

# CONSULTANT ADMINISTRATOR AND EMPLOYEE USER MANUAL

Full Service - On-Call - Materials Acceptance and Temp Tech



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### **Consultant & Sub Consultant Administrator**

### Full Service - On-Call – Materials Acceptance Home Page

This document is to be used by the Consultant & Sub-Consultant Administrator and Consulting Firm Employee to Prepare, Edit, and Submit timesheets, invoices and expenses as defined in the Construction Contract. This manual applies to Full Service, On-Call, Materials Acceptance and Temp Tech. The only difference is that Job Postings are show on the Temp Tech Home Page once signed in.

To get started go to the Construction Group Home Page <u>http://adotnet/divisions/itd/construction/index.asp</u> then click on the "ADOT Consulting Invoicing Home Page".

The Home Page for **Full Service, On-Call and Materials Acceptance** shows alert messages for Invoices returned by ADOT or for Consultant Employees submitted timesheets.

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Click "View" to display the time sheet entries in Read Only mode.

- 1) The Hourly Mileage rate will be displayed in the actual mileage column
- 2) The Personal Mileage rate and Company car mileage rate are per contract and effective by the time sheet week ending date.

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			Total	Total	Satu	urday	Sur	nday	Mon	iday	Tue	sday	Wedn	esday	Thursday		Friday		
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#### NOTES:

- Approving a time sheet requires at least one editable invoice (Refer to Add/Edit Invoice section for more details on how to Add/Edit an Invoice
- To view what employees have entered, use the View Button.
- For more details Refer to "View Time Sheet "section



## **Temp Tech Home Page**

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1) Select **"View Details"** and you will be able to download and view the Job Posting details

NOTES:

• If your contract is not listed in the system contact the ADOT Administrator



# Job Postings Detail (Temp Tech Contracts Only)

(SAMPLE LISTING JOB DESCRIPTION OF A JOB POSTING) ARIZONA DEPARTMENT OF TRANSPORTATION REQUEST FORM District: Holbrook

From: Sue Bingham Date of Request: 2/1/10 Request Made By: XZY **Report To: Sue XZY** Address: 2407 E Jones Street Org: 8740 Phone: 928.524.5485 **Classification: S5** Certifications: Soils and Agg Lab, Asphalt Lab Type of Work: Materials Testing (Marshalls, Rices, Gyros, SEs, Gradations, Proctors, Unc. Voids) – some repetitive heavy lifting required Misc. Req. (Computers, etc.): FAST experience preferred / ADOT Rent-a-Tech time accounting proficiency required / Leadership skills / Ability to work independently Start Date: 4/1/10 Start Time: 8:00 am (may work 3-11 shifts later in the season) **Duration: 6.5 months** Vehicle required: yes Phone required: yes Per Diem: yes, if applicable Tracs Number: H602501C, H706301C, H717901C, H717901C, H546001C, H681901C, H712101C, H753201C, H658601C, H775501C, HX19101C, HX12001C, HX11201C, H792401C Call Out Name:

NOTES

- Job Posting details are only accessible to Consultant Administrators who have at least one temp tech contract assignment
- When ADOT Administrator adds a new Job Posting Temp Tech utilization Consultant Administrators will get an email.



### **New Features** - (Prime Consultant)

- Moving Approved Timesheets; (in Edit Timesheet page)
  - Any approved timesheets in an editable invoice can now be moved to any other editable invoice.
  - If the timesheet was an employee submitted one and <u>if you have</u> <u>approved it to an invoice after this install</u>, it can also be moved back to the approval queue (Home page).
  - o The move option is the new one added in this release

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- **Early Fixed Fee Reimbursement; (**in Create/Edit Invoice page, and applicable only for full-serve and on-call contract.)
  - Full-service and on call invoices can have a particular consultant firm and/or a particular TRACS ending with any invoice.
  - By doing that, any remaining fixed fee portion can be reimbursed for the selected firm and TRACS even before the last invoice for the contract.
  - The ability to choose the last invoice option for any consultant and any TRACS has been added in this release.

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### **NEW Features** - (Sub-Consultant)

#### • "Contract Setup"

- Can be made by entering/or importing budget, and expenses for full-service and on call contracts.
- o Employee rates can be entered for all contracts.

