completed prior to generating this report. (see http://ihub/construction/docs/Pr3x/creating_a_daily_diary.pdf for Daily Diary Creation.)

Roles that can create Daily Diary: MNCONSTRCHIEFINSP and MNCONSTRPROJENG

Roles that can generate Weekly Report of Time Charges: MNCONSTRCHIEFINSP, MNCONSTRPROJENG, MNOFFICEMGRS (Only MCONSTRPROJENG can delete)

Disclaimer: Names and Contract information for this page are fictional and do not represent what actually happened on a job, or personnel involved with Contract.

Go to Progress Summary for your Contract (MNCONSTRCHIEFINSP role used for these sheets)

Enter Contract Number

Home Recent My Pages Actions Help Log off

On this page: MnContract Progress Overview Contract Vendor Assets Daily Work Report Overview

PROJECT MNDOT ROLE for Chief Construction Inspector User

MnContract Progress Overview Save ?

160025 Advanced Showing 1 of 1 0 changed

Contract	Description	Prime ID	Prime Name
160025	LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST	0000198793	DUIINCK INC

Contract Vendor Assets ?

Type search criteria or press Enter Advanced 0 changed

Enter search criteria above to see results Or Show first 10

Daily Work Report Overview Save ?

Type search criteria or press Enter Advanced 0 marked for deletion 0 changed

Enter search criteria above to see results Or Show first 10

Open Contract Progress Overview

Contract Progress Summary (after open) looks like:

Home Recent My Pages Actions Help Log off

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels

Subcontracts

MnContract Progress Summary

▼ MnContract: 160025 - LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST. IN WABASSO TO T.H. 71. Save ?

<ul style="list-style-type: none"> General Financials Daily Work Reports Diaries Diary Adjustments Payment Estimates Contractors Change Orders Contract Adjustments Item Adjustments Agency Views Mix Designs Progress Schedule Weekly Report Of Time Charges 	<p>Contract ID 160025</p> <p>Description * LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST. IN WABASSO TO T.H. 71.</p> <p>Prime Contractor Id 0000198793</p> <p>Prime Contractor Name DUININCK INC</p> <p>Contract Status * Active</p> <p>Contract Type ROAD - ROAD CONTRACT</p> <p>Spec Book 16</p> <p>Unit System English</p> <p>Highway / Route TH 19</p>	<p>Proposal ID 160025</p> <p>Federal Project Number 6506-37 / STPM-AID 6516(107)</p> <p>State Project Number 6506-37</p> <p>Federal Oversight <input type="checkbox"/></p> <p>Local Oversight <input type="checkbox"/></p> <p>Local Project Engineer Name Begin typing to search or press Enter</p> <p>Consultant Project Engineer Name lemy1mar Mark LeMay</p> <p>Project Engineer Agency Project</p> <p>Local Agency Office</p> <p>DBE Certification Status</p>
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Click on Weekly Report of Time Charges tab

To see reports already created, click into search box and then hit enter on key board.

MnContract Progress Summary

▼ MnContract: 160025 - LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST. IN WABASSO TO T.H. 71. Save ?

<ul style="list-style-type: none"> General Financials Daily Work Reports Diaries Diary Adjustments Payment Estimates Contractors Change Orders Contract Adjustments Item Adjustments Agency Views Mix Designs Progress Schedule Weekly Report Of Time Charges 	<p>Q [] Advanced</p> <p>New</p> <p>Enter search criteria above to see results or Show first 10</p>	<p>0 added 0 changed</p>
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Screen will now look like:

The screenshot shows the MnContract Progress Summary interface. At the top, there are navigation tabs: Home, Recent, and My Pages. Below these are links for Progress Overview, Construction Stockpile, Contract Administration, Contract Documentation, Contract Materials and Acceptance Actions, Items, and Payment Estimate Approval Levels. The main title is 'MnContract Progress Summary' with a dropdown menu showing 'MnContract: 160025 - LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST. IN WABASSO TO T.H. 71.' and a 'Save' button. On the left is a sidebar menu with options like General, Financials, Daily Work Reports, Diaries, Diary Adjustments, Payment Estimates, Contractors, Change Orders, Contract Adjustments, Item Adjustments, Agency Views, Mix Designs, Progress Schedule, and Weekly Report Of Time Charges. The main content area has a search bar and a 'New' button. A red arrow points to the 'New' button. Below the search bar, there are fields for 'Entered By' (Jennifer Carlson), 'Revised By', 'Revised', and 'Main' (Yes). There are also fields for 'Week Ending*' (05/07/2016), 'Contract Time*' (00 AT), and 'Comments' (Time was changed to WD via Change Order).

