

Diary Entries

Recordkeeper Job Aid
Construction Division



Construction Recordkeeper Job Aid

Overview

Diary entries are used to record time for the contract in SiteManager.

Diary entries are to be reviewed for accurate charge/credit days to ensure they are following the contract requirements, including time suspension(s).

The goal of this document is to provide information regarding Diary Entries reviews, time suspension milestones, and liquidated damages.

Resources

- *Construction Contract Administration Manual (CCAM)*, Chapter 4, Section 4, "Project Records"
- TxDOT Standard Specifications, Item 8, "Prosecution and Progress" (2014 and 2024 spec books, based on project let date)
- Contract proposal
- Contract General Notes for Item 8
- CST Project Manager [Time Suspension Guidance Document](#) (internal access only)

Applications Used

- SiteManager

Forms

- [Form 2807](#), "Time Suspension"

Reports

These reports are available in SiteManager and on the Construction Division (CST) [SiteManager reports](#) webpage (internal access only).

- Diary and DWR Remarks
- Contract Time Statement
- Milestone Time Statement

Diary Entries

Within the proposal and Item 8 of the General Notes, each contract specifies the number of days expected to complete the work and the method of charging the days. Review the contract working day definition with project staff prior to preconstruction meeting to identify the appropriate time charges for the contract, including holidays and other credit days if applicable.

If a milestone is included in the contract, the number of days and the working day definition will be found in Item 8 of the General Notes. The milestone may use a different working day definition than the overall contract. It is important that everyone is aware of the differences and that time charges and credits are reviewed for accuracy.

SiteManager Diary Review

When reviewing the diary charges within SiteManager, ensure the charge or credit is in compliance with the contract and any District or office standard procedures. The DWR narrative should align with the charge or credit requirements for the specific working day definition of the contract.

The recordkeeper may be responsible for reviewing and making sure the charges and credits are in compliance with contract requirements within the monthly estimate cycle. Review SiteManager reports such as the Contract Time Statement and Milestone Time statement during the monthly estimate cycle.

Time Suspension

A recordkeeper may handle the correspondence for time suspensions. A contractor or TxDOT may identify the need for a time suspension for a project. Often a contractor will send an email requesting time be suspended.

Form 2807, "Temporary Suspension of Work or Working Day Charge," is used to document, in writing, the suspension and resuming of work. Attach documentation

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to the form and save the package in ProjectWise under Contract Administration (2) and then Project Time (2.1).

Project Time

A time suspension that is granted will be entered in SiteManager for the credit code of "Time Suspended" for the timeframe specified. Refer to District and or office standard procedures, if applicable, for additional information.

