

Contracts - Contract Times

BACKGROUND: When a Contract is created, rows for several Informational Times are automatically created. Additional Informational Times are available if needed for each contract. Site Times are used for main contract times. The contract must have an active main Site Time to be Activated. If the Contract Times are maintained during the life of the contract they can be used during the contract closeout process to pull all of those important dates from one place.

ROLES: Construction Office Engineer, Construction Project Engineer, Construction QA

NAVIGATION:

Construction > 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 information as necessary: **Actl Compl** (actual completion date), **Proj Compl** (projected completion date), and **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. "Interim Review Date #1", "Interim Review Date #2", "Final Review Date")*
7. Click **Save**.

Site

8. Click the **Time ID** link to open the site time.
9. Click the **Units And Dates** tab to view the **Original Completion, Current Completion, and Actual Completion** Dates.