



**Internet Extra Work Billing System (iEWB)  
User Guide**

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## **Introduction**

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The Internet Extra Work Bill System (**iEWB**) is an automated web-based application supporting California Department of Transportation (Caltrans) construction contracts. There are several modules in **iEWB**:

- A. Basics
- B. Extra Work Bill
- C. Administration

Module A, **Basics**, explains how to navigate the **iEWB** modules.

Module B, **Extra Work Bill** (EWB), guides contractors performing contract change order work on Caltrans construction contracts in sending EWBs electronically.

Module C, **Administration**, allows **iEWB** application administrators in each district to assign usernames, assign roles to individuals, assign individuals to active contracts, and input contract markups. Module C is not addressed in this manual.

For issues or questions about iEWB, find the iEWB administrators at:

<https://dot.ca.gov/programs/construction/iewb>

## **How to Use this Guide**

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This guide provides instructions for using **iEWB**.

**Commands**, **titles** of fields, button **names**, for example, are in Arial font, bold type.

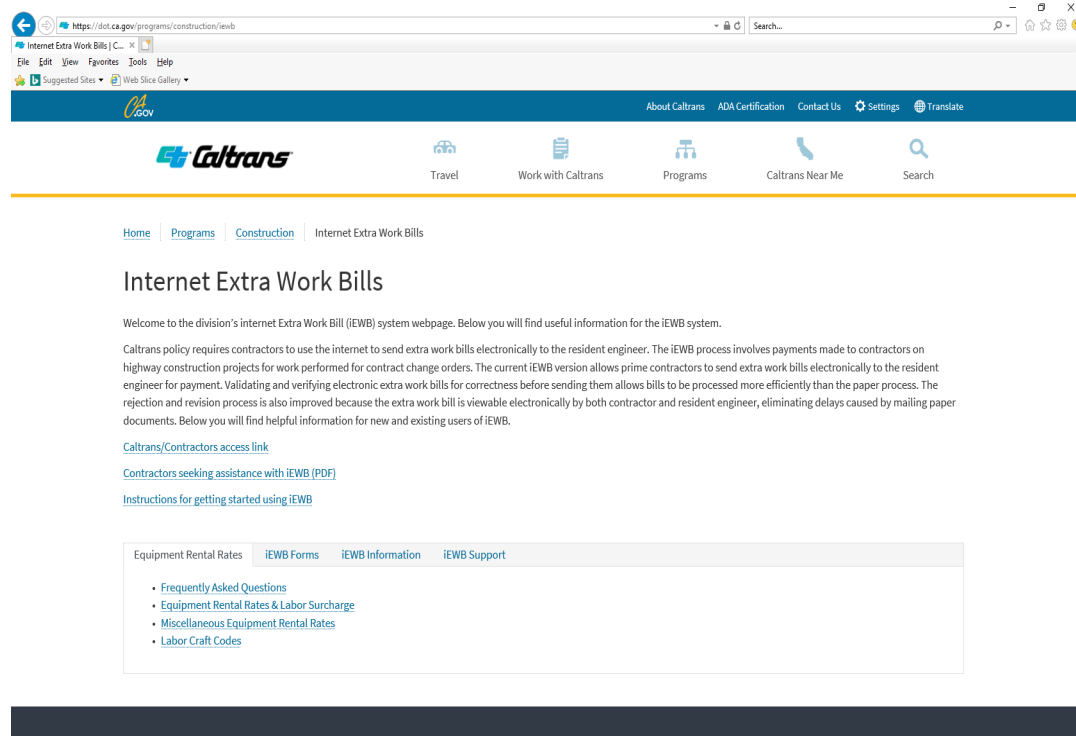
Unless otherwise indicated, use the left mouse button when instructed to “click.”

## **Connect**

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FIGURE A1. INTERNET EXTRA WORK BILLS PAGE

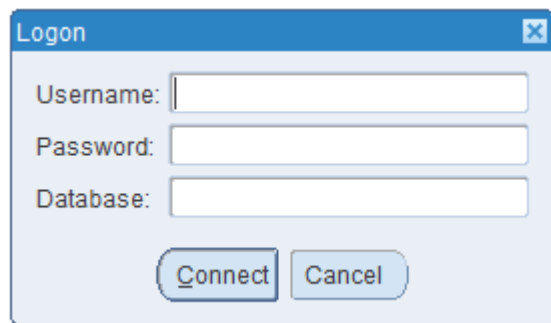


1. Navigate to the iEWB home page at: <http://www.dot.ca.gov/hq/construc/iewb/>
2. Choose “[Caltrans/Contractors access link](#)”

### Log On

The iEWB database and application at the log-on window.

FIGURE A2. EWB LOG-ON SCREEN



The administrator assigns a **Username** to each individual who has been trained to use the iEWB system. Individuals should use only their assigned **usernames** and **passwords**.

The first time a user logs on or when a password has been reset, a default password is assigned.

**Note:** The database is **CMS**.

With the cursor in the log-on window, type (entries are not case sensitive):

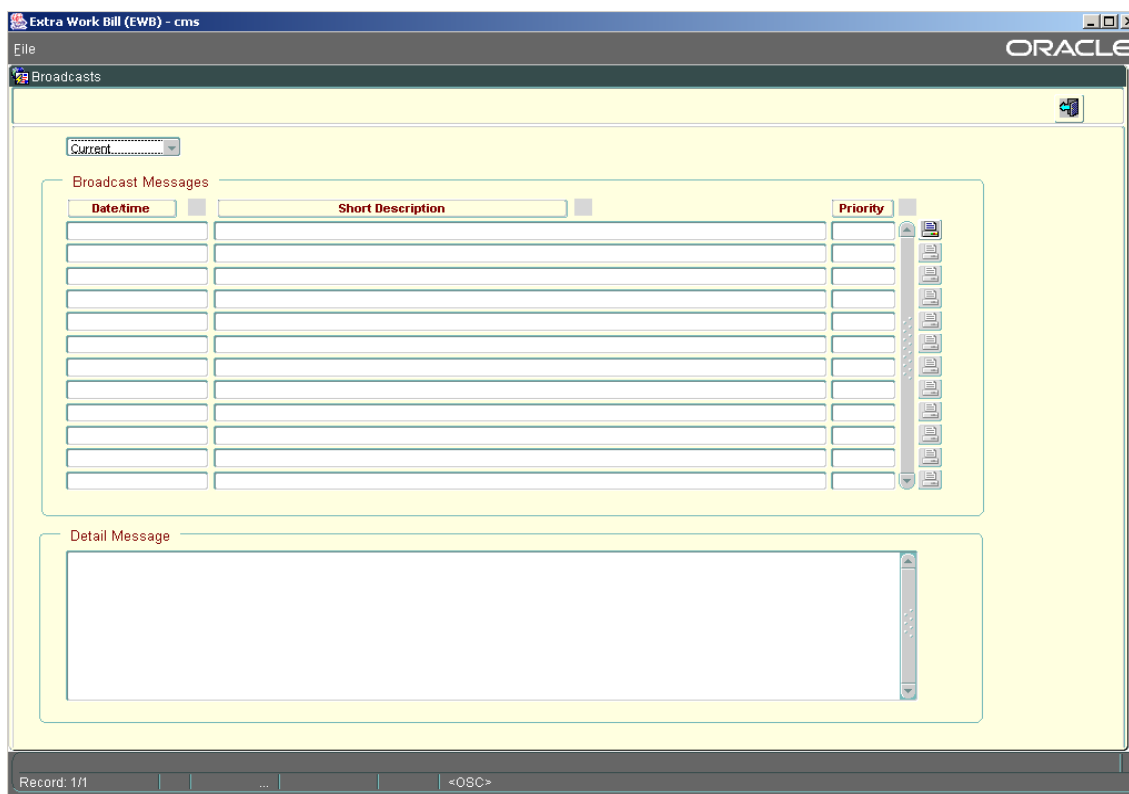
1. Type the username, then press the **Tab** key.
2. Type the password, then press the **Tab** key.
3. Type CMS, for the database name and click the Connect button or press Enter on the keyboard.

Upon successful logon using the default password, a window will appear and prompt the user to enter a password. The first character must be an alphabetic character. The remainder of the password must be alphanumeric or alphabetic only, with a minimum of 5 characters and a maximum of 30 characters.

Once the log-on process and connection is complete, the user will have access to the EWB system and data.

## **BROADCASTS**

Figure A3. Broadcast screen



Broadcasts inform users of important information regarding the system. Current broadcast messages will be displayed as a default at logon. Users can click the **X** in the upper right corner to close the broadcasts window or click on the close book icon to go to the previous screen.

