



Contract Site Times / Completion Dates

AASHTOWare Project Construction and Materials™
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Introduction

AASHTOWare Project™ (AWP) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (PrCM) is a module designed to support the complete construction and materials management process.

Site Times

Site Times are used to manage completion dates in AASHTOWare Project™. These are used for:

- Main Contract Time
- Milestones
- Interim Completion Dates

Time ID	Time Description	Agency Type	Time Type
00 AT	🔍 Main Contract Time Available	MAIN - Main Times	Available Time
00 CT	🔍 Main Contract Time Calendar	MAIN - Main Times	Calendar Time
00 DT	🔍 Main Contract Time Completion Date	MAIN - Main Times	Completion Date
01 IC AT	🔍 Contract Interim Completion Date - AT	INTERIM - Interim Time	Available Time
01 IC CT	🔍 Contract Interim Completion Date - CT	INTERIM - Interim Time	Calendar Time
01 IC DT	🔍 Contract Interim Completion Date - DT	INTERIM - Interim Time	Completion Date
02 ML AT	🔍 Contract Milestone - AT	MILE - Milestones	Available Time
02 ML CT	🔍 Contract Milestone - CT	MILE - Milestones	Calendar Time
02 ML DT	🔍 Contract Milestone - DT	MILE - Milestones	Completion Date

Figure 1 - Site Times

Roles that can edit Site Times:

- RCE
- ARCE
- PROJ ENG

Navigating to the Contract Site Times:

1. From the Home Screen, select Contract Administration and your contract
2. Click the Contract Times Tab and expand the Site Times section.

Contract Administration Summary

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

General | **Site** | Additional Information | Administrative Offices | Contract Authority | **Contract Times** | DBE | Labor | Locations | Permits | Comments | Associated Vendor People

🔍 Type search criteria or press Enter | Advanced | Showing 1 of 1

Select Site Times... | 0 marked for deletion | 0 changed

Time ID	Time Type	Agency Type	Active	% Compl
00 DT	Completion Date	MAIN - Main Times	Yes	No

Time Descr* ▼ | Main Contract Time

Informational | Recurring

Figure 2 - Site Times Navigation

Main Contract Time

- Each contract has one Main Contract Time.
- The Main Contract Time is partially setup by the AASHTOWare Project™ Administrators based on the actual signed contract.
- The Main Contract Time setup must be completed by the managing construction office before the 1st estimate.
- The Start Time, Completion Dates, and Liquidated Damages are located here.
- Main Contract Time is used for time related calculations (% Complete).

Types of Main Contract Times

There are 3 Main Contract Time types but **only one is used per contract**. The type used on a contract is determined by the completion date in the signed contract.

DT – Contract Time Completion Date

Provides a fixed completion date from in the contract. Charging time is NOT ALLOWED. Most SCDOT contracts are this type.

CT – Contract Time Calendar

Gives the contractor a specified number of calendar days to compete a job once the start time is determined. Charging time is NOT ALLOWED.

AT – Contract Time Available

Gives the contractor a specified number of work days to finish a contract. Work days are only counted by charging a diary. Charging time is REQUIRED. This time type is NOT used by the SCDOT at this time.

Setup of the Main Contract Time

The managing construction office is responsible for completing the setup and activation of the Main Contract Time once early contract dates are established. Failure to do so will allow a contract to proceed without any time restrictions. Determine which Main Site Time type has been setup on your contract and follow the instructions below for only that time type.

DT – Completion Date Contract Types

1. Select the Time ID

The screenshot shows the 'Contract Administration Summary' for 'Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County'. The 'Site' section is active, displaying a table of Time IDs. A red arrow points to the '00 DT' entry in the 'Time ID' column. The table has columns for Time ID, Time Type, Agcy Type, Main, Active, and % Compl.

Time ID	Time Type	Agcy Type	Main	Active	% Compl
00 DT	Completion Date	MAIN - Main Times	Yes	No	

Figure 3 - DT Selection

2. Select the Units and Dates Tab.
3. Set the NTP-DT as the Start Time and ensure it starts at 12:00 AM.
4. Verify the Original Completion Date is correct and matches the Current Completion Date.
5. Press **Save**. The Original Number of Time Units will calculate the difference between the Start Time and Original Completion.

