

SUBJECT: Field Time Reports

FORM NO. OOC 68

GENERAL:

Each employees' working and leave time must be accurately recorded. Payroll and auditing procedures require that all employees review and certify that their time has been recorded accurately. This is normally accomplished when employees sign the yellow copies of the Department of Transportation (DOT) Bi-Weekly Time Report and return them to the District Office handling their time reports. The DOT Division of Personnel Services, with the approval of DOT Payroll Center, recognizes and accepts the alternate method of recording time on the weekly time report currently in use.

PURPOSE:

To advise CID personnel of the proper procedure for reporting time from the field on OOC Form 68, Weekly Time Report.

NOTE:

Title 18, U.S. CODE, Section 1020, provides a penalty for false statements made concerning federally funded highway projects. This includes false reports of quality and quantity of work performed by State employees. Section 1020 can be found on page five of Federal form PR-1273 and is a required insert in all Contract Provisions for Federal Aid contracts.

Employees and Supervisors will share principal responsibility if an investigation is found necessary.

PROCEDURE:

Each Inspector's time will be recorded on a Weekly Time Report. Each Inspector will review the report to ensure time has been recorded correctly, then sign the form. The Project Engineer will review, sign and forward Originals to the District or to the Administrative Office handling their Weekly Time Reports and forward copies to the Area Engineer/Coordinator.

When it is necessary to submit estimated time in advance and actual time worked differs, a Weekly Time Report labeled "Corrected Time Report" must be submitted. Weekly Time Reports will be retained by receiving Office three years for auditing purposes.

Each Inspector will complete the area on the Weekly Time Report indicating Overtime Hours, before submitting to Project Engineer for signature. Time reports **will not** be processed without Overtime Hours completed.

CONSTRUCTION DIRECTIVE 07220.100.13



Chief, Construction Inspection Division

APPROVED:



Director, Office of Construction