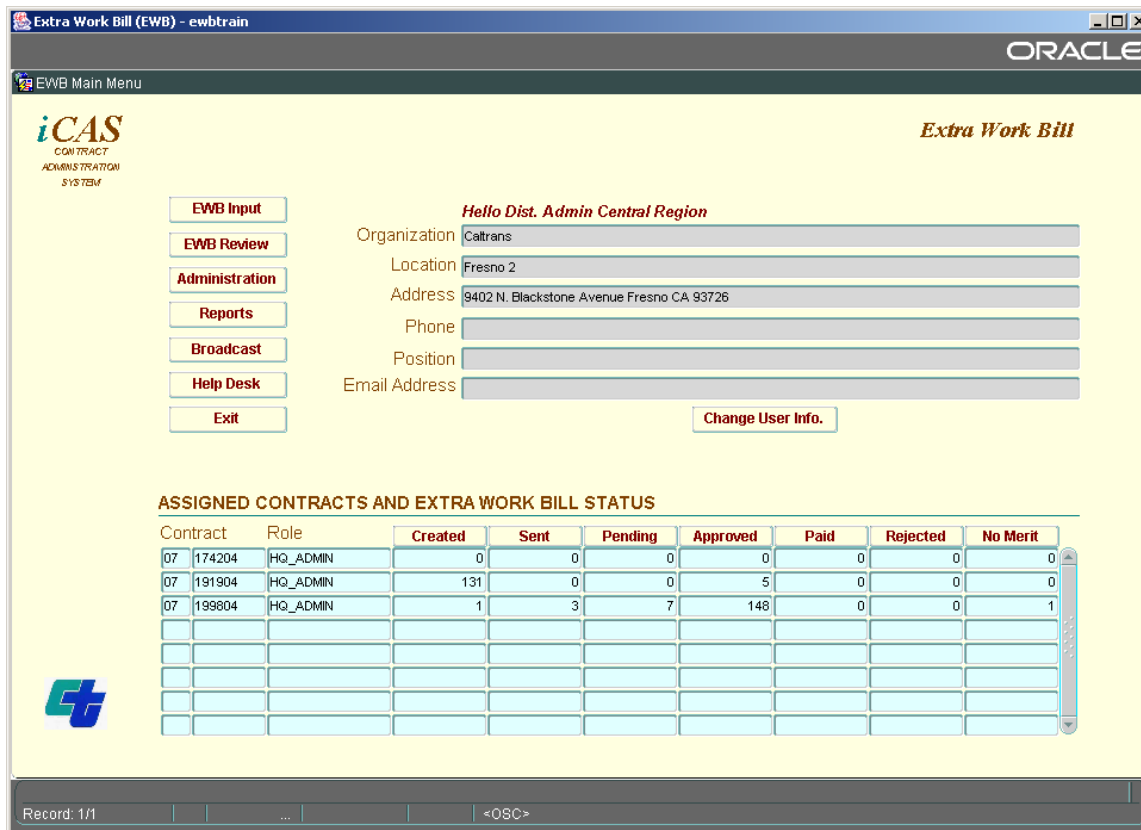
Users can get to the broadcasts screen at any time from the main menu. Once on the broadcasts screen, to view **All** broadcasts, click on the drop-down menu in the upper left and all broadcasts will appear on a list in chronological order (most recent to oldest). They can also be viewed by:

1. Short Description (places description in alphabetical order)
2. Priority (lists priorities by number: 1 is high, 2 is medium, and 3 is low)

Users can highlight a specific broadcast to view the information shown in the Detail Message box. A broadcast message can also be printed by clicking on the printer icon at the right end of the broadcast line and message will appear.

**MAIN MENU**

Figure A4. EWB Main Menu screen



On the EWB Main Menu screen, users can select one of the following options. (Information on some of these options is covered in other sections in this guide.)

1. **EWB Input** – To input a new EWB and to query the system for an existing EWB.
2. **EWB Review** – To review EWBs that have been sent to the resident engineer by the contractor.
3. **Administration** – To be used by administrators only.

4. **Reports** – To review and print EWB reports.
5. **Broadcast** – To view notifications of important information regarding the system.
6. **Help Desk** – To report issues or problems in using the system (DEACTIVATED).
7. **Exit** – To leave the EWB system.
8. **Change User Info.** – To update a user’s information upon changes in position, email address, phone numbers, location, or password.
9. **Assigned Contracts and Extra Work Bill Status** – To view all contracts assigned to the user profile and the EWB status screen.
10. **Note:** The contract authorization form **must be** submitted to the resident engineer or administrator in order to have a contract assigned to a user.

The **Hello User** area displays user profile information. If information is not correct, the user should click the **Change User Info** button below the user information and make appropriate changes.

**Note:** Only Caltrans has access to the **EWB Review** button, and only administrators have access to the **Administration** button.

### **ASSIGNED CONTRACTS AND EXTRA WORK BILL STATUS**

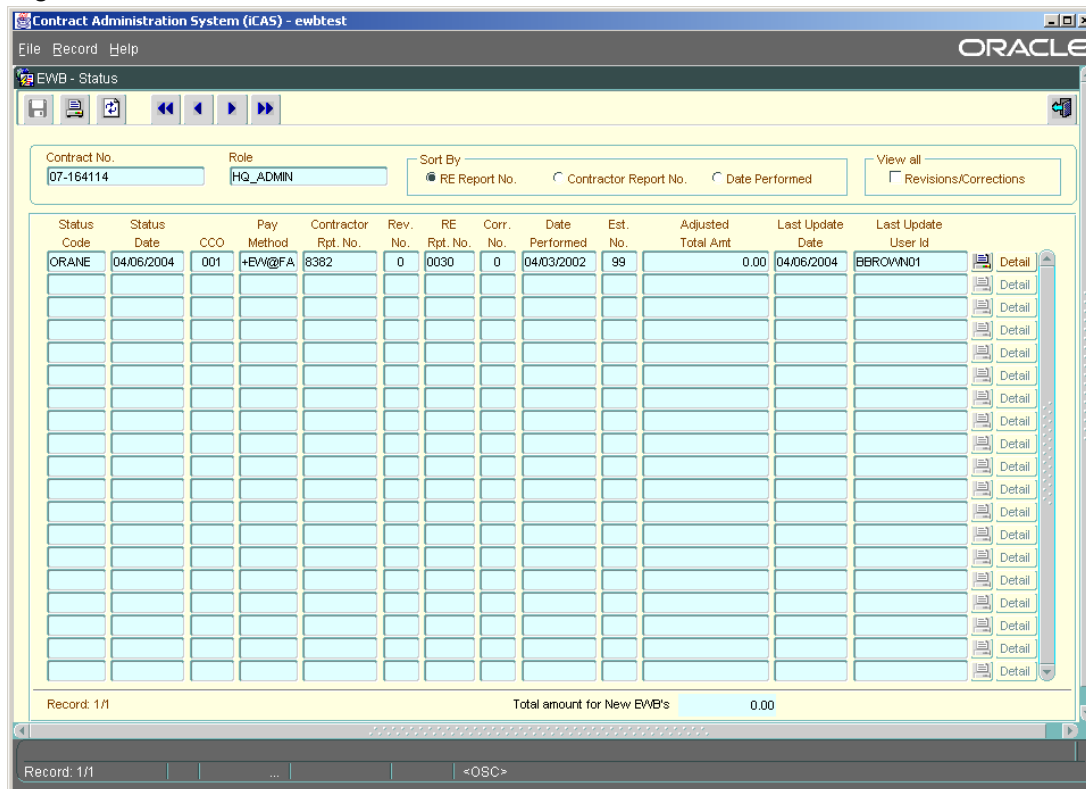
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The **Assigned Contracts and Extra Work Bill Status** area displays all the contracts assigned to a user profile and a list of the EWBs in each category for each contract since the last payment was processed. Bill categories change as the status of the bill changes. A bill is only listed in one category at a time.

EWBs in the “No Merit” and “Paid” categories will be displayed for 45 days; all other EWBs will remain in their category until their status changes.

To access the **Status** screen, double-click in any of the categories for which the Status Screen is to be viewed. For example, if the status for rejected EWBs is to be viewed, double-click on the line in the column for rejected EWBs and the Status screen will appear.


Figure A5. EWB Status screen




There are two options in which to view the EWBs in the status screen, one is **Sort By** and the other is **View All** in the two boxes at the top of the window.


**Sort By** The default sort is to the RE Report number (No.), but the option to sort by Contractor Report No., or Date Performed is available by clicking in one of these fields.

**View All** This option defaults to only the latest Revision and Correction numbers.

On the right side of the **Status** screen, the user can click on the **Reports** icon  view the **Report Menu**, or the **Detail** button to display the individual bill. When in the **Detail** screen, a **Created** EWB can be updated and sent to the resident engineer for review and approval, and a **Rejected** EWB can be revised.

The **Total amount for New EWBs** field at the bottom displays the total amount of all EWBs displayed in the **Status** screen. This is not the total amount that will actually be paid.

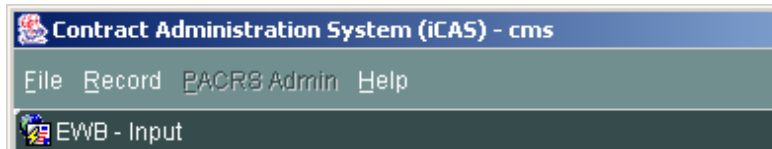
On the **Tool Bar** there is a **Refresh** icon . By clicking this icon, all EWBs with a change in their status will be removed from this screen. The EWBs will now be displayed in their appropriate status category.

To exit the Status screen, click on the “Return to Previous Screen” (close book)  icon in the upper right corner, click on the X in the upper right corner, or select Exit from the File drop-down menu.

**Commands**

The EWB system contains one command menu that provides drop-down options displayed across the top of the screen.

**FIGURE A6. COMMAND MENU**



When a command menu is clicked, a drop-down list of options will appear. Select the appropriate option.