Note: Leave the Substantial Work Complete Date field empty at this time. This is the location it is to be entered at the end of the contract. The remaining fields will automatically populate later in the contract if there are change orders that include a time adjustment.

Figure 4 – DT Units and Dates Tab

6. Select the Rates and Cap Amount Tab.
7. Verify the Liquidated Damage Rate amount is correct. If not, correct the amount and press **Save**.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached.

Figure 5 – DT Rates and Cap Amount Tab

8. Select the General Tab.
9. Enter the Effective Date as today's date.
10. Set the Status to "Active".
11. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

Contract Time Summary - Completion Date

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

CT: 00 DT - Main Contract Time Main: Yes Current Completion: 06/30/2024 12:00:00 AM Time Unit: Days Liquidated Damages Rate: 1,700.00 Incentive Rate: Disincentive Rate:

General

Time ID: 00 DT

Time Description: Main Contract Time

Time Type: Completion Date

Agency Type: MAIN - Main Times

Comments:

Original Completion: 06/30/2024 12:00:00 AM

Record Source: Preconstruction

Default: No

Contract Claim Number:

Main Contract Time

Delete Allowed

Required For: Active Contract Close Contract Neither

Chargeable:

Percent Complete: 12.21

Effective Date: 02/05/2023

Expiration Date:

Status: ACTIVE - Active

Active: Yes

Figure 6 – DT General Tab

CT – Calendar Time Contract Types

1. Select the Time ID

Contract Administration Summary

Contract: 3260760 - Reconstruction/Rehabilitation - Lexington Co

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Labor

Locations

Permits

Site

Select Site Times...

0 marked for deletion | 0 changed

Time ID	Time Type	Main	Agcy Type	Active	% Compl
00 CT	Calendar Time	Yes	MAIN - Main Times	No	

Figure 7 – CT Selection

2. Select the Units and Dates Tab.
3. Set the Start Time using the date specified in the contract to start calculating time and ensure the time starts at 12:00 AM.
4. Verify the Original Number of Time Units is correct.
5. Press **Save**. The Original Completion Date will be calculated using the Start Time plus the Original Number of Time Units. If the Original Completion Date exceeds the contracts “must be completed by date”, you will need to adjust the number of time units accordingly.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached.

Figure 8 – CT Units and Dates Tab

6. Select the Rate and Cap Amount Tab.
7. Verify the Liquidated Damage Rate amount is correct. If not, correct the amount and press **Save**.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached.

Figure 9 – CT Rates and Cap Amount Tab

8. Select the General Tab.
9. Enter the Effective Date as today's date.
10. Set the Status to "Active".
11. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

Contract Time Summary - Calendar Time

Contract: 3260760 - Reconstruction/Rehabilitation - Lexington Co

CT: 00 CT - Main Contract Time Main: Yes Current Completion: 01/31/2024 12:00:00 AM Time Unit: Days Liquidated Damages Rate: 1,200.00 Incentive Rate: Disincentive Rate:

General

Time ID: 00 CT

Time Description: Main Contract Time

Time Type: Calendar Time

Agency Type: MAIN - Main Times

Comments:

Original Number of Time Units: 365.00

Record Source: Preconstruction

Default: No

Contract Claim Number:

Main Contract Time:

Delete Allowed:

Required For: Active Contract Close Contract Neither

Chargeable:

Percent Complete: 17.26

Effective Date: 02/05/2023

Expiration Date:

Status: ACTIVE - Active

Active: Yes

Figure 10 – CT General Tab

Interim Completion Dates

Some contracts have more than one Completion Date for different portions of the contract. These are called Interim Completion Dates. There is no limit to these type of Site Times in AASHTOWare Project™. Interim Completion Dates will have completely separate liquidated damage rates and completion dates when compared to the Main Contract Time. These time types can also be adjusted using a change order for time. Interim Completion Dates should be setup by the managing construction office.