Click on New to add a new Weekly Report of Time Charges.

The following will now show on your screen:

The screenshot shows the form fields for adding a new Weekly Report of Time Charges. The fields are: 'Entered By' (Jennifer Carlson), 'Revised By', 'Revised', and 'Main' (Yes). There are also fields for 'Week Ending*' (05/07/2016), 'Contract Time*' (00 AT), and 'Comments' (Time was changed to WD via Change Order).

Enter Week Ending Date (Mandatory)

Enter Contract Time you are tracking (Mandatory, and important if you have Contract Time as a whole, and WDs for intermediates.) Place cursor into Contract time and press enter to see what Contract Times are available.

Home Recent My Pages Actions Help Log off

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels

Subcontracts

MnContract Progress Summary There are unsaved changes.

▼ MnContract: 160025 - LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST. IN WABASSO TO T.H. 71. Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Progress Schedule

Weekly Report Of Time Charges

Q Type search criteria or press Enter Advanced Showing 1 of 1

New 1 added 0 changed

Jennifer Carlson Yes

05/07/2016 00 AT Main Contract Time Available Time was changed to WD via Change

Entered By Revised By Revised Main

Week Ending * Contract Time * Comments

05/14/2016 00 AT Main Contract Time Available Showing 1 of 1

Click on desired time, in this case, there is only one. Make any comments (optional), then click Save.

AASHTOWare will display the following after a successful save:

Home Recent My Pages Actions Help Log off

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Payment Estimate Approval Levels

Subcontracts

MnContract Progress Summary Save Complete

▼ MnContract: 160025 - LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST. IN WABASSO TO T.H. 71. Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Progress Schedule