There are three commands: **File**, **Record**, and **Help**. The following are the options and the resulting actions:

**FILE**

<b>Clear All</b>	Clears all data from the current screen
<b>Save</b>	Saves all changes that were made
<b>Reports</b>	Allows user to select from a variety of pre-designed reports to view or print using the report reader
<b>Change Password</b>	Provides a pop-up window to allow users to change passwords
<b>Exit</b>	Exits the current screen in the EWB application

**RECORD**

<b>Previous</b>	Navigates to the previous record (line) in the EWB Status or Review screens
<b>Next</b>	Navigates to the next record in the EWB Status or Review screens
<b>Scroll Up</b>	Scrolls the current list of records up in the EWB Status or Review screens so that previously hidden records are displayed
<b>Scroll Down</b>	Scrolls the current list of records down in the EWB Status or Review screens so that previously hidden records are displayed
<b>Note:</b> The above items are grayed out in EWB Input only.	
<b>Insert</b>	Creates a new record in the Input screen and all fields are blank
<b>Remove</b>	Removes the current record from the database
<b>Clear</b>	Clears the current unsaved record from the screen and all fields are blank

**HELP**

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- Display Error** Provides additional information if an error is encountered
- On Line Documents** Will display a list of useful information and forms available to all users
- About** Provides the current version information of the EWB System










**Toolbar**

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The toolbar, which is displayed below the command line at top of the screen, has eight icon buttons: Save, Reports, Copy, New Record, Remove Record, Send EWB, Revise EWB, and Corrections.



By placing the cursor on any of the icons across the top of the screen, a tool tip displays the name of the icon. The icons have the resulting action:

-  **Save** – Saves all changes that were made.
-  **Reports** – Allows user to select from pre-designed reports and to send the report for viewing or printing.
-  **Copy** – Makes a copy (clone) of the displayed EWB. Contractor Report number needs to be changed; RE Report numbers are assigned automatically.
-  **New Record** – Clears the screen for new input, and changes the mode to Insert.
-  **Remove Record** – From the EWB title page, removes an entire EWB, or from other screens removes a single detail line. Use icon for deleting records, not backspace or keyboard delete key.
-  **Send EWB** – Sends an EWB to Caltrans for review.
-  **Revise EWB** – Allows an EWB to be revised after it has been reviewed and rejected by Caltrans.
-  **Corrections** – Allows only the resident engineer or resident engineer authority to correct or reverse a CAS-approved or CAS-paid EWB. CAS is the Contract Administration System used to track contract progress and payments.
-  **Return to Previous Screen** – This icon is at the far right of the Toolbar icons and takes users to the previous screen.

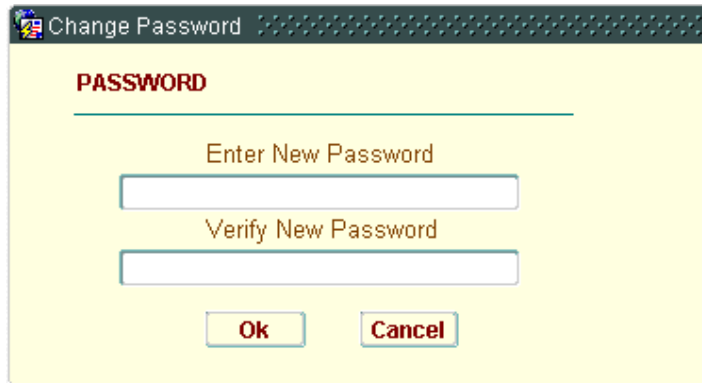
**Password**

---

To change a password from the User Info Screen, EWB Input, or EWB Review:

1. Choose **File** from the command menu.
2. Click on **Change Password**. The screen displayed in Figure A7. Change Password Screen will appear.

3. Type in a new password in the **Enter New Password** box. The first character must be an alphabetic character. The rest of the password must be alphanumeric or alphabetic only, with a minimum of 5 characters and a maximum of 30 characters.
4. Re-type the new password in the **Verify New Password** box.
5. Click the **Ok** if no error messages are encountered.
6. Click the **Cancel** button to stop this process and maintain the current password.

**FIGURE A7. CHANGE PASSWORD SCREEN**

If a password is forgotten, call or email the EWB Administrator:

<https://dot.ca.gov/programs/construction/iewb>

The administrator will reset the account and provide a default password to log on. The system will prompt users to select a new password. A previous password may be re-used.

**Note:** Passwords are not displayed as text. They appear as a series of bullets to maintain security.

Accounts become inactive after 90 days of non-use. A message will display upon logon that the account is inactive and advise the user to contact the administrator to reactivate the account.

## Log Off

Save work that has been entered before leaving the EWB system. Exit the EWB system from the main menu by using the **Exit** option. Do not use the **X** in the upper right corner.

## FTP

File transfer protocol (FTP) is a means for contractors to submit EWBs they create directly to the iEWB server. Sent bills will appear in the EWB Review screen.

Contractors must be approved by a Caltrans administrator in order to use an FTP account for their companies.

The following is the web address to access FTP:

<ftp://yourcompanyaccount@ewb-ftp.dot.ca.gov:2100/>

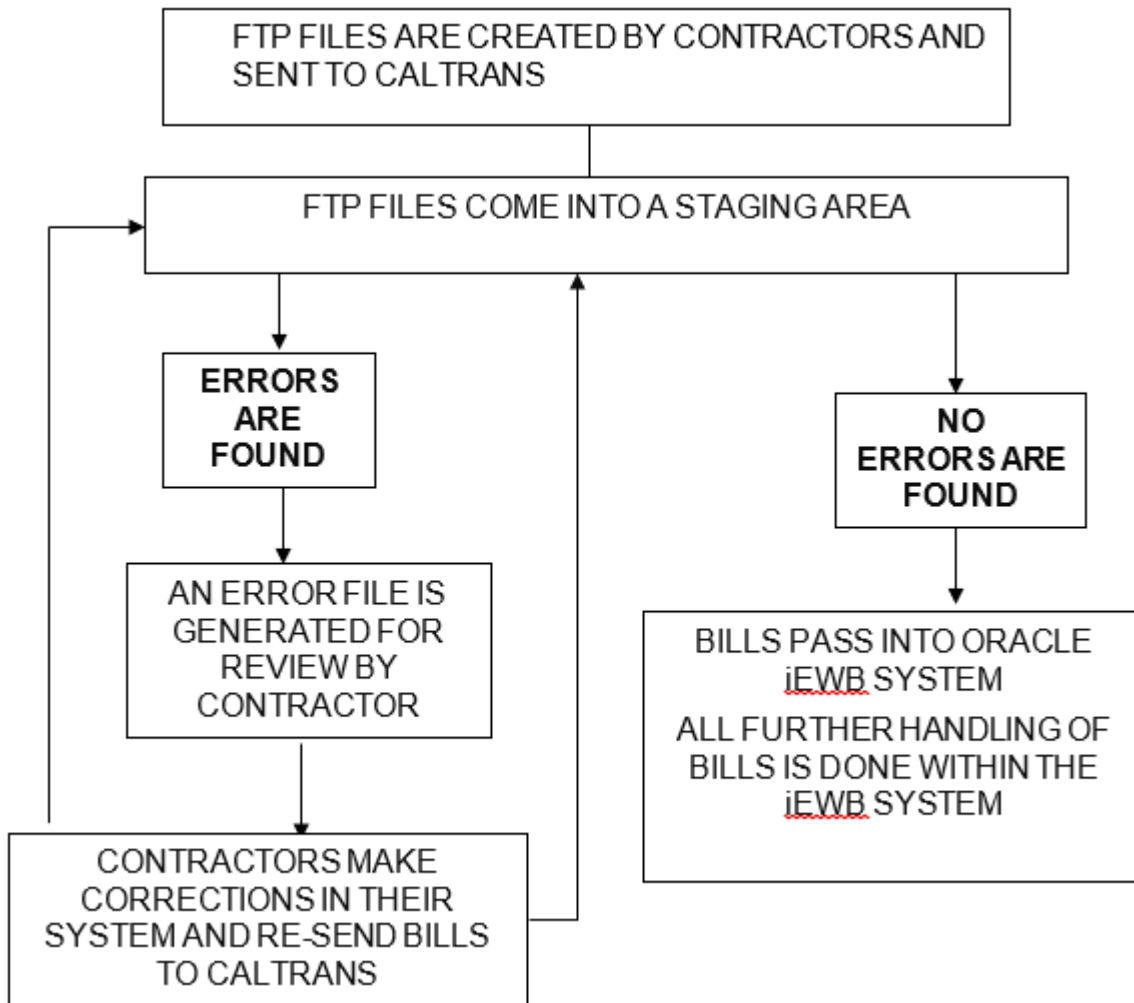


For more information on FTP, go to:

<https://dot.ca.gov/programs/equipment/file-transfer-protocol>

This is a schematic of how the FTP process is handled by the iEWB system.

**FIGURE A8. FTP OVERVIEW**



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**Create**

---

**GENERAL**

---

The Input screen is used to:

1. Create a new EWB
2. Update or delete an EWB that has not yet been sent, or delete an EWB that has been sent and if status is still **New**
3. Process a query for an existing EWB
4. Revise a rejected EWB
5. Reverse or correct an approved EWB

---

**TIP**

---

When the cursor is in a field where there is a drop-down menu or a list of values (LOV) available to populate that field, double-click in the field and the LOV will appear.

