

# SITEMANAGER NEWS

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## ODOT CIVIL RIGHTS PACKAGE TO BE RELEASED

Payroll Tracking, DBE tracking... Why can't we keep track of it in Sitemanager? Well, now you can in the Civil Rights window under Sitemanager. There will be DBE Tracking and Payroll Tracking icons. How do I use it? Policy and Procedures will be placed on the website.

What will change? The Subcontract window will be changed to inquiry only. This means that you will be able to view Data but not be able to change it. To input the payment made to the DBE's, go to main panel, Civil Rights, DBE Tracking. Payroll Discrepancy indicator can be turned off. This program will generate discrepancies for all contractors on a project.

## TIME AND DIARY CHANGES

During the August Commission meeting, several projects will be let under the new 2009 Standard Specification. These contract will contain new rules dealing with the way we charge time on a project. With the new specification, we will be retiring the old Time and Diary Report plug-in and all the time and diary calculations will be done inside of Sitemanager.

## POLICY AND PROCEDURE ONLINE

Have you ever tried to look for the policy for an item in Sitemanager. Normally the first step is to go into Lotus Notes. Now, we will be moving the policy and procedure guide out to the ODOT internet website. It will be in a PDF format and will be searchable. Sections of the Policy and Procedure will be posted as each section becomes available.

## ODOT TOOLS - WHY DO I NEED THEM?

I need to look at a list of samples by contract item. On a contract item who paid for what and when. What items on my contract are overrunning? In Accessories under System Attachments ODOT Tools there are a series of reports that are designed to help the Sitemanager user view different reports that could help with their job.



The Past

### SPECIAL POINTS OF INTEREST:

- *Civil Rights Package to be released*
- *Time and Diary Changes*
- *Policy and procedures online*
- *ODOT Tools*
- *The 2009 Standard Specifications*



The Future



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## QUICK LINKS

Sitemanager Policy and Procedure

<http://www.okladot.state.ok.us/contractadmin/index.htm>

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## SPECIFICATION CHANGES - COMING TO A PROJECT NEAR YOU.

In the 2009 Standard Specification and all stimulus project, the amount of money as well as the project size have increased in value. Please Note the following changes :

- **Limits for mobilization need to be checked for this change.**  
Please refer to Section 641 for details.
- **Progressive Estimate Minimum Amount increases**  
Please refer to Section 109.06 for details.
- **Major Pay Item Definition Changes**  
Please refer to Section 101.05 b-c for details.
- **Staking Pay Item has Level I and Level II Options**  
Please refer to Section 642 for details.

## NEW DISCREPANCIES—WHERE DID THAT COME FROM ?

In preparing for the new specifications, we are introducing new discrepancies that will appear in your estimate discrepancy window. There are for the following : Time and Diary, Mobilization, and the New Payroll and DBE tracking Reports. NOTE : The payroll and DBE records that have been entered prior have not been lost, they just reside in a different location.