### • "Budget Summary Screen"

o Budgets can be imported or existing items can be saved

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#### • Invoices

- Can be prepared for each period the prime has already defined
- The invoice reports will be available as downloadable reports which can then be used to manually submit it to prime

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• View "Pending Timesheet" approvals by prime



### • "Employee List Report"

• Now has additional information on assignment effective dates for each TRACS on the contract

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#### **Time Sheets**

Using the following screens to **"Create, Edit, and Upload"** the Consultant Employee Time Sheets. (With or without RACFId)

- Verify Prime Consulting Firm & Contract #
- Enter the required information (\*) Invoice #, Consulting Firm and Employee, Tech Class and Week Ending Date
- NOTE: There should be at least one editable Invoice to add a time sheet
- Click "Create" to open up the time sheet data entry page
- If you do not find an employee or technician listed Contact ADOT Administrator
- The weekend day should always be a Friday

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#### **Create Time Sheet**

- Select "Create/Edit Time Sheet"
  - By selecting this option the last entered time sheet by Employee will be displayed for any previous weekending period
  - If there is no TRACS # or it has already been used (but not supposed to be used this week) an error message will be displayed
- Select CEMMS Help? To view CEMMS codes available

#### Create / Edit Timesheet

Load Previous Week's Timesheet Data @Cemms Help?

ADOT Repres	entative: [			Project No:															
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Employee: Bowser, Michelle Tech Class: Project Manager(PM) Company Name: Julio Construction



Place your mouse cursor on the box. The system will automatically provide a list

- 1) Enter Project # as in your contract record
- 2) This is used just for your reference
- 3) All these fields are required TRACS #, Org # and CEMMS Code
- Enter "6" in CEMMS code and a list is displayed for your selection NOTE: If you do not find your TRACS # - Contact ADOT Administrator
- 5) Enter Numeric Values for RT & OT
- 6) Overtime reason is required for all OT entered
- Enter numeric values
   IF your contract is allowed to use Hourly Rate mileage, then Actual mileage column will calculate the rate based on the entered RT hours; if there is no personal or company car miles.
- 8) Selecting Close will close current screen and return to the previous screen
- 9) Select "Clean All" to clear the page of all entries
- 10) Select **"Update Display"** to calculate totals, display TRACS #, Org # and CEMMS to check if there is any error in the page
- 11) Select **"Save Time Sheet"** to save all your entries Time sheet will only be saved if there is no error

NOTE:

If the employee is not authorized to use personal car, company car or vehicle lease: then an error message will be displayed.



#### **Edit Time Sheet**

#### Select "Invoices & Time sheets, Time Sheets and Edit

- 1) Verify Prime Consulting Firm & Contract #
- 2) Select the Invoice #, Consulting Firm and Employee
- 3) Click "View/Edit" to view or Edit a Time Sheet
- 4) Other choices allow you to Print/Save or Delete a Time Sheet

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### **Upload Time Sheet**

#### Select "Invoices & Time sheets, Time Sheets and Upload"

- Fill in all required (\*) information
- Verify Prime and Contract
- Verify Invoice #
- Click Browse to select a file to Upload
- Click "Upload"

The excel file should have been previously downloaded and used to fill in the date before the upload. For details on how to download a blank time sheet refer to "Download Time Sheet"

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NOTE: If there are any errors in the time sheet excel file, the system will prompt to correct those errors and then upload the time sheet. Below is the list of checks and error messages used for the upload.

#### List of Checks and Errors

- The excel sheet used is protected and from unknown source. Cannot import.
- The invoice No. you selected is not an editable one based on the Contract No. in the excel sheet . Timesheets can be added to only an unsubmitted invoice.
- The Employee # field does not have the Employee No. and Profile No. in the required format.
- The Employee does not belong to the contract, OR the Employee is inactive in contract
- The Employee tech class in the excel sheet is invalid
- The week ending date is invalid.
- Missing Tracs No. or Org No. or Cemms Code value
- Invalid Tracs No. or Org No. for this employee
- Invalid CEMMS code value entered
- RT hr, OT hr, Personal Vehicle Miles, Company Car Miles, Actual Mileage, Vehicle lease, Lodging, Meals, Telephone, and billing are not numeric values
- Missing Overtime reason when the timesheet has overtime hours.
- Employee is not allowed to enter Personal Vehicle Miles or Company Car Miles or Actual Mileage or Vehicle lease.
- When Actual mileage is entered, while the contract is setup to use hourly rate.
- When Actual mileage is restricted for Temp Tech contract, but the timesheet has actual mileage values.



