



QUICK REFERENCE GUIDE:

Contracts – Contract Times

Background:

When a proposal is transitioned to construction rows are created for Informational Times. Additional Informational Times are available to add for each contract. Site times are the main contract times like the completion date. The closeout reports are populated by input in the informational times Actl Compl field.

Roles:

Construction Office Engineer, Construction Project 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 information as necessary: **Actl Compl** (actual completion date) and any pertinent **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

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