Extra Work Bill - On-Line Data Entry Option

Caltrans has designed an internet-based Extra Work Billing system where screens that resemble the current paper-based EWB forms are presented. The extra work bill information is input into the data entry forms and the Prime Contractor "sends" the bill to the Caltrans resident engineer for approval.

We expect that having Extra Work Bills sent electronically will result in improved accuracy, quicker payments, and the ability to track the status of any Extra Work Bill through the Caltrans system.

This process will provide a permanent electronic record of exactly when your Extra Work Bills are sent, who has them, how long they've been there, and if they're scheduled for payment.

However, at this time, it is still necessary for required back-up documentation to be sent on paper. You must continue sending the paper invoices for material and/or work done by specialists or Lump Sum or Unit Price payments.

The following are examples of the On-Line Data Entry screens. This is only a brief look at the system screens. Detailed training is available for System participants.
EWB MAIN MENU

The Main Menu is the opening screen for the EWB System. This screen contains the navigation buttons to get to the different tabs within the system and also displays information contained on the user’s Individual User Profile that can be maintained by the user. Also displayed on the Main Menu is the Assigned Contracts and Extra Work Bill Status. The Assigned Contracts and Extra Work Bill Status shows, at a glance, what is happening on the contract. By double clicking in the Status fields, the Status Screen shown below will appear showing a list of all EWB’s having the appropriate status.
The first screen print under EWB Input is the Title Tab. The information entered on this tab is basic contract information. The top left section of the page is the Query Section that allows you to “find” a bill already in the system. The middle left section is for inputting a new bill, and the bottom left portion is where Caltrans would reject an item on this page or the entire bill. The right side of the screen gives the user the status of the bill and a recap of all portions of the bill.
Equipment Tab

Equipment information to be billed is entered on the Equipment Tab. When you double click in the Equipment Class field, the Rental Rate table comes up in the Equipment list as shown below. When you select the equipment required, several fields are automatically populated. This table validates the equipment codes and rates, and helps ensure accuracy.

As shown below, there is also a self-building table based on Contractor’s Equipment ID Number that is populated as equipment is billed and approved.
Material Tab

This screen is for entering the material information. Hard copy of material receipts/invoices will still be needed in this system. In addition to postal service and parcel service and if approved by the resident engineer, invoices may be sent by fax or as an electronic-mail attachment. Said invoices should be clearly marked so it can be matched to the bill being reviewed.
This screen is for inputting the labor information. The “Other” section at the bottom of the Labor Tab is for other expenses subject to labor markup that cannot be put in the main body of the Labor Tab.

By double clicking in the Labor Regular Surcharge field a list of Labor Surcharges, as shown below, will be displayed for you to select from.
Below is the Craft ID list that is displayed when you double click in the Craft ID Field. You can select the needed code from this list. Craft ID’s are based on information from the Prevailing Wage book.

<table>
<thead>
<tr>
<th>CRAFT ID</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMAP</td>
<td>Boilermaker - Apprentice</td>
</tr>
<tr>
<td>BMBS</td>
<td>Boilermaker</td>
</tr>
<tr>
<td>BMST</td>
<td>Boilermaker (for storage tank erection &amp; repair)</td>
</tr>
<tr>
<td>BMP</td>
<td>Boilermaker (for Pipelines)</td>
</tr>
<tr>
<td>BPKAP</td>
<td>Bricklayer - Apprentice</td>
</tr>
<tr>
<td>BKKL</td>
<td>Bricklayer</td>
</tr>
<tr>
<td>BRKT</td>
<td>Brick Tender</td>
</tr>
<tr>
<td>CMAP</td>
<td>Cement Mason - Apprentice</td>
</tr>
</tbody>
</table>

There is also a self-building table based on workers names that can be selected. The table builds as entries are made and approved. This list is shown below.

If changes need to be made to data already sent, Caltrans can reject portions of the bill by putting a check in the “Reject” box of the entry in question. A reject code is entered and comments can be made to explain the rejection. Once the contractor revises the bill, he will be able to make revisions only on the rejected line(s).
The Broadcast feature was designed as a way to communicate necessary system information to the users. If a broadcast has been sent since the last time you were in the system, the message will be displayed when you enter the system. If you are already in the system, the broadcast will be displayed when you change sections.
HELP DESK

The EWB System has an on-line Help Desk that allows you to enter and track an issue.

Report an Issue Tab

This is the “Report an Issue” screen. You can report a problem you are having in the system or suggest an enhancement to the system from here. The user is asked to code his issues from a list that appears when you double click in the “Issue” field. A short description, as well as, a detailed description is requested. The more detailed the information used in describing what you were doing or attempting to do when the problem occurred, the better it is for the District Administrator. The problem will need to be re-created in the process of solving the issue.
The above screen lists all the issues that you have entered into the system. This gives the user the status of all his/her issues at a glance. Each user will only see their issues on this screen.
Issue Detail Tab

To see the detail of a particular issue, the user would look to this screen. The top half of the screen is what the user input. The bottom half is what the District Administrator inputs. There will be enough information input here so the user will know what is happening on his issue and will not need to call the Help Desk for an update. Once the District Administrator feels the issue is resolved, the user has the final say on whether or not the issue is resolved to their satisfaction.