

1204 WEEKLY TIME REPORTS

1204-1 General

Weekly Time Reports provide an accounting of contract time used and contract time remaining. The Unit office generates Weekly Time Reports using the CPE computer program (See Exhibit 1204-1 *Weekly Time Report – Working Days* and Exhibit 1204-2 *Weekly Time Reports – Calendar Days*). The Project Supervisor informs the office staff of the number of days to be charged each week and then enters this information into the computer to generate the report.

The original Weekly Time Report is signed by the Resident Engineer and sent to the Contractor to ensure that there is agreement regarding the contract time charges. The Contractor has one week after receiving the report to protest the time charges.

A copy of the first Weekly Time Report must be submitted to Field Reports within a week of the actual start of work. Also, a copy of the FINAL Weekly Time Report must be submitted to Field Reports when the project is completed or the time is no longer being charged to the project.

Weekly Time Reports commence on the official contract start date, determined in accordance with Standard Specification 108.02, or when the physical work starts, whichever comes first. Contract time is charged on the official contract start date as noted on the Award Letter.

"Zero" time reports are produced when there is no time charged during a given week, except in the case of extended periods of time such as seasonal shutdowns. A seasonal shutdown is noted in the remarks section of the last Weekly Time Report, and the numbering sequence is continued when the reports are resumed. Notify Field Reports of seasonal shut-down via E-mail.

When the project is accepted as substantially complete, time charges stop and the Final Weekly Time Report must be submitted to Field Reports. Copies of the first and final Time Report for all phases should be sent to Field Reports.

1204-2 Working Day Contracts

Contractors are normally charged five days per week (every week day) regardless of the number of hours or days worked. Any Saturday, Sunday, or State recognized holiday on which the contractor has been approved to work will also be counted as a working day. Refer to [Construction Bulletin 14-02](#) for specifics.

Working days on which weather conditions do not permit work on the project to proceed, as determined by the Engineer, will not be charged.

Since weather days are not charged, the contract time is automatically extended for weather without requiring a formal time extension. The Weekly Time Report also eliminates the need for weather-related Stop and Resume Work Orders, except for long periods of interruption in the work such as winter shutdowns, which still require a Stop and Resume Work Order with a copy sent to Field Reports.

Arizona Department of Transportation
Weekly Time Report

04/06/15 04:59:38 pm

Tracs Number:	H827801C	Report Number:	21
Project Number:	089-B-(209)T	Org:	8830
Project Description:	SR 89 - ROAD 4 NORTH INTERSI	Contract Began on:	11/13/2014
Contractor:	ASPHALT PAVING & SUPPLY, INC.	Schedule:	Working Days

Gentlemen:

Under the terms of this project it is specified that the work must be completed within 275 working days.

During the week beginning 03/28/2015 this project has been charged with 5 days as shown below:

Phase = 01

No.	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
21	03/28/15	0	0	1	1	1	1	1	5

Remarks:

You will, in accordance with the Standard Specification, be allowed to file written protest setting forth in what respect, if any, this weekly statement is incorrect, otherwise it shall be deemed to have been accepted as correct.

Codes:

- I = Day Charged
- W = Weather
- S = Stop Work Order
- H = Holiday
- 0 = Weekend
- X = Other

Phase

Phase	01
Contract Days	275
Extended Days	0
Subtotal Days	275
Previous Days	30
This Week	5
Days Used to Date	35 = 13 %
Remaining Days	240 = 87 %

Resident Engineer

Distribution

- Original - Contractor
- 1 copy - Project File

Exhibit 1204-1 Weekly Time Report (Working Days)

Arizona Department of Transportation
Weekly Time Report

04/06/15 04:59:13 pm

Tracs Number:	H826201C	Report Number:	16
Project Number:	060-E-(207)T	Org:	8330
Project Description:	US 80, MP 292.9, SALT RIVER CA	Contract Began on:	07/14/2014
Contractor:	LOR CONSTRUCTION, INC.	Schedule:	Calendar Days

Gentlemen:

Under the terms of this project it is specified that the work must be completed within 121 calendar days.

During the week beginning 10/25/2014 this project has been charged with 3 days as shown below:

Phase = 01

No.	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
16	10/25/14	1	1	1	0	0	0	0	3

Remarks: Substantial Completion as of Monday, October 27th

You will, in accordance with the Standard Specification, be allowed to file written protest setting forth in what respect, if any, this weekly statement is incorrect, otherwise it shall be deemed to have been accepted as correct.

Codes:	Phase	01
1 = Day Charged	Contract Days	110
W = Weather	Extended Days	11
S = Stop Work Order	Subtotal Days	121
H = Holiday	Previous Days	101
0 = Weekend	This Week	3
X = Other	Days Used to Date	104 = 86 %
	Remaining Days	17 = 14 %

Resident Engineer

Distribution
Original - Contractor
1 copy - Project File

Exhibit 1204-2 Weekly Time Report (Calendar Days)

1204-3 Calendar Day Contracts

A calendar day contract specifies the number of calendar days allowed for the work. Every calendar day (including weekends, holidays, and inclement weather) is charged on the Weekly Time Report, whether the Contractor works or not, unless the Resident Engineer has suspended work by a Stop Work Order. On special occasions, when the Resident Engineer wants the Contractor to stop working, he may do it by stopping the contract time.

1204-4 Fixed-Date Contracts

A Fixed Date contract specifies the contract completion date. This date shall be the date on which all work on the project is required to be substantially completed.

For Fixed Date contracts, time reports need to be completed to maintain internal records for days used.