The fields that are white or colored will accept data input. Fields that are gray automatically provide information generated from the system. Users will not be able to enter or revise data in the gray fields.

The system prefers the use of the **Tab** key to move from field to field on the screen. Movement through the fields on the screen is left to right and top to bottom. Holding the **Shift** key and pressing the **Tab** key will move the cursor backward from field to field, only after that field is completed.

Each data input field on the **Title** tab, and each data input line on the **Equipment, Material, Labor** or **Other** tab windows, are considered one record.

Users will be prompted to save an EWB record to the database by clicking the **Save** icon. If there are errors, a message will be displayed, and the cursor will appear in the field with the error so it can be corrected.

When working in the **Equipment, Material, or Labor** windows, pressing the **down arrow, tab, or return** key on the keyboard at the end of a record will calculate the record total and move the cursor to the start of the next record.

Users can also use the mouse to move to any field after that field is completed, but only after hitting the tab key to exit the field. Tabbing out of the field puts the information in the database.

A **beep** from the system indicates a message is displayed. The message may be instructional, advisory, or it may be an error message. In some cases, users may have to respond to the message by clicking on a button in a displayed message box in order to continue.

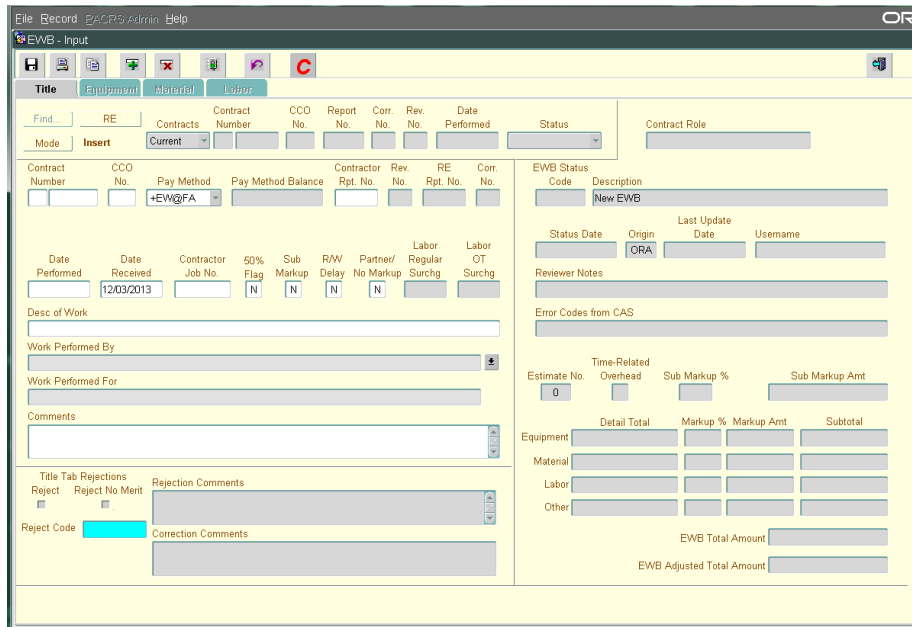
If an error message is not understood, click **Help** in the command menu and click on the **Display Error** option. More information about the error will be displayed.

To capture a screen print, use Control+P to bring up a print menu, or use Control+Alt, Print Screen, and copy and paste the image into a Word document to print.

**TITLE**

Users must be in **EWB Input** viewing the **Title** screen to create a new EWB.

Figure B1 Title Screen



**REQUIRED FIELDS**

The following fields must be completed:

- District Number** Numeric; select from the list of values (LOV) or enter a value.
- Contract Number** Expenditure Authorization, alphanumeric; select from LOV or enter a value. If the contract number being entered is not in the system, EWBs cannot be created. Contact the administrator.
- CCO Number** Numeric, enter a number value or select from LOV.
- Pay Method** Select pay method from the drop-down list. There are eight pay methods to choose from; however, only positive amounts can be entered into the system. Negative amounts will be controlled by one of the two negative pay methods allowed.
- Contractor Rpt. No.** Alphanumeric, maximum of six characters.
- Date Performed** Dates are formatted automatically by system after digits are entered. The Date Performed field must contain a valid date for the EWB to be added to the database. If EWB covers a range of dates, the last date of range is to be entered in this field. If EWB covers many days of work for an adjustment, the last day applicable (or worked) is used for the Date Performed field.

**Work Performed By** Users must choose work performed by (subcontractor or choose prime if the prime contractor did the extra work) from the drop-down LOV.

**Description of Work** Free-form field

---

**OTHER FIELDS**

---

**Pay Method Balance** Display-only, pay method balance is provided by the system and is updated after the estimate is run.

**Contractor Revision No.** Display-only field; number is assigned by the system.

**RE Report No./Corr. No.** Number is sequentially provided by the system. Note: The resident engineer can change this number on the EWB Review screen. A change must be made prior to saving the EWB and exiting review.

**Contractor Job No.** Allows for a maximum of six characters and can be alphanumeric.

**Date Received** System will default to the current date.

**50% Flag** Default is "N." "Y" is the only other valid value. The field must be set to "Y" to pay.

**Sub Markup** Default is "N." "Y" is the only other valid value. The field must be set to "Y" to pay markup. This markup only applies to approved subcontractors in accordance with Section 8, "Prosecution and Progress," of the *Standard Specifications*.

**R/W Delay** Default is "N." "Y" is the only other valid value. If the R/W box indicates yes, the system allows input of equipment hours, with a maximum of 8 hours of regular time, and the delay factor is applied to the equipment. No equipment overtime hours will be allowed. No material information will be allowed. Labor regular and overtime hours are allowed. No equipment or labor markups will be applied. Idle time paid on force account only for R/W Delay.


**Partner/No Markup** Default is "N." "Y" is the only other valid value. If "Y," enter share of the cost 0.50 (50 percent) on the Material Tab.

**Comments** A free-form field to make comments about the EWB.

---


**INPUT**

---

1. Click on the  **New Record** button. This clears the screen for input of a new EWB and places the cursor in the district number field under **Contract Number**.
2. Type in the district number or double-click and select from the LOV.
3. Type in the contract number or double-click and select from the LOV. If the contract number is not listed, EWB cannot be entered. Contact the administrator. Press the **Tab** key.
4. Type in 3-digit numeric **CCO (Change Order) Number**. Press **Tab**.

5. To enter the **Pay Method**, click on the down arrow to the right of the field. Highlight the appropriate Pay Method, and press **Tab**.
6. **Note:** If the pay method balance is \$0.00, then the CCO is **either** not approved and not in the system, **or** the pay method is incorrect.
7. Enter the **Contractor Report Number** if provided, or the number RE uses.
8. Enter **Date Performed**. On a project for which work covers a period of time (such as an adjustment), use the last day of the work as the Date Performed. Press **Tab**.
9. The **Date Received** field defaults to current date for Caltrans input, or it could be changed to date the hardcopy EWB is received. For contractors, the **Date Received** is the date the EWB is sent to Caltrans for review. Press **Tab**.
10. Enter the **Contractor Job Number**, if provided, and press **Tab**.
11. In the **50% Flag** field, “N” is the default. If flagging charges apply to this EWB, enter “Y,” and press **Tab**. Do not apply flagging on lump sum or unit price pay methods.
12. In the **Sub Markup** field, “N” is the default. If yes, type “Y” and press **Tab**. Do not apply Sub Markup on lump sum or unit price pay methods.
13. In the **R/W Delay** field, “N” is the default. If there is a Right-of-Way delay factor with associated charges, enter “Y,” and press **Tab**.
14. In the **Partner/No Markup** field, “N” is the default. If this EWB is for a Partnering payment, or for Force Account with no markups to be paid, enter “Y,” and press **Tab**. If “Y,” all other flags must be set to “N.”
15. The **Work Performed By** is a LOV field. Select the contractor name from the LOV drop down list. Press **Tab**.
16. **Desc of Work** field is free form. Enter a description of the work accomplished for this EWB. Press **Tab**.
17. **Comments** is a free-form field. Enter comments that provide additional information about the EWB.
18. To save the completed **Title** tab window, click on the **Save** icon, or click on **File** and click **Save**. If users attempt to go to another screen without saving their work, the system will prompt them to save changes.
19. Users may move to another tab within the EWB system, such as **Equipment**, **Material**, **Labor** or **Other**. Simply click on the tab name.

**TIP**

If users complete the Title screen but have not saved it or do not wish to save it, click the  **New Record** icon to clear the data. Users may also click on File, Clear All option on the Command Menu.

When a Title screen is saved, the system automatically assigns an RE Report Number.

