

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.

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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 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

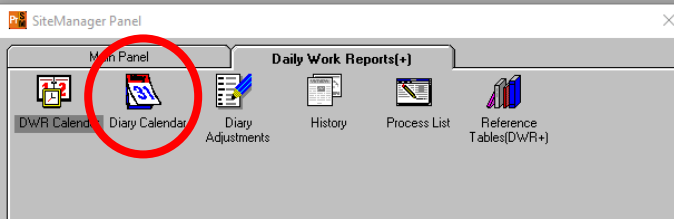
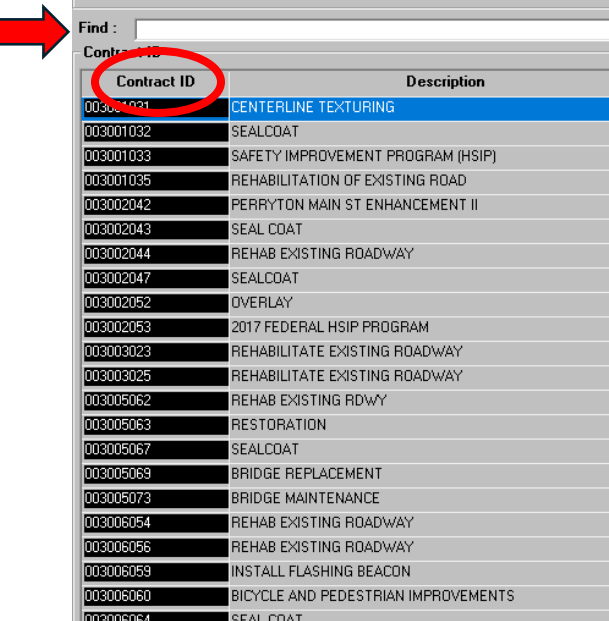
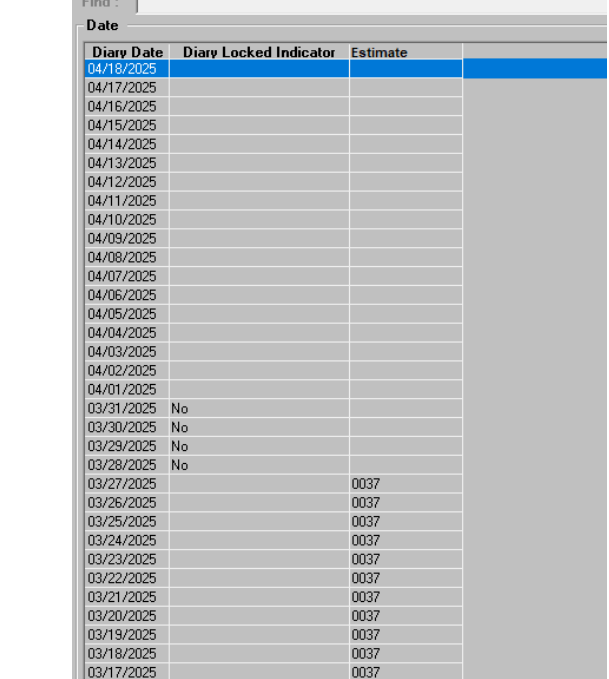
Change Orders may impact both project and milestone time and should be reviewed for impacts to the project.

Liquidated Damages

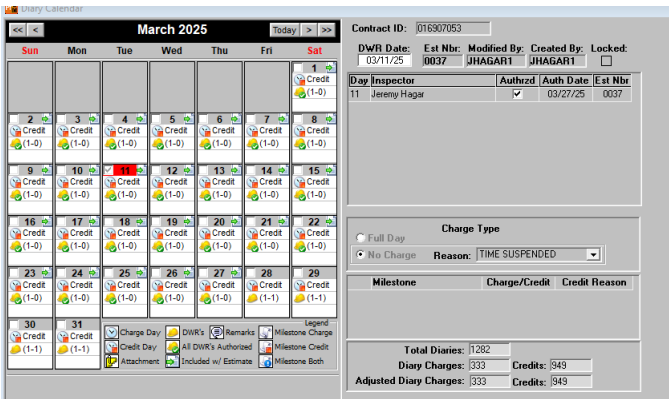
If the contractor does not complete work within the number of days specified, working days should continue to be charged. SiteManager will calculate liquidated damages if applicable to the project. Liquidated damage charges will be reflected on the monthly estimate reports, if applicable.

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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>																																																																																																						
	<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>																																																																																																						
 <table border="1"> <thead> <tr> <th>Diary Date</th> <th>Diary Locked Indicator</th> <th>Estimate</th> </tr> </thead> <tbody> <tr><td>04/18/2025</td><td></td><td></td></tr> <tr><td>04/17/2025</td><td></td><td></td></tr> <tr><td>04/16/2025</td><td></td><td></td></tr> <tr><td>04/15/2025</td><td></td><td></td></tr> <tr><td>04/14/2025</td><td></td><td></td></tr> <tr><td>04/13/2025</td><td></td><td></td></tr> <tr><td>04/12/2025</td><td></td><td></td></tr> <tr><td>04/11/2025</td><td></td><td></td></tr> <tr><td>04/10/2025</td><td></td><td></td></tr> <tr><td>04/09/2025</td><td></td><td></td></tr> <tr><td>04/08/2025</td><td></td><td></td></tr> <tr><td>04/07/2025</td><td></td><td></td></tr> <tr><td>04/06/2025</td><td></td><td></td></tr> <tr><td>04/05/2025</td><td></td><td></td></tr> <tr><td>04/04/2025</td><td></td><td></td></tr> <tr><td>04/03/2025</td><td></td><td></td></tr> <tr><td>04/02/2025</td><td></td><td></td></tr> <tr><td>04/01/2025</td><td></td><td></td></tr> <tr><td>03/31/2025</td><td>No</td><td></td></tr> <tr><td>03/30/2025</td><td>No</td><td></td></tr> <tr><td>03/29/2025</td><td>No</td><td></td></tr> <tr><td>03/28/2025</td><td>No</td><td></td></tr> <tr><td>03/27/2025</td><td></td><td>0037</td></tr> <tr><td>03/26/2025</td><td></td><td>0037</td></tr> <tr><td>03/25/2025</td><td></td><td>0037</td></tr> <tr><td>03/24/2025</td><td></td><td>0037</td></tr> <tr><td>03/23/2025</td><td></td><td>0037</td></tr> <tr><td>03/22/2025</td><td></td><td>0037</td></tr> <tr><td>03/21/2025</td><td></td><td>0037</td></tr> <tr><td>03/20/2025</td><td></td><td>0037</td></tr> <tr><td>03/19/2025</td><td></td><td>0037</td></tr> <tr><td>03/18/2025</td><td></td><td>0037</td></tr> <tr><td>03/17/2025</td><td></td><td>0037</td></tr> </tbody> </table>	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	<p>3. A date list will appear. Select the date to be reviewed.</p>
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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.

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."