### **Download Time Sheet**

#### Select "Invoices & Time sheets, Time Sheets and Download Time sheet"

- Fill in all required (\*) information
- Verify Prime Consulting Firm & Contract #
- Select Consulting Firm, Consultant Employee & Tech Class
- Click "Download"

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### **Download Mileage Log**

#### Select "Invoices & Time sheets, Time Sheets and Download Mileage Log"

- Select Company and/or Personal Mileage Log
- Fill in all required (\*) information
- Verify Prime Consulting Firm & Contract #
- Enter the Mileage Type, Consulting Firm, Employee, Tech Class & Week Ending Date
- Click "Download" to download the excel mileage log file
- The mileage log file is only for your purpose and Consultant Invoicing does not use the data.
- The Mileage rate in the excel file is effective as of the entered weekending date
- The weekending date should always be a Friday

#### **Company Vehicle**

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#### **Personal Vehicle**

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#### Invoices

This section focuses on Invoices and how to **"Add, Edit and Submit Invoices"** as shown in the following screens.

• Fill in the required (\*) Boxes and Click "Add"

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- 1) Select the contract to add or edit invoice
- 2) If your contract is missing contact the ADOT Administrator
- 3) Start date will be filled based on previous invoice end date
- 4) You can change it to any required date
- 5) End date should be greater than Start date
- 6) Start and End dates cannot have overlapping periods with previous invoices
  - a. For FULL SERVICE, ON-CALL, and MATERIALS ACCEPTANCE contracts this option will rollover any pending or unused Fixed Fee amounts in the last invoice
- 7) Percent billed and Percent complete are optional date entry fields. If any value is entered, then it will be used in the invoice report heading
- 8) Date entry for Expense and Percent is required only for FULL SERVICE, ON-CALL, and MATERIAL ACCEPTANCE contracts
- 9) Use Edit to change any of the invoice detail
- 10) If changes to an Approved Invoice is needed; it can be added to a future invoice
- 11) Is Last Invoice box? Used for TEMP TECH Contracts only



### Existing Editable Invoice(s)

- Select "Expenses" to view the Project Expenses detail on an invoice
- Select "Open Details" to edit the Project Expenses

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#### **Edit an Invoice**

- Click "Edit" and this screen opens
- Fill in all required (\*) fields
- When edits are complete Click "Update"

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- 1) Select the contract to add or edit invoice for that contract
- 2) If your contract is missing contact the ADOT Administrator
- 3) Start date will be filled based on previous invoice end date
- 4) You can change it to any required date
- 5) End date should be greater than Start date
  - a. Start and End dates cannot have overlapping periods with previous invoices
- 6) For FULL SERVICE, ON-CALL, and MATERIALS ACCEPTANCE contracts this option will rollover any pending or unused Fixed Fee amounts in the last invoice
- 7) Percent billed and Percent complete are optional date entry fields
- 8) If any value is entered, then it will be used in the invoice report heading
- 9) Is Last Invoice box? Used for TEMP TECH Contracts only



#### Submit an Invoice

- Select the invoice you want to submit
- Click "Open" and a new screen opens

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#### NOTE:

When submitting an invoice you must print a hard copy of all 6 Reports and Payment Summary signed by Prime Representative. Forward all Hard Copy Reports to Consultant Contract Administrator with the monthly invoice.

#### YOU MUST SUBMIT ONE INVOICE PER MONTH

Full Service – On Call - Materials Acceptance contracts must also submit an Excel Spreadsheet for individualized office expenses (examples – paper, postage, field supplies, etc.).



- Verify Contract #, Invoice #, Start Date, End Date, Percent Billed and Percent Complete
- Select **"Prepare Invoice Reports"** so the labor charges will be recalculated and kept current
- Add optional comments to Submit Comments box then click "Submit"
- You will then see the following screen if the Invoice was submitted successfully
- Click "View" to view a Time Sheet
- Click "History" to view a list of Invoices

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- 1) Always prepare the invoice before submitting
  - a. This updates the labor charges with any recent modifications (by adding new time sheets, or a time sheet edit mode, or if any rate has been changed)
  - b. If there is an exception then an error link will be displayed near the Submit button. View the exception details and make recommended changes
- For FULL SERVICE, ON-CALL, and MATERIALS ACCEPTANCE contracts select project expense to view project expenses or Project Percents to view Project Percents