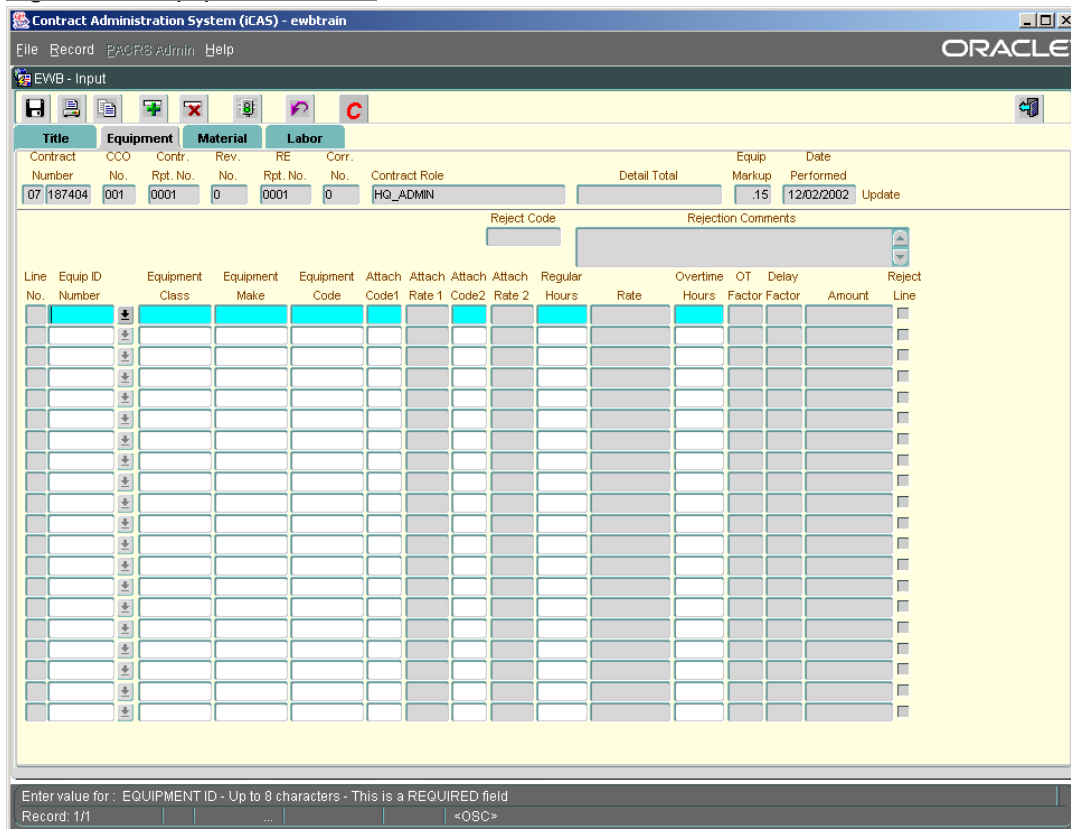
**EQUIPMENT**

The Equipment window is for entering the contractor’s equipment used to perform work for a specific EWB.

When users click on the Equipment tab, the contract information appears in the master block near the top of the window.

The lines will be numbered automatically once the user has entered data. The **Tab** key must be used to exit the field and move to the next field of the form.

Figure B2. Equipment Screen



At the end of a line (record), press the down arrow, tab or return key. This will calculate and validate the line just completed. The cursor will move to the start of the next line.

A maximum of 20 equipment records (lines) may be entered for one EWB. If more records are required, create an additional EWB.

**REQUIRED FIELDS**

**Equipment ID**      Alphanumeric

**Equipment Class**      Class, Make and Code fields are validated by using the LOV based on the current Equipment Rental Rate Book.

- Equipment Make** Only valid makes can be entered based on the current Equipment Rental Rate Book.
- Equipment Code** Only valid code makes can be entered based on the current Equipment Rental Rate Book.
- Hours** **Regular, Overtime**, or both.

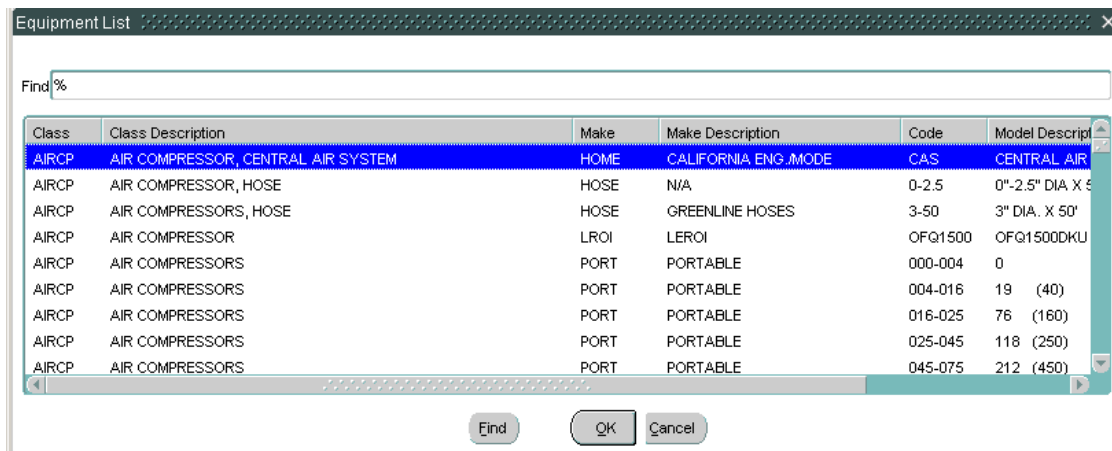
**EQUIPMENT ENTRY RULES**

1. No equipment can be entered if **Pay Method** is unit price or lump sum.
2. **Hours** are validated such that: **Regular Hours** cannot be greater than 8 and **Overtime** hours must not be greater than 16. (**Note:** Hours in this example will be used as 1-day units.)
3. **OT** hours will be gray if **RW Delay** = “Y.”
4. Gray fields are either computed by the system, or do not allow data entry.

**INPUT**

1. Enter the **Equip ID Number**. **Tab** to the next field.
2. Double-click in the **Equipment Class** field to bring up equipment LOV (Figure B3). When equipment LOV first appears, it is not necessary to move the cursor to the **Find** field, simply start typing the first letters of the equipment class code.

Figure B3. Equipment List of Values (LOV)

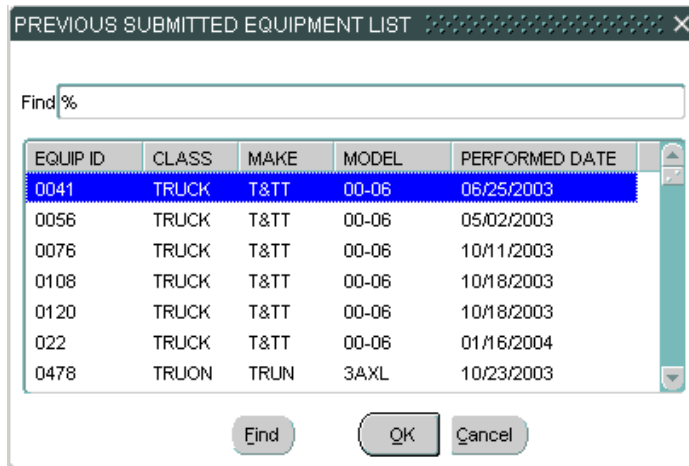


3. Highlight the equipment line, and click **OK** at the bottom of the LOV screen. The system will automatically populate the equipment **Class**, **Make**, and **Code** fields. Press **Tab**.
4. If there are attachments, double click in the **Attach Code** field and a LOV appears. Highlight the selection and click **OK**. Press **Tab**.

5. Enter **Regular, Overtime Hours**, or both, as appropriate and press the down arrow, tab, or enter key to calculate the amount and move the cursor to the next line for a new entry.

**Class, Make, and Code** will be populated.

Figure B4. Equipment List Previously Submitted



6. To save the completed **Equipment** screen, click on the **Save** icon, or click on **File** and select **Save**. If users attempt to change screens without saving their work, the system will prompt them to save changes.

Users may select a different window within the EWB system, such as **Title, Material, or Labor**. Simply click on the tab.

**TIP**

1. Equipment rental codes and rates are available at:  
<https://dot.ca.gov/programs/construction/iewb>
2. **Miscellaneous Equipment** rates also may be available at the link above. One can determine if a particular piece of equipment is listed, if the rate is current, or if it will need to be updated. If a particular piece of equipment is not listed, it will be necessary to add it. The contractor should provide the necessary information to the resident engineer, who will request a rate from [Rental.Rates@dot.ca.gov](mailto:Rental.Rates@dot.ca.gov).
3. **Daily Rates (TRAFC and NONOP Classes)**: The number of units (for example: each, per 100, days) should be entered in the **Hours** field. Even though the data represents “units,” the maximum of 8 **Regular** hours and a total of 24 hours will still apply to the field.
4. **Hours** (units) greater than 8 and 24: Class, SAWCO; Make, ABS; can be entered in the **Material** screen as follows:

**Vendor Name**      Enter the equipment description,, for example, Delineator, Sign, Saw-kerf



**Invoice No.** This is required if an invoice date is entered; if no invoice number is available, use the *Labor Surcharge and Equipment Rental Rates* book.

**Invoice Date** Date of invoice, or the work-performed date if there is no invoice.

**Invoice Description** Use equipment codes, such as "SAWCO ABSK LF-INDE".

**Units** Enter the measurement unit, such as day, meters, each.

**Unit Cost** Enter rate according to *Labor Surcharge and Equipment Rental Rates*

**Equipment working 4/10, 9/80 or on Emergency Force Account Contracts:** According to the *Labor Surcharge and Equipment Rental Rates* book (Page C), the contractor will be paid at the regular time rate for equipment working the 4/10 or 9/80 schedules for the 40 hours per week worked. Multiple shift hours and hours in excess of 40 hours will be paid at the overtime rate.