1. Click **Select Site Times**.

Contract Administration Summary

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Labor

Locations

Permits

Site

Type search criteria or press Enter Advanced Showing 1 of 1

Select Site Times...

0 marked for deletion | 0 changed

Time ID	Time Type	Agcy Type
00 DT	Completion Date	MAIN - Main Times
Time Descr	Main	Active
Main Contract Time	Yes	Yes
		% Compl
		12.21

Figure 11 – Add Interim Completion Date

2. Select one of the two Interim Completion Date Site Time Types. The Site Time Types are discussed in the previous section.
3. Click **Add to Contract Times**.

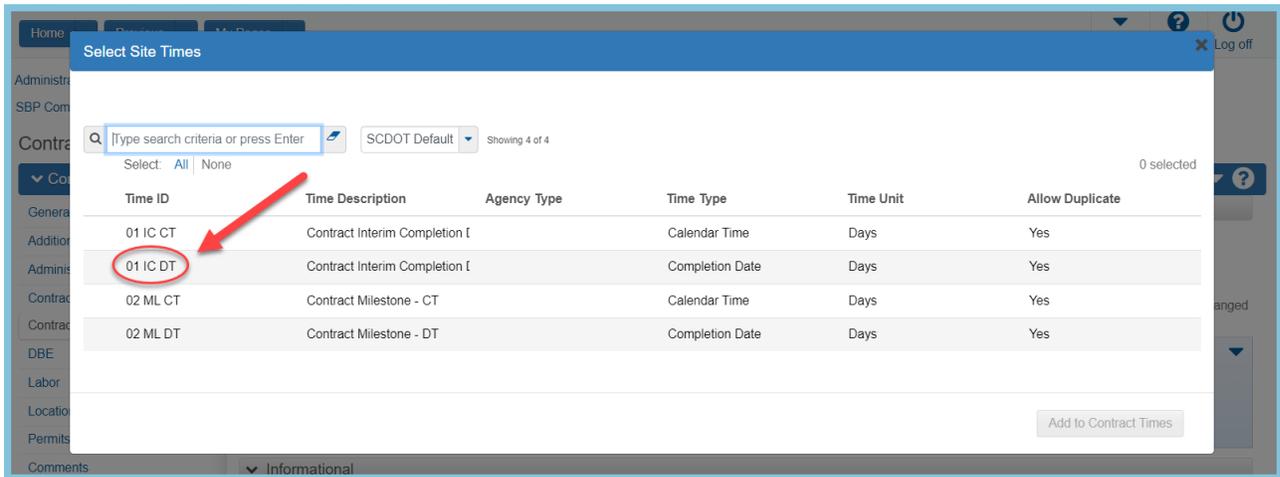


Figure 12 – Choose Interim Completion Date

4. If needed, give the Interim Completion Date a new Time Description.

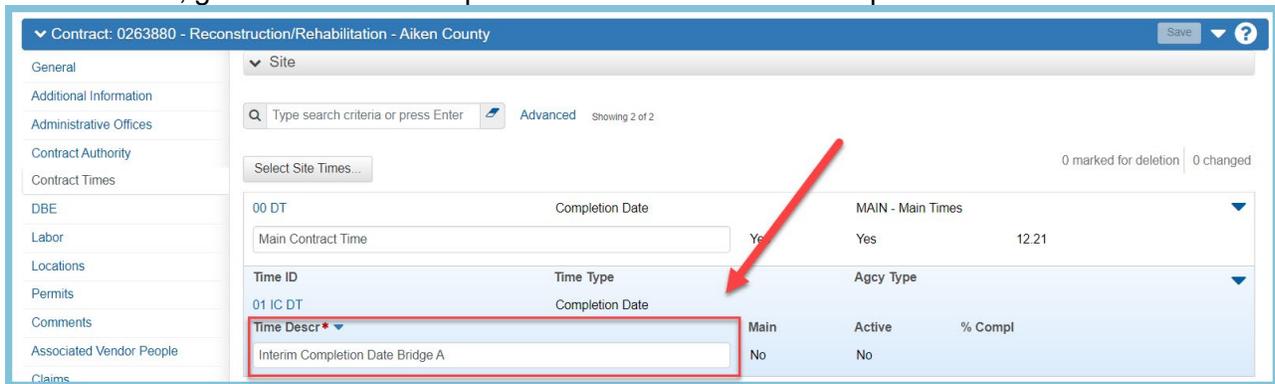


Figure 13 – Time Desc. Interim Completion Date

5. Select the Time ID.



Figure 14 – Open the Interim Completion Date

6. Select the Units and Dates Tab.
7. Enter the Start Time starting at 12:00 AM.
8. Enter the Original Completion ending at 11:59 PM.