#### Reports

This section focuses on the Standard and Adhoc Reports

- Click "Standard" to select and view the available Standard Reports
- Select the Report Type
- Select Prime Consultant
- Select Contract
- Select Invoice
- Select the format for viewing the report
- Click "View Report"

#### **Standard Reports**

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#### Adhoc Report Setup

- Select the Adhoc Report you want to create
- Click "Clear All" to start with a blank template
- Fill in the required information based on the Report selected
- Select Report format
- Click "Show Report" to view the report



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# **Contact ADOT**

- Select Prime Consulting Firm
- Select the Contract
- Select a Subject
- Enter Details of your Request
- Click "Submit" to send your request

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### **Consultant Firm Employees**

This section is used by the Consulting Firm Employee to Prepare, Edit, and Submit timesheets and expenses as defined in the Construction Contract. This manual applies to Full Service, On-Call, Materials Acceptance and Temp Tech.

To get started go to the Construction Group Home Page <u>http://adotnet/divisions/itd/construction/index.asp</u> then click on the "ADOT Consulting Invoicing Home Page".

Once signed in use the following screens to **"Create, Edit and Submit Time Sheets"**, with Personal and/or Company Expenses.



### **Create Time Sheet**

- Select appropriate Contract and Tech Class
   When the timesheet for a week is not created the link will be "Create".
   When the timesheet is created and saved the link will be "Edit"
  - When the timesheet is submitted the link will be "View"
- Click on "Create" next to the correct Period Ending
- You can also Download Personal & Company Mileage Logs The Personal and Company mileage logs are for your Firm not for ADOT
- If you do not find your Contract and Tech Class First Contact your Prime and/or Sub-Consultant; then the ADOT Administrator
- If the Sub-Consultant is approved to review and approve timesheets then submit to Sub-Consultant Administrator first; then Sub-Consultant Administrator will forward to Prime Consultant Administrator
- If your timesheet is disapproved you will receive an email in your ADOT email account. The timesheet status will be "Disapproved". Select edit and fill in necessary corrections and re-submit the timesheet.

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### **Create Time Sheet and Expenses**

#### **Time Sheet**

- Select/Verify TRACS No. & Org No.
- Fill-in CEMMS Code
- Fill-in hours worked both Regular and Overtime

#### **Expenses**

- Enter TRACS No. & Org No.
- Enter CEMMS Code
- Enter Personal Car Miles
- Enter Company Car Miles
- Enter Vehicle Leasing Costs
- Enter Lodging Costs
- Enter Meal Costs
- Enter Telephone Costs
- Enter Miscellaneous Expenses
- Click on "Submit Time Sheet"
- Other choices include Close, Clear All, Update Display, Save Time Sheet



#### Create / Edit Timesheet

@Cemms Help?

ADOT Represe	entative: [			Project No:															
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#### Employee: Bowser, Michelle Tech Class: Project Manager(PM) Company Name: Julio Construction



Place your mouse cursor on the box. The system will automatically provide a list

- 1) Enter Project # as in your contract record This is used just for your reference
- 2) All these fields are required TRACS #, Org # and CEMMS Code
- Enter "6" in CEMMS code and a list is displayed for your selection NOTE: If you do not find your TRACS # - Contact ADOT Administrator
- 4) Enter Numeric Values for RT & OT
- 5) Overtime reason is required for all OT entered
- 6) Enter numeric values
  - a. IF your contract is allowed to use Hourly Rate mileage, then Actual mileage column will calculate the rate based on the entered RT hours; if there is no personal or company car miles.
  - b. If the employee is not authorized to use personal or company car Click "Close" will close current screen to return to the previous screen
- 7) Select "Clean All" to clear the page of all entries
- 8) Select **"Update Display"** to calculate totals, display TRACS #, Org # and CEMMS to check if there is any error in the page
- 9) Select **"Save Time Sheet"** to save all your entries Time sheet will only be saved if there are no errors



#### Vehicle Mileage & Reimbursement Form

- Determine if the Mileage is for a Company Vehicle or Personal Vehicle
- Select the Personal and/or Company Vehicle Mileage & Reimbursement Form
- Fill-in Driver Name, Consultant Prime/Sub, Contract No., Vehicle No., and Period End Date
- Fill-in Day, Month, Year (dd/mm/yy), Starting & Ending Location, TRACS #, Description/Notes, and Odometer Start & End

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