Emergency force account contracts typically stipulate that equipment will be paid at the regular time rate for all hours worked.

It will be necessary to use two lines to pay the appropriate regular time rate for hours worked in excess of 8 hours. If the equipment worked is in excess of 16 hours on an emergency force account contract, a third line of regular time rate must be used.

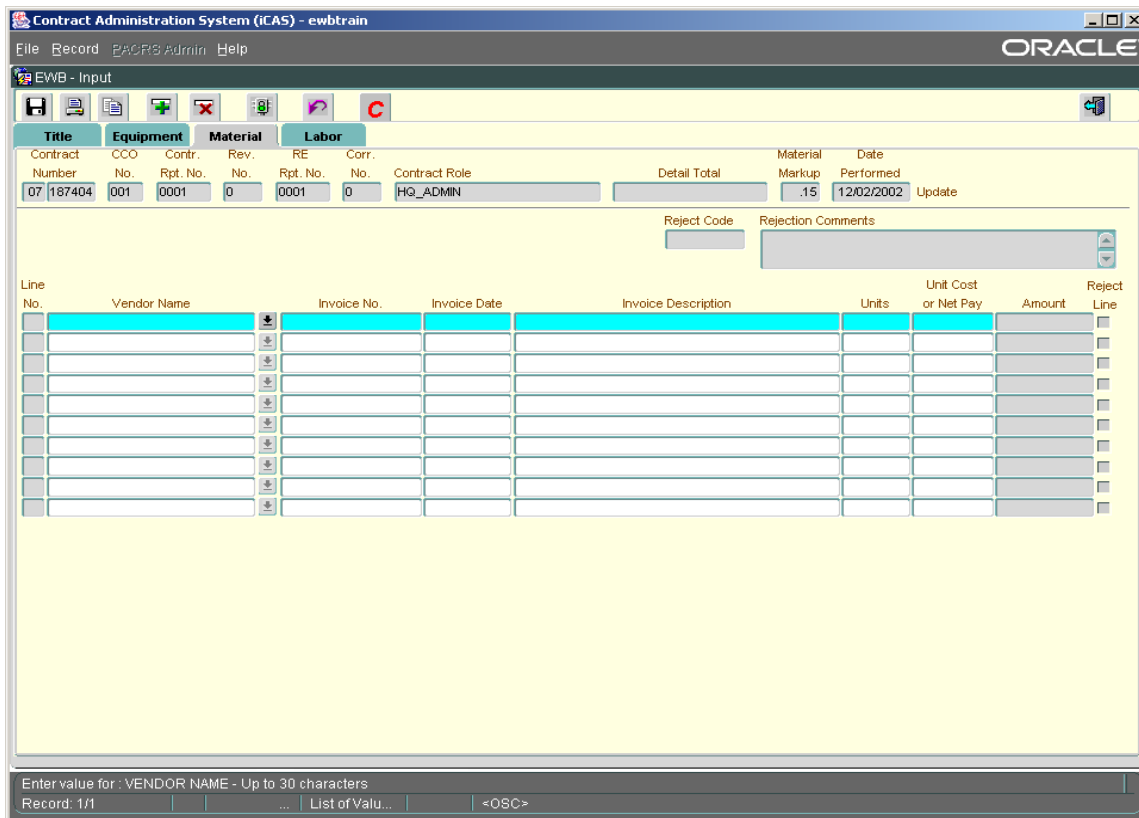
## **MATERIAL**

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The **Material** tab window is provided for the entry of the following as it relates to a specific EWB:

1. Material invoices
2. Miscellaneous invoices, including Partnering costs.
3. Work done by specialists
4. Units (from equipment) to be paid in excess of 24 "hours"
5. Lump sum
6. Unit price payments

Figure B5. Material screen



When users click on the **Material** tab, the contract information will appear in the master block near the top of the window.

The system numbers the lines automatically once data has been entered. The **Tab** key must be used to exit the field and move to the next field of the form.

At the end of a line, press the **down arrow**, **tab**, or **return** key to calculate amounts and move the cursor the next line for new entry.

A maximum of 10 material records may be entered for one EWB. If more records are required, create an additional EWB.

A valid copy of a vendor’s invoice shall substantiate the materials. Each invoice shall clearly identify the pertinent information to match invoice with extra work bill. Invoices can be mailed, faxed or sent as an email attachment if approved by the engineer. The drop-down arrow next to the vendor name will create a database of all previously paid material invoices.

Figure B6. Material List Previously Submitted

Vendor Name	Invoice No	Invoice Date	Units	Cost	Amount
ALERT-O-LITE	009635	03/31/2006	1	739.74	739.74
ALERT-O-LITE	0006445	08/31/2005	1	559.67	559.67
ALERT-O-LITE	0006551	09/13/2005	1	379.67	379.67
ALERT-O-LITE	0006632	09/21/2005	1	909.29	909.29
ALERT-O-LITE	0009207	02/28/2006	1	1714.22	1714.22
ALERT-O-LITE	0018548	04/29/2005	1	388.71	388.71
ALERT-O-LITE	0019201	06/13/2005	1	388.71	388.71
ALERT-O-LITE	0019385	06/23/2005	1	685.51	685.51
ALERT-O-LITE	0019859	07/22/2005	1	793.62	793.62
ALERT-O-LITE	0021095	10/04/2005	1	5256.11	5256.11

**REQUIRED FIELDS AND ENTRY RULES**

- Vendor Name** If the vendor name is not available, use CCO or equipment description.
  - Invoice No.** Field is a maximum of 20 characters. If there is no invoice, use the **RE report number** or enter *Labor Surcharge and Equipment Rental Rates*.
  - Invoice Date** If an invoice number is entered, an **Invoice Date** is required. If there is no invoice date, enter the date the work was performed.
  - Invoice Description** Field is a maximum of 50 characters. Enter the description of the material used.
- If using the **UP** or **LS Payment Method**, enter “per CCO #\_\_.”
- If units (from **Equipment**) are to be paid, enter class, make code in excess of 24 “hours.”
- Units** Enter the measurement unit associated with the unit price. If payment is for an invoice or for **Lump Sum**, enter “1” (one).
  - Unit Cost or Net Pay** If payment is for an invoice, enter the **Net Pay** amount, which is the cost of material, minus discount, plus sales tax, or the lump sum amount to be paid.
- If payment is for **Partnering**, enter 0.50 (50 percent) of the cost. No markups will be added.
- If **Units** (from **Equipment**), enter the “unit” cost according to *Labor Surcharge and Equipment Rental Rates*. If Unit Price, enter the **Unit Price** cost according to the CCO.

---

**INPUT**

---

1. Enter the **Vendor's Name** and press **Tab**.
2. Enter the **Invoice Number** and press **Tab**.
3. Enter the **Invoice Date** and press **Tab**.
4. Type the **Invoice Description** as appropriate for the EWB and press **Tab**.
5. Enter the number of **Units**. These may be expressed to three decimal points. Press **Tab**.
6. Enter the **Unit Cost**, or **Net Pay** expressed to a maximum of two decimal points. Press the down arrow, tab or enter to calculate amount, then move cursor to the next line for a new entry.
7. To save the completed **Material** window, click on the **Save** icon, or click on **File** and click **Save**. If users attempt to navigate to another window without saving their work, the system will prompt them to save changes.
8. Users may select a different tab within the EWB, such as **Title**, **Equipment**, **Labor** or **Other**.

---

**TIP**

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When billing for work done by a specialist, the only markup allowed is 10 percent. Mark the Partner box "Y" (this removes all markups) in the Title window, then calculate and add the 10 percent on the invoice and enter that amount and one unit.

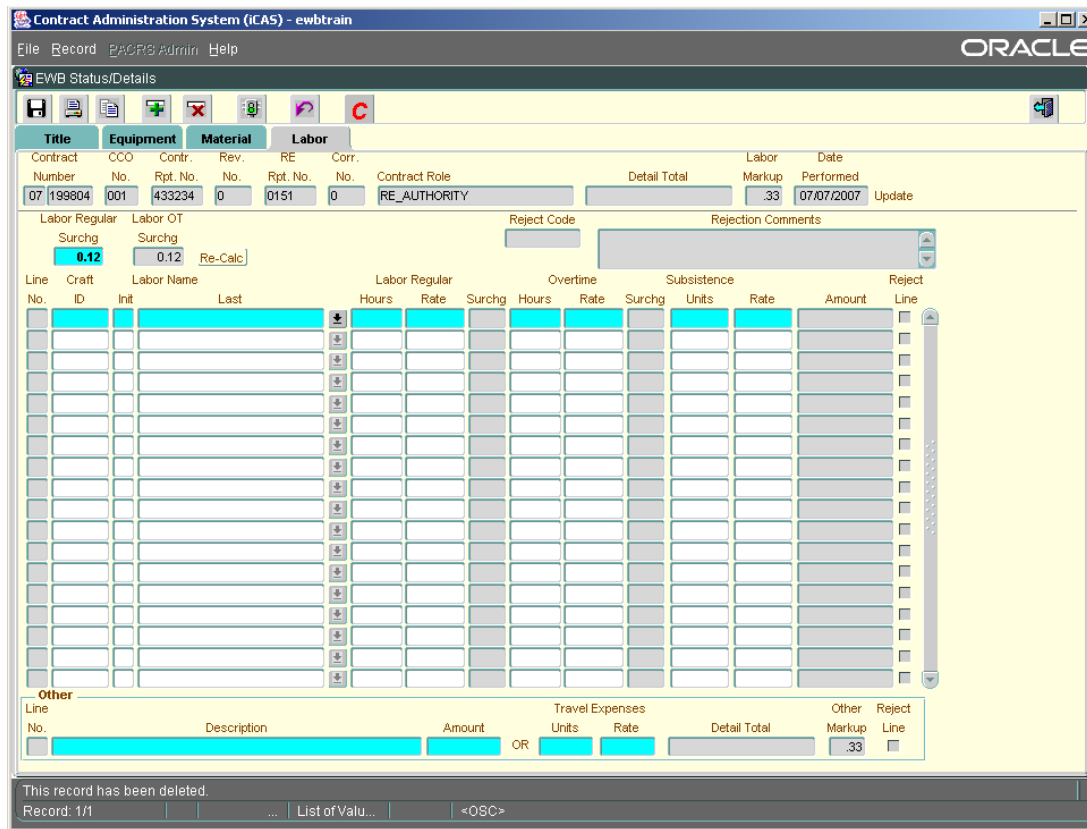
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**LABOR**