Weekly Report Of Time Charges

Q Type search criteria or press Enter Advanced Showing 2 of 2

New 0 added 0 changed

Entered By Revised By Revised Main

Jennifer Carlson Yes

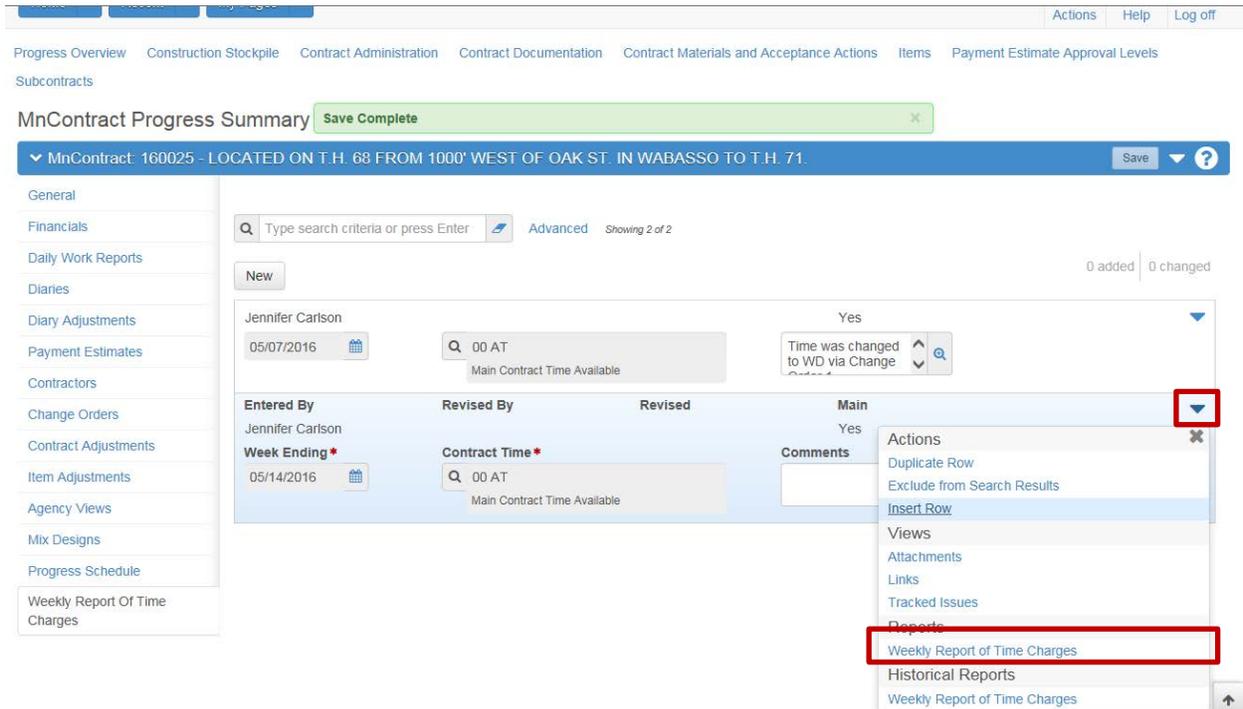
Week Ending * Contract Time * Comments

05/07/2016 00 AT Main Contract Time Available Time was changed to WD via Change

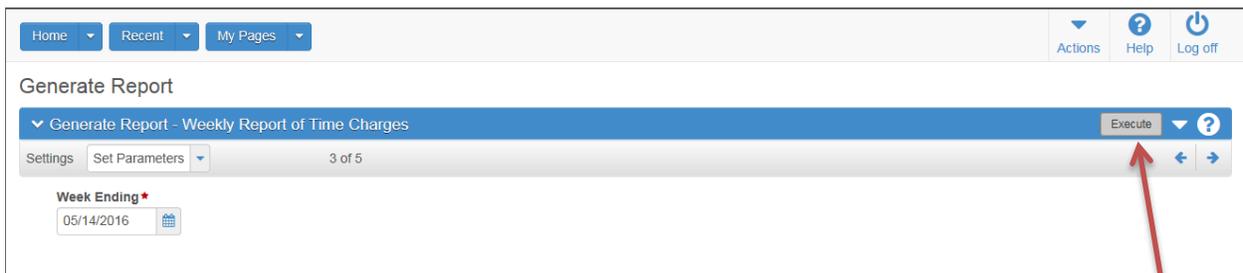
Jennifer Carlson Yes

05/14/2016 00 AT Main Contract Time Available

To generate the report, Click on action arrow of desired Week Ending, then select Weekly Report of Time Charges.



ASTHOWare will open a “Generate Report” window, and will automatically populate a few screens, the final screen you will see looks like:



Make sure the date you want is showing in Week Ending, if it’s not, then change it; click Execute.

Another window will open and then .pdf version of report will display.

Review and Sign report and give a copy to the Contractor (sooner rather than later, see 1806.3 for submittal requirements to the Contractor and for Contractor timing of disputes.)

If errors are found during review, MNCONSTRPROJENG can delete. (notes: changes can only be made by making changes to the Daily Diary or by making Diary Adjustments. While Diaries aren’t “approved”, they are locked after time frame is included on a pay estimate. Diary Adjustments are made when generating pay estimates – for Diaries previously included on pay estimates.)

To Delete a Weekly Report of Time Charges (taking into consideration on bottom of page 5)

In MNCONSTRPROJENG role>Contract Progress>Contract#>Weekly Report of Time Charges>

The screenshot displays the 'MnContract Progress Summary' interface. At the top, there are navigation tabs: 'Home', 'Recent', and 'My Pages'. Below these are utility icons for 'Actions', 'Help', and 'Log off'. A breadcrumb trail shows: 'Progress Overview > Construction Stockpile > Contract Administration > Contract Documentation > Contract Materials and Acceptance Actions > Items > Payment Estimate Approval Levels > Payment Estimate Exception Override > Subcontracts'. The main title is 'MnContract Progress Summary'. Below the title is a blue header bar with the contract details: 'MnContract: 160025 - LOCATED ON T.H. 68 FROM 1000' WEST OF OAK ST. IN WABASSO TO T.H. 71.' and a 'Save' button. On the left is a sidebar menu with categories like 'General', 'Financials', 'Daily Work Reports', 'Diaries', 'Diary Adjustments', 'Payment Estimates', 'Contractors', 'Change Orders', 'Contract Adjustments', 'Item Adjustments', 'Agency Views', 'Mix Designs', 'Progress Schedule', and 'Weekly Report Of Time Charges'. The main content area shows a table with columns for 'Entered By', 'Revised By', 'Revised', 'Main', and 'Comments'. The first row shows 'Jennifer Carlson' as the user, with a date of '05/07/2016' and a search field containing '00 AT'. A dropdown menu is open for the first row, with a red box highlighting the 'Actions' menu item. The 'Actions' dropdown includes options like 'Delete', 'Duplicate Row', 'Exclude from Search Results', 'Insert Row', 'Views', 'Attachments', 'Links', 'Tracked Issues', 'Reports', 'Weekly Report of Time Charges', and 'Historical Reports'. The 'Delete' option is the first item in the list.