Figure 15 – Units and Dates Tab Interim Completion Date

9. Select the Rates and Cap Amount tab.
10. Enter the Liquidated Damage Rate.
11. Ensure the Time Unit is “Days” and the Calculate Liquidated Damage indicator is checked.
12. If needed, set the Liquidated Damages Cap Amount
13. Press **Save**.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached. This Interim Completion Date has a separate Substantial Work Complete Date when compared to the Main Contract Time.

Figure 16 – Rates and Cap Tab Interim Completion Date

14. Select the General Tab.
15. Enter the Effective Date as today's date.
16. Set the Agency Type to "Interim".
17. Set the Status to "Active".
18. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

Contract Time Summary - Completion Date

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

CT: 01 IC DT - Interim Completion Date Bridge A | Main: No | Current Completion: 04/30/2023 11:59:00 PM | Time Unit: Days | Liquidated Damages Rate: 2,000.00 | Incentive Rate: | Disincentive...

General

Time ID: 01 IC DT

Time Description: Interim Completion Date Bridge A

Time Type: Completion Date

Agency Type: **INTERIM - Interim**

Comments:

Original Completion: 04/30/2023 11:59:00 PM

Record Source: Construction

Default: No

Contract Claim Number:

Main Contract Time

Delete Allowed:

Required For: Active Contract Close Contract Neither

Chargeable:

Percent Complete: 70.79

Effective Date: 02/04/2023

Expiration Date:

Status: **ACTIVE - Active**

Active: Yes

Figure 17 – General Tab Interim Completion Date

Milestones

Milestones can be created when a contract includes an incentive or disincentive. There is no limit to these type of Site Times in AASHTOWare Project™.

1. Click **Select Site Times**.

Contract Administration Summary

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

Site

Select Site Times...

Time ID	Time Type	Agcy Type	% Compl
00 DT	Completion Date	MAIN - Main Times	
Main Contract Time	Yes	Yes	12.21
01 IC DT	Completion Date	INTERIM - Interim	
Interim Completion Date Bridge A	No	Active	70.79

Figure 18 – Add Milestone

2. Select one of the two Milestones Site Time Types. The Site Time Types are discussed in a previous section.
3. Select **Add to Contract Times**.