Change Orders

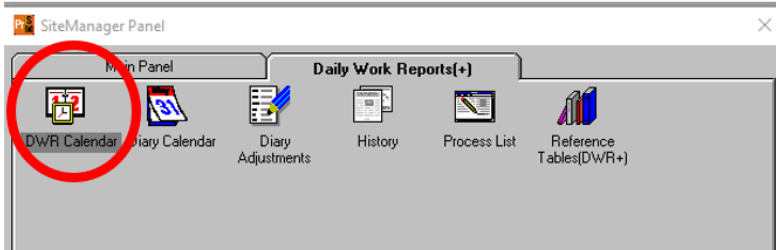
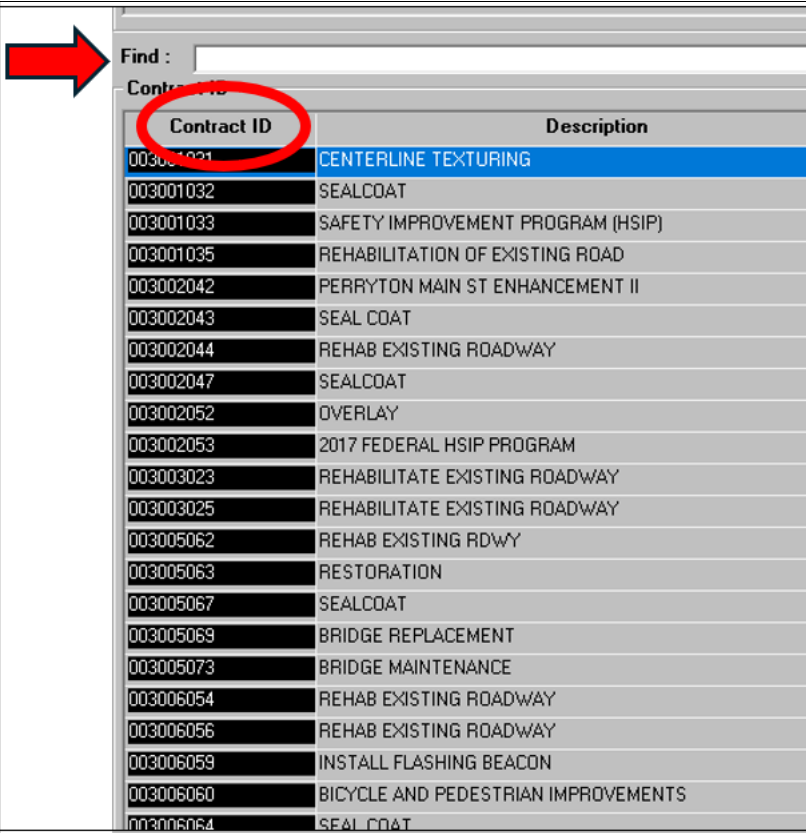
Change Orders may impact both project and milestone time and should be reviewed for impacts to the project.

Liquidated Damages

If the contractor does not complete work within the number of days specified, working days should continue to be charged. SiteManager will calculate liquidated damages if applicable to the project. Liquidated damage charges will be reflected on the monthly estimate reports, if applicable.

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Review of Diary Entries

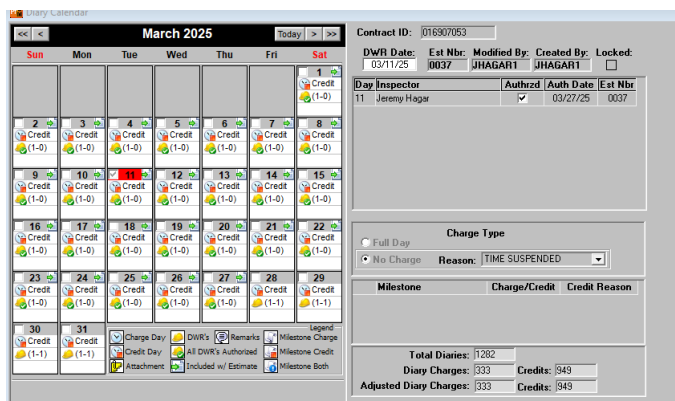
	<p>1. To check the charge/credit entry, Log into SiteManager. From the Main Panel, double click on Daily work reports. From the Daily Work Reports Tab, double click on Diary Calendar.</p>																																														
 <table border="1"> <thead> <tr> <th>Contract ID</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>003001031</td><td>CENTERLINE TEXTURING</td></tr> <tr><td>003001032</td><td>SEALCOAT</td></tr> <tr><td>003001033</td><td>SAFETY IMPROVEMENT PROGRAM (HSIP)</td></tr> <tr><td>003001035</td><td>REHABILITATION OF EXISTING ROAD</td></tr> <tr><td>003002042</td><td>PERRYTON MAIN ST ENHANCEMENT II</td></tr> <tr><td>003002043</td><td>SEAL COAT</td></tr> <tr><td>003002044</td><td>REHAB EXISTING ROADWAY</td></tr> <tr><td>003002047</td><td>SEALCOAT</td></tr> <tr><td>003002052</td><td>OVERLAY</td></tr> <tr><td>003002053</td><td>2017 FEDERAL HSIP PROGRAM</td></tr> <tr><td>003003023</td><td>REHABILITATE EXISTING ROADWAY</td></tr> <tr><td>003003025</td><td>REHABILITATE EXISTING ROADWAY</td></tr> <tr><td>003005062</td><td>REHAB EXISTING RDWY</td></tr> <tr><td>003005063</td><td>RESTORATION</td></tr> <tr><td>003005067</td><td>SEALCOAT</td></tr> <tr><td>003005069</td><td>BRIDGE REPLACEMENT</td></tr> <tr><td>003005073</td><td>BRIDGE MAINTENANCE</td></tr> <tr><td>003006054</td><td>REHAB EXISTING ROADWAY</td></tr> <tr><td>003006056</td><td>REHAB EXISTING ROADWAY</td></tr> <tr><td>003006059</td><td>INSTALL FLASHING BEACON</td></tr> <tr><td>003006060</td><td>BICYCLE AND PEDESTRIAN IMPROVEMENTS</td></tr> <tr><td>003006064</td><td>SEAL COAT</td></tr> </tbody> </table>	Contract ID	Description	003001031	CENTERLINE TEXTURING	003001032	SEALCOAT	003001033	SAFETY IMPROVEMENT PROGRAM (HSIP)	003001035	REHABILITATION OF EXISTING ROAD	003002042	PERRYTON MAIN ST ENHANCEMENT II	003002043	SEAL COAT	003002044	REHAB EXISTING ROADWAY	003002047	SEALCOAT	003002052	OVERLAY	003002053	2017 FEDERAL HSIP PROGRAM	003003023	REHABILITATE EXISTING ROADWAY	003003025	REHABILITATE EXISTING ROADWAY	003005062	REHAB EXISTING RDWY	003005063	RESTORATION	003005067	SEALCOAT	003005069	BRIDGE REPLACEMENT	003005073	BRIDGE MAINTENANCE	003006054	REHAB EXISTING ROADWAY	003006056	REHAB EXISTING ROADWAY	003006059	INSTALL FLASHING BEACON	003006060	BICYCLE AND PEDESTRIAN IMPROVEMENTS	003006064	SEAL COAT	<p>2. To select the CSJ for the project being reviewed, click in the contract ID column to highlight all the CSJs, then type the CSJ in the FIND box. Once it is highlighted, double click on the specific project</p>
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Find : _____

