

# **Propose New Schedule**

## A RULIS Job Aid

**Roles Impacted** 

Utility Consultant Utility Owner District Permit Coordinator Inspector Last Revised

February 2025

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A **RULIS** JOB AID

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### Introduction

This job aid will explain how to use the Propose New Schedule functionality in RULIS to change the timeframe on a utility permit. An Amendment will still be required if you need to update the design, traffic control, or highway design along with the timeframe.

#### **Process Overview**

- External: Propose New Schedule
- Internal: Approve/Deny New Schedule Proposal
- <u>New Schedule Approval Form</u>









#### **External: Propose New Schedule**

- 1. Open a Utility Permit (/UP) or Utility Permit Amendment (/UP/A) that is in one of the following application statuses:
  - a. Permit Approved Waiting for Construction Start Date
  - b. Waiting for Construction Start Date First Reminder
  - c. Waiting for Construction Start Date Second Reminder
  - d. Construction Start Date Entered
  - e. Construction in Progress
  - f. Waiting for Construction End First Reminder
  - g. Waiting for Construction End Second Reminder
- 2. Select the Propose New Schedule button.

CLICK HERE TO FILL IN THE DATA Next steps after filling in required data: ASK FOR AMENDMENT  PROPOSE NEW SCHEDULE  CON	FIRM START OF CONSTRUCTION
Project: Communication (06/24/2024 11:18:54 am) Permit Count: 8/2024 Of 24/06/2024 11:46:02 Document Handle: UTIL166566 Of 24/06/2024 11:46:49 Application Number: 00002/20240624/33671/55889/UP Utility Consultant: 1561a - test test Utility Owner: 1561a - test test Utility Owner: 1561a - test test	Status: Waiting for Construction Start - First Reminder (1 week prior)
submitted by: Owner Permit (Permit.owner@mail.com_disabled,	Q SUMMARY

 A pop-up window will display asking if you want to send the permit to the next status, New Schedule Proposal. Select Yes to proceed.







4. If you receive a **Post Construction Certificate** when proposing a new schedule, you can bypass this by selecting **Send**.

Status Change : New Schedule Proposal			×
Attachment			
Post Construction Certification	Attach file	Choose Files No file chosen	
CANCEL	SEND		SAVE

5. If the **Application Summary** opens, select **Back to Detail View**. Please note, you may have to refresh your screen.

Application Summary : Communication - Utility Permit Application Number: 00002/02240227/33440/73470/UP (Status : New Schedule Proposal)	BACK TO DETAIL VIEW
Application Summary: Communication - Utility Permit Project Title: US 83 - AT&T RELOCATION	
	>
Application Number:           00002/020402773340/UP           Permit Count: 2079/12044 0f 05/09/0204 10:44:45           Document Handle: UTIL2761489 0f 05/09/0204 10:46:23	
TxD0TConnect Utility Id: 0038-06-047	DOWNLOAD PERMIT
Work Description: RELOCATION OF EXISTING AT&T PLANT FROM THE CELL TOWER ENTRACE SOUTH OF LOMA BLANCA RD TO NORTH OF SALENENO RD. RELOCATION INCLUDES PLACEMENT OF 1-4" CONDUIT AND MULTIPLE HANDHOLES TO CONTAIN FIBER	CABLE. RELOCATION ALSO

6. Locate and right click New Schedule Proposal in the tree. Select Edit.



- 7. The **New Schedule Proposal** page will display, and you can select whether you want to **Change Schedule Start Date**, **Change Schedule End Date**, or you can select both.
  - a. You will be required to enter a **Schedule Modification Justification**/ **Explanation**.





8. After you have inserted your **New Schedule Proposal** and **Schedule Modification Justification/Explanation**, select **Next**.

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	07/3	1/2024	Ļ				
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	10/3	1/2024	Ļ				
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9. The Application Summary will display. Select **Submit New Schedule Request** to send the request to the District Permit Coordinator and Inspector to review.



10.A pop-up window will display asking if you want to send the permit to the next status, **New Schedule Review**. Select **Yes** to proceed.

Proceed to the next status	×	
Do you really want to send this application to "New Schedule Review"status?		
	NO YES	

11.A pop-up window will display informing you that the permit has successfully been sent to the next status and the new status of the permit is now in **New Schedule Review**.

Permit Count: 8/2024 Of 24/06/2024 11:46:02 Document Handle: UTIL166566 Of 24/06/2024 11:46:49	Status: New Schedule Review
Application Number: 00002/20240624/33671/55889/UP	L DOWNLOAD PERMIT
Jtility Consultant: 1561a - test test Jtility Owner: 1561a - test test	Q SUMMARY







#### Internal: Approve/Deny New Schedule Proposal

After an applicant has submitted their **New Schedule Proposal**, it will be routed to the District Permit Coordinator and Inspector for that District. Either role can review and approve or deny the **New Schedule Proposal**.

