

All screen shots in this document are for illustrative purposes only and do not reflect actual events on a contract.

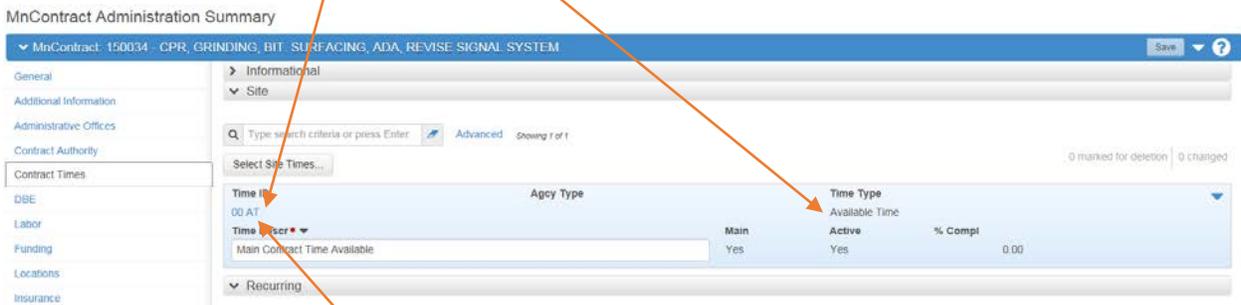
Q: How do I suspend and resume working day charges on my contract?

A: Since the Engineer is the person who has the authority to suspend the Contract, the Engineer should be the one to enter suspensions/resumptions into AASHTOWare™.

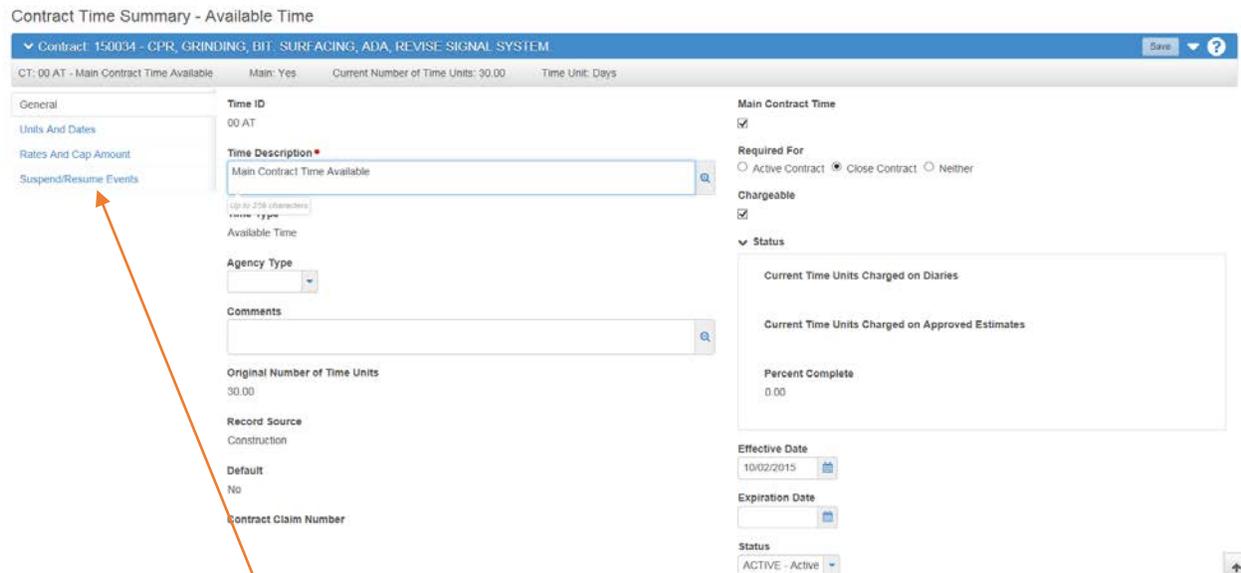
In Contract Administration for your Contract, select Contract Times



Select your applicable site time (Available Time = Working Days)



After clicking on the Time ID link, a new screen shows:



Click on Suspend/Resume Events.

Click on New

Contract Time Summary - Available Time

Contract: 150034 - CPR, GRINDING, BIT, SURFACING, ADA, REVISE SIGNAL SYSTEM

CT: 00 AT - Main Contract Time Available Main: Yes Current Number of Time Units: 30.00 Time Unit: Days

General

Units And Dates

Rates And Cap Amount

Suspend/Resume Events

Enter search criteria above to see results (or) Show first 10

Add appropriate date for appropriate action:

Contract Time Summary - Available Time There are unsaved changes.

Contract: 150034 - CPR, GRINDING, BIT, SURFACING, ADA, REVISE SIGNAL SYSTEM

CT: 00 AT - Main Contract Time Available Main: Yes Current Number of Time Units: 30.00 Time Unit: Days

General

Units And Dates

Rates And Cap Amount

Suspend/Resume Events

Suspend Available Time Charges

Resume Available Time Charges

Click Save

After you have created the Suspend action, you then resume it on the same line when appropriate. (Do add a new line by clicking on New for the resumption.)

