



# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



## RECORDING CONTRACTOR PERSONNEL & EQUIPMENT HOURS

Navigation: Dashboard -> Daily Work Reports -> DWR

Daily work reports are important for the documentation of project information. This includes the documentation of the hours of the contractor personnel, equipment, and supervisors on site for that day. Hours for the contractor should be tracked to the best of the inspector’s ability on a DWR for the site activities for that day.

This documentation is important for multiple reasons. This can help mitigate/check/correlate multiple items. For example:

- Certified Payrolls
- Subcontractors on projects and if a subcontract has been executed
- Claims & disputes
- Force Account
- Legislative Audit Division/MDT Internal Audit

### From the Dashboard:

- a) Select Daily Work Reports
- b) Click on the white down arrow on the blue component ribbon and click on Select Contract to Add to DWR
- c) Choose the contract to add
- d) Save.

### When the DWR has been added to the contract:

- e) Click on the Contractor Tab
- f) Click on the Select Contractors gray button.
- g) Choose Contractor(s) that are on site for the day.
- h) Save the contractors by clicking on the Add to DWR Contractors (bottom right corner)

✓	3956	SK GEOTECHNICAL CORPORATION	No
✓	3981	INLAND FOUNDATION SPECIALTIES A DIVISION O	No

Add to DWR Contractors

- i) On the active, select YES – On Site
- j) Add a start time that the contractor was on site and started work. This should be as accurate as possible.
- k) Enter an end time at the end of the day. Should be as accurate as possible.



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- l) The Hours are not automatically totaled. This is something that will need to be entered in by the inspector.
- m) Add any comments as needed. Check with the EPM on what type of comments should be entered here.
- n) Save.

<b>Contractor</b>	<b>Prime</b>	<b>Equipment</b>	<b>Personnel</b>	<b>Staff</b>	<b>DBE Certified</b>
SK GEOTECHNICAL CORPORATION	No				
<b>On Site</b> ▼	<b>Start Time</b> ▼	<b>End Time</b> ▼	<b>Hours</b> ▼		
Yes - On Site ▼	12/13/2021 7:00:00 AM	12/13/2021 5:00:00 PM	10.000		
<b>Comments</b> ▼					
Contractor was working with the bridge crew at 1150+00 to 1350+00 CL for pile driving.					

**Adding information for Equipment**

- a) From the contractor tab, on the contractor row, select the blue down arrow
- b) Click on the Select Equipment link.
- c) Choose any applicable equipment that was on site/used by the contractor for the day.
- d) Add Equipment
- e) Following the same steps, enter the amount of equipment that is on site, how many were used for the day, the number of hours used/Idle & any other information about the equipment that is known.

▼ Contractor							<b>Records</b>
RIVERSIDE CONTRACTING, INC.							0
<b>Start Time</b>	<b>End Time</b>	<b>Hours</b>	<b>Prime</b>	<b>Equipment</b>	<b>Personnel</b>	<b>Staff</b>	<b>DBE Certified</b>
12/13/2021 7:00:00	12/13/2021 5:30:00	10.500	Yes	No	No	No	No
Excavator		EXCAVTR					
<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="10.500"/>	<input type="text"/>	Volvo EC290 used Cat 330C not used, broken			
<b>Equipment Description</b>		<b>Equipment ID</b>					
Loader		LOADER					
<b>Number On Site</b> ▼	<b>Number Used</b> ▼	<b>Hours Used</b> ▼	<b>Hours Idle</b> ▼	<b>Comments</b> ▼			
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="9.000"/>	<input type="text" value="1.500"/>	966E used. Idle due to maintenance work in am.			



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**For Adding in Contractor Personnel**

- a) From the Contractor Personnel tab, on the contractor row, select the down arrow.
- b) Click on the Select Personnel link.
- c) Choose the personnel that is applicable for the day's activities.
- d) Add to DWR Contractor Personnel button.
- e) Add in the number of personnel that was there for that classification.
- f) Enter the number of hours that class worked.
- g) If you know the personnel that worked, you can add that information in the comments. (Check with the EPM for the level of comment documentation needed/wanted)
- h) **NOTE for owner/operators: This type is for heavy Haul Truck Drivers (semi drivers) only. This is not for any power equipment operators The truck and the documentation (registration/insurance) should show that the truck is owned by the same person driving it. Please direct questions about this personnel type to the Labor Compliance Specialist.**

▼ Contractor							Records
RIVERSIDE CONTRACTING, INC.							3
Start Time	End Time	Hours	Pri...	Equip...	Perso...	S...	DBE Certi...
12/13/2021 7:00:	12/13/2021 5:30:	10.500	Yes	Yes	Yes	No	No
LABORER		Laborers					
<input type="text" value="4"/>	<input type="text" value="10.500"/>	<input type="text" value="Begin typing to search"/>			<input type="text" value="Sam, Joe, Suki &amp; Joel are on site."/>		
OWNER		Owner/Operator					
<input type="text" value="1"/>	<input type="text" value="9.000"/>	<input type="text" value="Begin typing to search"/>			<input type="text" value="Adam Jones is the owner of R&amp;B Trucking."/>		
Personnel	Personnel Descripti...	Ref Employee	Employee ID				
POWEREQUIP	Power Equipment Oper						
Number On Si...	Total Hours ▼	Decision Class ▼	Comments ▼				
<input type="text" value="1"/>	<input type="text" value="10.500"/>	<input type="text" value="Begin typing to search"/>	<input type="text" value="Snuki B is running equipment today."/>				