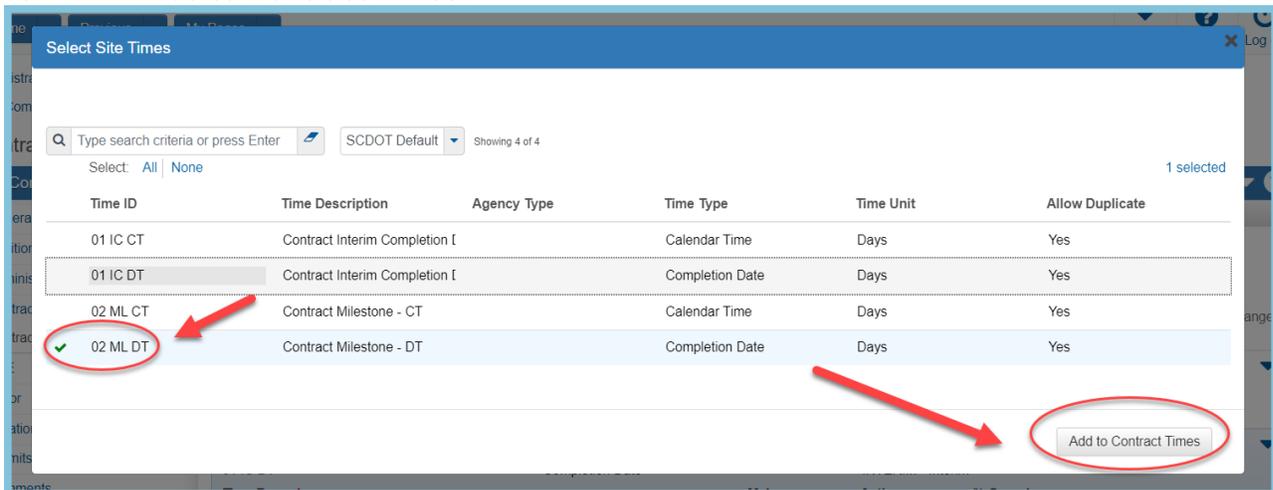


Figure 19 – Select Milestone

4. If needed, give the Milestone a new Time Description.

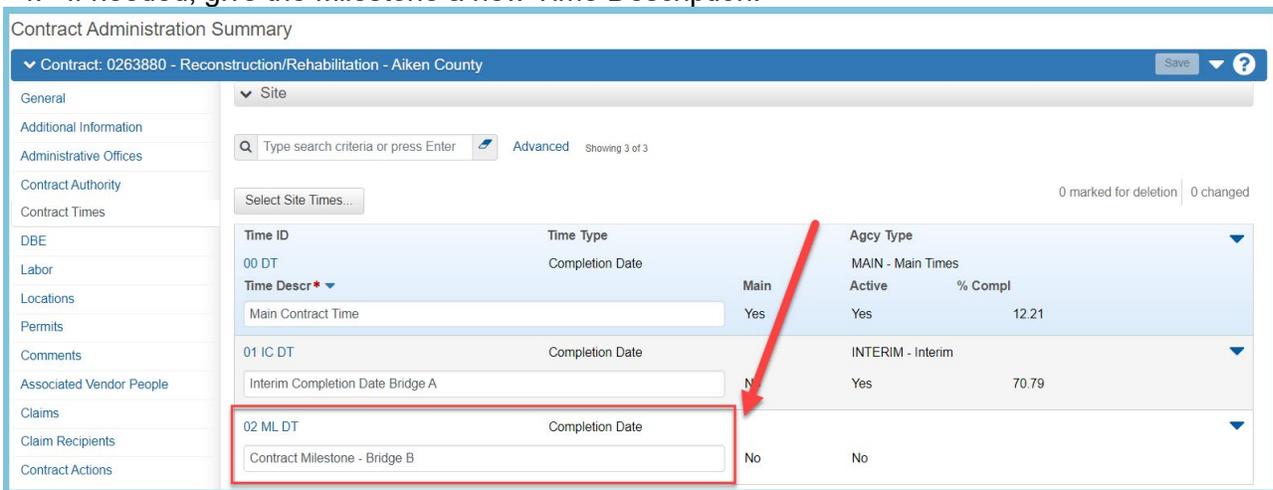


Figure 20 – Time Description Milestone

5. Select the Time ID.

Contract Administration Summary

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

Site

Time ID	Time Type	Agcy Type
00 DT	Completion Date	MAIN - Main Times
Time Descr *	Main	Active % Compl
Main Contract Time	Yes	Yes 12.21
01 IC DT	Completion Date	INTERIM - Interim
Interim Completion Date - Bridge A	No	Yes 70.79
02 ML DT	Completion Date	
Contract Milestone - Bridge B	No	No

Figure 21 – Open the Milestone

6. Select the Units and Dates Tab.
7. Enter the Start Time ending at 12:00 AM.
8. Enter the Original Completion ending at 11:59 PM.

Contract Time Summary - Completion Date

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

CT: 02 ML DT - Contract Milestone - Bridge B Main: No Current Completion: 06/30/2023 11:59:00 PM Time Unit: Days Liquidated Damages Rate: Incentive Rate: 0.00 Disincentive Rate...