Contract Time Summary - Available Time There are unsaved changes.

Contract: 150034 - CPR, GRINDING, BIT, SURFACING, ADA, REVISE SIGNAL SYSTEM

CT: 00 AT - Main Contract Time Available Main: Yes Current Number of Time Units: 30.00 Time Unit: Days

General

Units And Dates

Rates And Cap Amount

Suspend/Resume Events

Suspend Available Time Charges

Resume Available Time Charges

Click Save

This is the only way to have the WD assessments be suspended. Although you can do a “tracking” of suspensions and resumptions (for informational sake only) using informational contract times.

In Contract Administration for your Contract, select Contract Times > Select Informational Times (this allows you to add times that aren’t currently showing as an informational time.) This is option.

MnContract Administration Summary

MnContract: 150034 - CPR, GRINDING, BIT, SURFACING, ADA, REVISE SIGNAL SYSTEM

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Labor

Funding

Locations

Insurance

Informational

Select Informational Times...

Time ID

AWARD-DT

Time Description

Actual Completion

Projected Completion

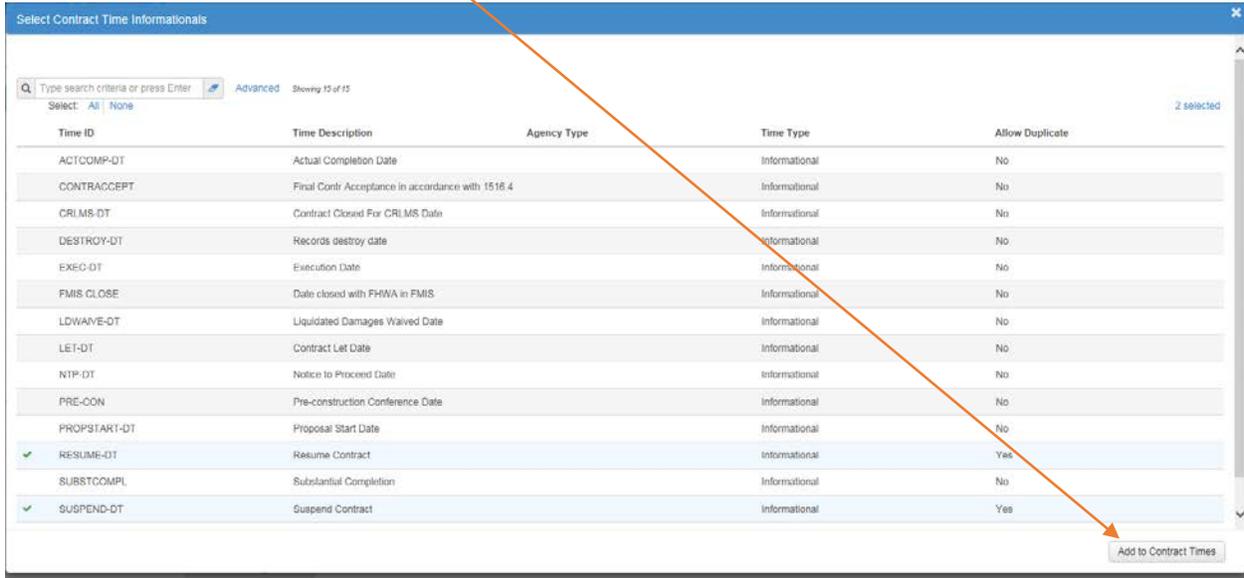
Required For

Comments

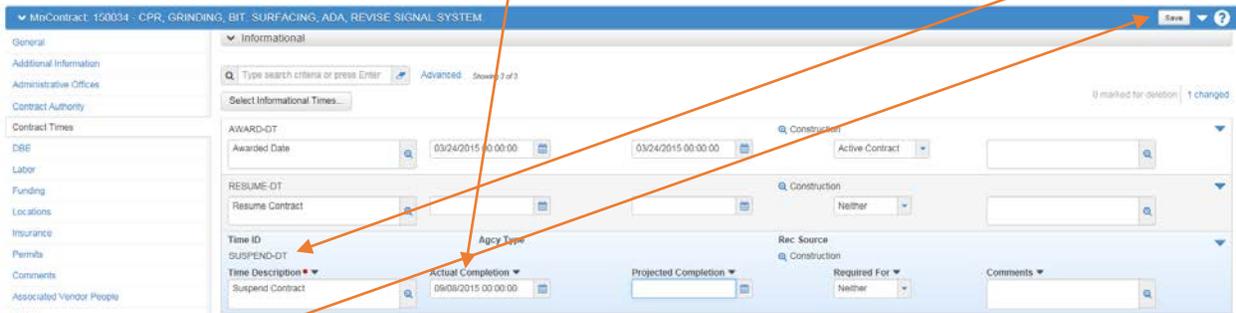
Site

Recurring

In the Select Contract Time Informationals modal, click into search box and hit enter. After selecting times to add, click on Add to Contract Times



Enter the appropriate dates in the appropriate Actual Completion field of the appropriate Time ID.



Click on Save.

Again, adding this to informational times is OPTIONAL, and only serves as a visual tool, similar to old status tracking within FieldOps.