Diary Date	Diary Locked Indicator	Estimate
04/18/2025		
04/17/2025		
04/16/2025		
04/15/2025		
04/14/2025		
04/13/2025		
04/12/2025		
04/11/2025		
04/10/2025		
04/09/2025		
04/08/2025		
04/07/2025		
04/06/2025		
04/05/2025		
04/04/2025		
04/03/2025		
04/02/2025		
04/01/2025		
03/31/2025	No	
03/30/2025	No	
03/29/2025	No	
03/28/2025	No	
03/27/2025		0037
03/26/2025		0037
03/25/2025		0037
03/24/2025		0037
03/23/2025		0037
03/22/2025		0037
03/21/2025		0037
03/20/2025		0037
03/19/2025		0037
03/18/2025		0037
03/17/2025		0037

3. A date list will appear. Select the date to be reviewed.



Contract ID: 016307053

DWRF Date: 03/17/25 Est Nbr: 0037 Modified By: JHAGART Created By: JHAGART Locked:

Day	Inspector	Authzd	Auth Date	Est Nbr
11	Jeremy Hagar	<input checked="" type="checkbox"/>	03/22/25	0037

Charge Type: Full Day No Charge Reason: [TIME SUSPENDED]

Milestone	Charge/Credit	Credit Reason

Total Diaries: 1282
 Diary Charges: 333 Credits: 949
 Adjusted Diary Charges: 333 Credits: 949

4. The Calendar Window will show the charge or credit reason to the right. This also shows whether the date has been authorized. To check for the entire month, use the [DWR-Diary Remarks report](#) as an additional tool. The report can be filtered for the entire month or week to review as needed.

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Best Practices

Address discrepancies in time charges with the project inspector or Project Manager prior to the monthly estimate being run or approved.

Become familiar with Item 8, particularly:

- Article 8.3., "Computation of Contract Time for Completion,"
- Article 8.4., "Temporary Suspension of Work or Working Day Charges," and
- Article 8.6. "Failure to Complete Work On Time."