Start Time *
02/01/2023 12:00 AM

Original Completion
06/30/2023 11:59 PM

Current Completion
06/30/2023 11:59 PM

Pending Change Completion

Substantial Work Complete

Estimate Processing Complete

Time Unit
Days

Original Number of Time Units
150.00

Adjusted Number of Time Units
0.00

Current Number of Time Units
150.00

Pending Change Order Number of Time Units

Figure 22 – Units and Dates Tab Milestone

9. Select the Rates and Cap Amount Tab.
10. If Incentives are needed: Enter the Incentive Amount and Check Calculate Incentive.
11. If Disincentives are needed: Enter the Disincentive Amount and Check Calculate Disincentive.
12. Ensure Time Units are set to “Days”.
13. Enter Caps if necessary.
14. Press **Save**.

Note: Incentives or Disincentives will be included on a payment estimate once a Substantial Work Complete Date has been entered. Incentives will be paid for each day the work is early. Disincentives will be paid for each day the work is late.

Figure 23 – Rates and Cap Tab Milestone

15. Select the General Tab.
16. Enter the Effective Date as today's date.
17. Set the Agency Type to "Milestones".
18. Set the Status to "Active".
19. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

Contract Time Summary - Completion Date

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

CT: 02 ML DT - Contract Milestone - Bridge B Main: No Current Completion: 06/30/2023 11:59:00 PM Time Unit: Days Liquidated Damages Rate: Incentive Rate: 1,500.00 Disincentiv...

General
Units And Dates
Rates And Cap Amount

Time ID: 02 ML DT

Time Description: Contract Milestone - Bridge B

Time Type: Completion Date

Agency Type: MILE - Milestones

Comments:

Original Completion: 06/30/2023 11:59:00 PM

Record Source: Construction

Default: No

Contract Claim Number:

Main Contract Time

Delete Allowed:

Required For: Active Contract Close Contract Neither

Chargeable:

Percent Complete: 42.00

Effective Date: 02/02/2023

Expiration Date:

Status: ACTIVE - Active

Active: Yes

Figure 24 – General Tab Milestone

Deleting a Site Time

Milestones or Interim Completion Dates can be deleted as long as they are not included in payment estimate.

1. Click the row action menu for the Site Time and select “Delete”.
2. Press **Save**.

The screenshot displays the 'Contract Administration Summary' for contract 0263880. The 'Site' section is active, showing a table of site times. The row for '02 ML DT' (Contract Milestone - Bridge B) is selected, and its context menu is open, with the 'Delete' option circled in red. A red arrow points from the 'Delete' option back to the row. The table includes columns for Time ID, Time Type, Completion Date, and Active status. The 'Informational' section below shows 6 items.

Time ID	Time Type	Completion Date	Active	Amount
00 DT	Completion Date		Yes	12.21
01 IC DT	Completion Date	Interim Completion Date Bridge A	No	70.79
02 ML DT	Completion Date	Contract Milestone - Bridge B	No	

Figure 24 – Deleting a Site Time

Editing a Site Time

Milestones or Interim Completion Dates can be edited if the Status is changed to “Inactive”.

1. Set the Status to “Inactive”.
2. Press **Save**.
3. Make necessary changes.
4. Set the Status back “Active”.
5. Press **Save**.

Contract Time Summary - Completion Date

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

CT: 01 IC DT - Interim Completion Date Bridge A Main: No Current Completion: 04/30/2023 11:59:00 PM Time Unit: Days Liquidated Damages Rate: 2,000.00 Incentive Rate: Disince...

General

Units And Dates

Rates And Cap Amount

Time ID
01 IC DT

Time Description *
Interim Completion Date Bridge A

Time Type
Completion Date

Agency Type
INTERIM - Interim

Comments

Original Completion
04/30/2023 11:59:00 PM

Record Source
Construction

Default
No

Contract Claim Number

Main Contract Time

Delete Allowed

Required For
 Active Contract Close Contract Neither

Chargeable

Percent Complete
70.79

Effective Date *
02/04/2023

Expiration Date

Status *
ACTIVE - Active

Active
Yes

Figure 25 – Editing a Site Time



Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

<https://www.scdot.org/business/aashtowareproject.aspx>



South Carolina Department of Transportation