---

The Labor tab window is provided for the entry of the contractor's or subcontractor's labor used to perform work on a specific EWB. The window includes fields to record or calculate labor charges.

Figure B7. Labor screen



When users click on the **Labor** tab, the contract information will appear in the master block near the top of the window.

The lines will be numbered automatically once data has been entered. The **Tab** key must be used to exit a field and move to the next field in the window.

At the end of a line press the **down arrow**, **tab** or **return** key to calculate amounts and move the cursor the next line for new entry.

A maximum of 20 labor records may be entered for one EWB. If more records are required, create an additional EWB.

### REQUIRED FIELDS

**Labor Regular Surcharge** Select rate from the LOV. When the value is selected, the Labor OT (Overtime) Surcharge field will populate automatically.

**Craft ID** Use LOV (see Figure B9. Craft ID List (LOV))

**Labor Name** Initial of first name, and if necessary, middle initial, and worker's last name

**Labor Regular** Required when **Hours** and **Rates** are entered

**Overtime** Required when **Hours** and **Rates** are entered

**Subsistence** Required when **Subsistence Units** and **Rates** are entered

**ENTRY RULES**

1. No labor can be entered if Pay Method is Unit Price or Lump Sum.
2. Regular hours must not exceed 8 hours for one day. Use two lines for 4/40s and 9/80s.
3. Overtime hours must not exceed 16.
4. Grayed-out fields are either system-generated, or data entry is not allowed.

**INPUT**

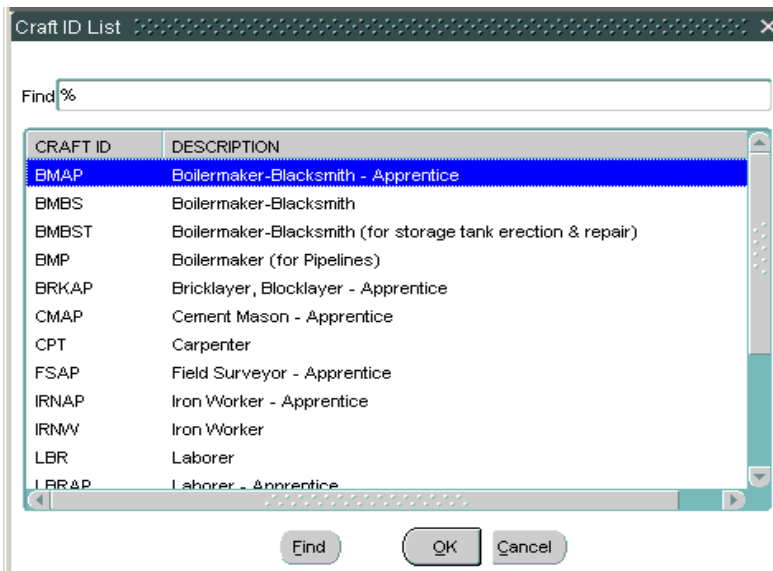
1. Double-click to populate the LOV for the **Labor Surcharge**. Highlight the appropriate description and click OK. The Labor Regular and OT Surcharge Fields will then be populated automatically. Press **Tab**.

Figure B8. Labor Surcharge Rate List

DESCRIPTION	REG RATE	OT RATE	EFFECTIVE DATE
Concrete Construction - Bridge	.13	.13	04/01/2007 - 03/31/2008
Drilling	.16	.14	04/01/2007 - 03/31/2008
Erection of structural metal for metal bridges, excluding sign bridge	.13	.13	04/01/2007 - 03/31/2008
Fence and Guardrail Construction	.14	.13	04/01/2007 - 03/31/2008
Landscape Gardener	.12	.12	04/01/2007 - 03/31/2008
Mobil Crane & Hoist Service	.15	.14	04/01/2007 - 03/31/2008
Painting Steel Structures or Bridges	.14	.13	04/01/2007 - 03/31/2008
Pile Driving, not incl. drilled, cast-in-place concrete piles	.14	.13	04/01/2007 - 03/31/2008
Sign Erection or Repair	.17	.15	04/01/2007 - 03/31/2008
Standard	.12	.12	04/01/2007 - 03/31/2008
USL&H-Carpentry	.22	.19	04/01/2007 - 03/31/2008
USL&H-IRON OR STEEL ERECTION	.33	.28	04/01/2007 - 03/31/2008
Wrecking & Demolition	.12	.12	04/01/2007 - 03/31/2008

2. Double-click in the Craft ID field of the Labor Surcharge list. When the Craft ID LOV first appears, it is not necessary to move the cursor to the Find field, just start typing the Craft ID code. Highlight the appropriate craft and click OK.

Figure B9. Craft ID List (LOV)



Users also have an option of clicking the **down-arrow button** next to the Last Name to select from a previously approved Craft ID list, which includes worker names and rates. This list can be used to search for a specific Craft ID or worker by typing in the Craft ID, and clicking the down-arrow button to populate the list of that craft and select the appropriate worker name.

Figure B10. Craft ID List Previously Submitted



1. Enter **F Init**: initial of the first name, and if necessary, middle initial, of the person performing the work, and press **Tab**.
2. Enter the **Last Name** of the person performing the work. Press **Tab**.
3. Enter **Hours worked** (decimals are 1 digit), either **Regular**, **Overtime**, or both, in the appropriate field. Press **Tab**.

4. Enter **Labor Rate** using 3 digits after the decimal in the appropriate fields for hours worked. Press **Tab**.
5. The system automatically completes the **Surcharge** fields.
6. Enter the **Subsistence Units** and **Rate**, if appropriate. Press **Tab**.
7. Press the **down arrow**, **tab**, or **enter** key to calculate amounts and move cursor to next line for new entry. Save the completed **Labor** screen, by clicking on the **Save** icon, or click on **File** then click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.

Now user can move to another tab within the EWB, such as **Title**, **Equipment**, or **Material**.

---

**OTHER**

The **Other** section of the Labor Tab is provided for entry of other expenses subject to labor markup from labor input. Payment is in accordance with Section 9 of the *Standard Specifications*. An invoice is required for this section.

---

**ENTRY**

This section allows the optional entry for payment of travel expense. Invoice verification is required. Entry is limited to one line, which the system automatically numbers "54."

---

**INPUT**

1. Enter the **Description**, required field, including invoice number of this charge.
2. Tab to either the **Amount** field or **Units** and **Rate** fields. Users can enter in one or the other area, but not both.
3. To save the completed information, click on the **Save** icon, or click on **File** and click **Save**. If users attempt to navigate to another tab without saving their work, the system will prompt them to save changes.
4. Click on the **Title** tab window to verify **Detail Totals** for each tab. Now the EWB is ready to be sent.

---

**COMPLETION OF CREATED BILL**

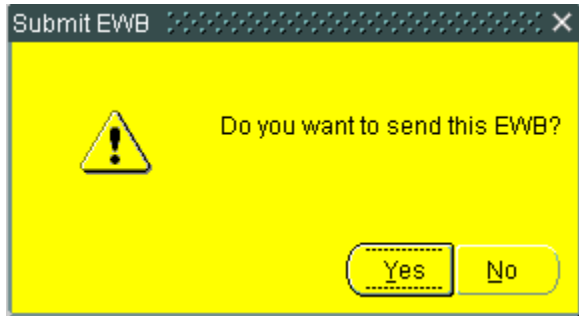
Once an EWB is created, saved, and ready to be sent, any person who is assigned to the contract with create rights can review or make changes. The prime contractor's office staff can create a bill, and any other prime-authorized person can submit the bill at a later time. A subcontractor can create a bill (if the prime so authorizes), and the prime can review and submit. The prime contractor can always modify a **Saved** bill before submitting it.


After all information has been entered, checked, and saved, it can be sent. An EWB cannot be updated once it has been **Sent**, and it must be sent to the system before Caltrans can review and approve.

