



## QUICK REFERENCE GUIDE:

# Contracts – Contract Times

## Background:

When a proposal is transitioned to construction, rows for Informational Times are created. Additional Informational Times can be added as needed for each contract. Site times are the main contract times like the completion date. The closeout reports populate data from the Actl Compl field of the informational times.

## Roles:

Construction Project Engineer, Construction Office Engineer

## Navigation:

Construction > Contracts > Contract Administration

### *Informational*

1. From the Contract Administration Summary, select the **Contract Times** Tab.
2. To add additional Informational Times to the Contract, click the **Select Informational Times** button to open a modal window.
3. In the **Select Contract Time Informationals** modal, use the search bar and filters to find and select each Time to add to the Contract.
4. Click the **Add to Contract Times** button at the bottom of the modal window.
5. Click **Save**.

6. For each contract time, fill out the information as necessary: **Actl Compl** (actual completion date) and any necessary or helpful **Comments**.
  - a. When adding a duplicate Time ID, edit the **Descr** to differentiate how this time is different from other times with the same Time ID. (Example: REVIEW is a Time ID that can be duplicated. When adding multiple REVIEW times, update the Descr for each review, i.e. Interim Review Date #1, Interim Review Date #2, Final Review Date)
7. Click **Save**.

### *Site*

1. When a contract is complete, scroll down to the Site collapsible to enter the **Actual Completion** date to stop contract time.

To view additional information about the site time (like if it's Active) you can click the **Time ID** link to open the site time. The active status is on the general tab. For additional information click the **Units And Dates** tab to view or modify the **Start Time** date and **Actual Completion** date (this field is the same as the field addressed in step 1) and to view the **Original Completion** and **Current Completion** dates.

## Next Steps:

The corresponding documentation (i.e. Letter of Award, Notice of Work, Final Acceptance Letter) should be attached to the corollary Contract Time. For more information on attachments see the QRG *Saving and Deleting Attachments* in the Global QRGs.