1. Select **Actions Required** from your RULIS home page or from the Applications dropdown.



2. Select **Process Application** from the **Action** dropdown next to the Utility Permit that is in a status of **New Schedule Review**.

Search		Q (Sea App	ching fields : Reference Number, Pe ication Type, Title, Work Description	rmit Owner, Application Number, Applicant, )	Roads, City,
Action Y Applica	tion Number v	State Routes V	Status	✓ Status change date ▼	<ul> <li>✓ Cit;</li> </ul>
¢ ACTION- 00002/2	0240606/33670/55881/UP	FM2767-K: From milepost 676+0.15 To milepost 676+0.55	New Schedule Review	08/06/2024	
Process Application	0724/33673/55909/UP/I	TL0290-L: At milepost 129.127	Inspector Assignment	07/24/2024	
View Application Summa	ry 0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/23/2024	
Add attachment	0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/23/2024	
Pagagian application	0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/17/2024	
	0606/33670/55881/UP/I	FM2767-K: From milepost 676+0.15 To milepost 676+0.555	Inspector Assignment	07/17/2024	



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- 3. On the **New Schedule Review** page, the District Permit Coordinator or Inspector can review the **Proposed New Schedule**.
  - a. To **Approve** the **Proposed New Schedule**, select **Yes** in the **Review** box. You have the option to add **Notes**.

New Schedule Start P	roposed: 07/31	/2024				
New Schedule End Pr	oposed: 10/31/.	2024				
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Inter Justification/Exp	planation here.					
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Yes						
O No						
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b. To **Deny** the **Proposed New Schedule**, select **No** in the **Review** box. You are required to add **Notes**.

questeri	roposal:						
ew Sched	ule Start P	roposed	: 07/31/2024				
ew Sched	ule End Pr	oposed:	10/31/2024				
stificatio	n:						
nter Justifi	cation/Exp	olanatio	n here.				
view							
vou appi	ove the P	ronosed	New Schedule	2			
Yes							
NO I							
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4. After completing the **Review**, select **Next**.



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 The Application Summary will display. Select Approve or Deny, depending on your Review, to complete the New Schedule Review. In this example, I will Approve the Proposed New Schedule.



 A pop-up window will display asking if you want to send the permit to the next status, System generating the Document. Select Yes to proceed.

Proceed to the next status	×	
Do you really want to send this application to "System generating the Document"status?		
	NOYES	

 A pop-up window will display informing you that the permit has successfully been sent to the next status and the new status of the permit is now System generating the Document.



8. After the New Schedule Approval form is generated, the status of the utility permit will revert to **New Schedule Approved**.







The applicant can send a **New Schedule Proposal** for **review** multiple times for the same utility permit, even if a previous proposal was denied.

Every time a **New Schedule Proposal** is **Approved** the system will send an email to the Inspector/DPC (depending on who has the inspection process assigned), the person who acknowledged the permit, and the applicant.

#### **New Schedule Approval Form**

After the **Proposed New Schedule** has been **Approved**, a **New Schedule Approval** form will be automatically generated within RULIS. The form will be available to download from the **Application Summary** on the utility permit.

		0.00-00-2024			
TO:	test test	Date:	07-23-2024		
	1561a	Application/Permit	00002/20240606/33670/55881/UF		
	151	No.:			
	,5262	District:	Tyler		
			~		
Highway		Control Section	Maintenance Section	County	
FM2767-K:	From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith	
SH0031-K:	At milepost 700+1.252	0424-07		Smith	
SL0323-L: F	From milepost 3.076 To milepost 3.275	0424-07		Smith	
SL0323-R: I	From milepost 3.003 To milepost 3.189	0424-07		Smith	
FM2767-K:	At milepost 676+0.555	0424-07		Smith	
FM2767-K:	At milepost 676+0.488	0424-07		Smith	
FM2767-K:	At milepost 676+0.416	0424-07		Smith	
SL0323-L: /	At milepost 2.998	0424-07		Smith	
SL0323-L: /	At milepost 3.399	0424-07		Smith	
SL0323-R: /	At milepost 3.259	0424-07		Smith	
FM2767-K:	At milepost 676+0.06	0424-07		Smith	
FM2767-K:	At milepost 676+0.34	0424-07		Smith	
FM2767-K:	At milepost 676+0.548	0424-07		Smith	
FM2767-K:	From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith	
FM2767-K:	From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith	
FM2767-K:	From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith	
FM2767-K:	From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith	
EM2767-K:	From milepost 676+0.15 To milepost 676+0.555	0424-07		Smith	

New Schedule Approved dates: from 07/22/2024 to 02/11/2025 You are required to keep a copy of this Approval at the job site.