---

**Send**



**FIGURE B11. SEND SCREEN**

1. From the Title Page, click the **Send**  icon.
2. Click **Yes**. If users do not want to send the bill, click **No**.

Clicking **Yes** changes the EWB system status from **Created** to **Sent**. This places the EWB on the Caltrans resident engineer's review screen. See Appendix E, Status Codes.

**Note:** A bill that has been **Sent** can be deleted from the system as long as the bill has not been reviewed and the status is still new. The bill must be deleted from the title tab window and can be retrieved by querying the system from the input screen, or double-clicking in the **Sent** column under assigned contracts and extra work bill status.

## **Find**

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### **GENERAL**

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The query mode can be used to find an existing EWB to perform any of the following functions:

1. Update, delete, or send an EWB.
2. **Copy** a previous EWB.
3. **Revise** a rejected EWB that has not yet been approved.
4. **Correct** an EWB that was approved and has an error. This is also used to reverse an EWB that was approved or paid in error, such as a duplicate.
5. Print.

**Note:** Contractor and Caltrans users can only **Find** contract numbers that are assigned to them.

### **FIND**

---

From the **Title** window:

Figure B12 Title screen

The screenshot shows the 'EWB - Input' screen with the following sections:

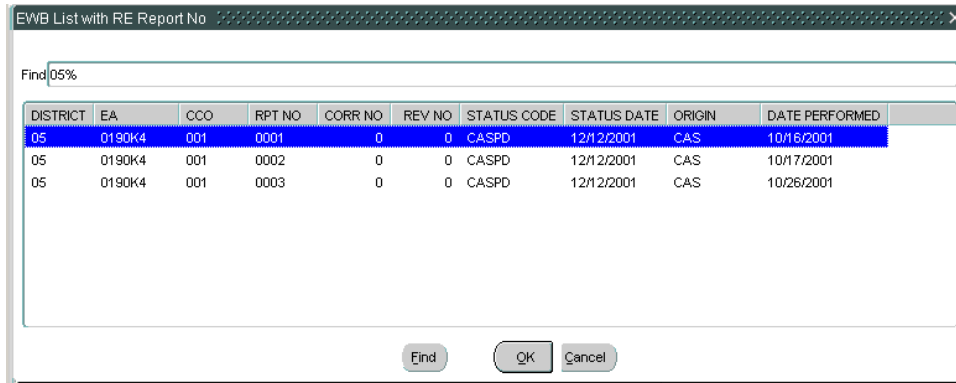
- Top Section:** Includes a 'Find...' button, a 'RE' toggle, and search fields for 'Contract Number', 'CCO No.', 'Report No.', 'Corr. No.', 'Rev. No.', and 'Date Performed'. There is also a 'Contract Role' dropdown.
- Search Section:** Contains fields for 'Contract Number', 'CCO No.', 'Pay Method' (set to '+EW@FA'), 'Pay Method Balance', 'Contractor Rpt. No.', 'Rev. Rpt. No.', 'RE Rpt. No.', and 'Corr. No.'.
- Date Section:** Includes 'Date Performed' (12/03/2013), 'Date Received', 'Contractor Job No.', '50% Flag' (N), 'Sub Markup' (N), 'R/W Delay' (N), 'Partner/No Markup' (N), 'Labor Regular Surchg', and 'Labor OT Surchg'.
- Work Section:** Includes 'Desc of Work', 'Work Performed By', and 'Work Performed For'.
- Comments Section:** A text area for 'Comments'.
- Rejection Section:** Includes 'Title Tab Rejections' with 'Reject' and 'Reject No Merit' checkboxes, and 'Rejection Comments' and 'Correction Comments' text areas.
- EWB Status Section:** Includes 'EWB Status Code' (New EWB), 'Description', 'Status Date', 'Origin' (ORA), 'Last Update Date', and 'Username'.
- Financial Summary Section:** Includes 'Estimate No.' (0), 'Time-Related Overhead', 'Sub Markup %', 'Sub Markup Amt', and a table for 'Equipment', 'Material', 'Labor', and 'Other' with columns for 'Detail Total', 'Markup %', 'Markup Amt', and 'Subtotal'. It also shows 'EWB Total Amount' and 'EWB Adjusted Total Amount'.

1. Click the **Mode** button in the top section of the EWB input screen. This will put user in the Query Mode and place the cursor in the district portion of the **Contract Number**. Tab to the next field.
2. The system generates a default district number based on the user’s profile. This number can be changed to a different district, if incorrect.
3. Enter the **Contract Number**, tab to the next field to refine the query, click **Find**.
4. Enter the **CCO No.**, tab to the next field to refine the query, click **Find**.
5. Enter the **Report No.**, tab to the next field to refine the query, click **Find**.
6. The button next to the **Find** button is a toggle and displays either “RE” or “Contractor”. The report number entered must correspond with the role displayed on the toggle.
7. Enter the **Corr No.**, tab to the next field to refine the query, click **Find**.
8. Enter the **Rev. No.**, click **Find**.

**TIP**

The **Find** button can be clicked after any or all of the above fields have been entered. A LOV display will be based on the criteria entered. The more information entered, the more focused the search is.

Figure B13. Find Screen



Once the LOV appears, users can enter information in the **Find** field of the LOV to the right of the % symbol and then click **Find** to narrow the search.

From the LOV, there are two ways to retrieve the EWB to view:

1. Double-click on the appropriate EWB, and the EWB will appear in the **Title** window.
2. Highlight the appropriate EWB, click **OK**, and the EWB will appear in the **Title** window.

Once an EWB is selected, user can perform the edit functions.

## **Modify**

### **GENERAL**

A user can modify any created EWB (**ORANE**) by updating it until satisfied that it is accurate and complete prior to sending. The EWB can also be deleted if it is not to be sent. Once an EWB is complete, the **Save** icon must be clicked in order to re-calculate any changes made.

**Note:** An EWB can be modified only if it has not been sent.

### **UPDATE**

Users can update the EWB (**ORANE**) by following the **FIND, F3.2** directions, and displaying the EWB. Or from the **Assigned Contracts and Extra Work Bill Status** on the main menu, users can double-click in the **CREATE** column for the appropriate contract to display the **Status** screen. By clicking on the **Detail** button on the right side of the screen, the EWB will appear.

All data previously entered can be updated.

Use the **Tab** key or the mouse to navigate to the fields to add, delete, or change data. Users may only input or change data in white fields – gray fields do not allow input.

If the changes are in the **Equipment, Material, or Labor** tab windows, use the **down arrow, tab, or enter** key to recalculate the new dollar values.


To save an updated EWB, click the **Save** icon, or click **File** and click **Save**. If users attempt to navigate to a different tab without saving their work, the system will prompt them to save

changes. Click on the **Title** tab to verify **Detail Totals** for each tab. The EWB can now be sent.

---

**DELETE**

Users can delete a record (line item) from the Equipment, Material, or Labor screen as long as the status is ORANE (created, but not yet sent). A user can delete an entire EWB from the Title screen, if the status is ORANE (created, but not yet sent).

Click on any of the white fields or lines in the record to be deleted, and click on the Remove Record icon  or go to Record in the Toolbar Menu, and select Remove. This will remove the record (line) or the entire bill from the database.

Users can delete an EWB that has been Sent, status is ORASU (EWB Sent in Oracle). From the Main Menu, go to Assigned Contracts and Extra Work Bill Status, click in the Sent column for the specific contract. EWB Status will appear, click on Detail to populate the EWB to be deleted. If an EWB needs to be modified, users should make a copy of the bill then delete the original bill.


---

**COPY**

This is a convenient way to create an EWB clone that is similar to a previous one.


**DO NOT CHANGE THE EWB UNTIL AFTER THE COPY ICON HAS BEEN CLICKED.**

Note: Do not copy an EWB with the status of ORARR, Rejected and Revised.

1. Display the EWB to be copied on the Title screen. This could be one that was just created (ORANE), created and sent (ORASU), or found by using the Find function.
2. Note: A bill that is gray can still be copied.
3. Click the Copy icon. 
4. A copy of the original EWB appears with a new system-generated contractor report number. Enter a new Contractor Report Number and new Date Performed, if needed. Change any other fields as needed, and Save.
5. Proceed using the EWB input steps as necessary to enter or change Equipment, Material, or Labor information.
6. If changes are in the Equipment, Material, or Labor tab windows, click the down arrow key or enter to recalculate the new dollar values.
7. To save the EWB, click the Save icon, or click File and click Save. If users attempt to go to a different tab without saving their work, the system will prompt them to save changes.

Click in the **Title** window to verify **Detail Totals** for each tab. The EWB is now ready to be **Sent**.

**Hint:** You may make a copy of a bill rejected for an Incorrect CCO, but you **should not** make a copy of a bill rejected for Incorrect Contract Number.

**Hint:** If a bill is cloned or copied, and the original bill had charges on any of the tabs that will not be used this time, for example, if the original bill had 4 entries in labor and the cloned bill is only going to need 2 labor entries, be sure to use the  (RED X icon to remove the labor entries from the original bill. Using the "delete" key on the keyboard will not remove the record from the bill.

## **Review**

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### **GENERAL**

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The **Review** screen is accessible to Caltrans from the **Main Menu** and is used to review **New** EWBs that have been created and sent.

A detailed report of the entire EWB can be previewed and printed while in the **EWB Review** screen.

### **ROLES**

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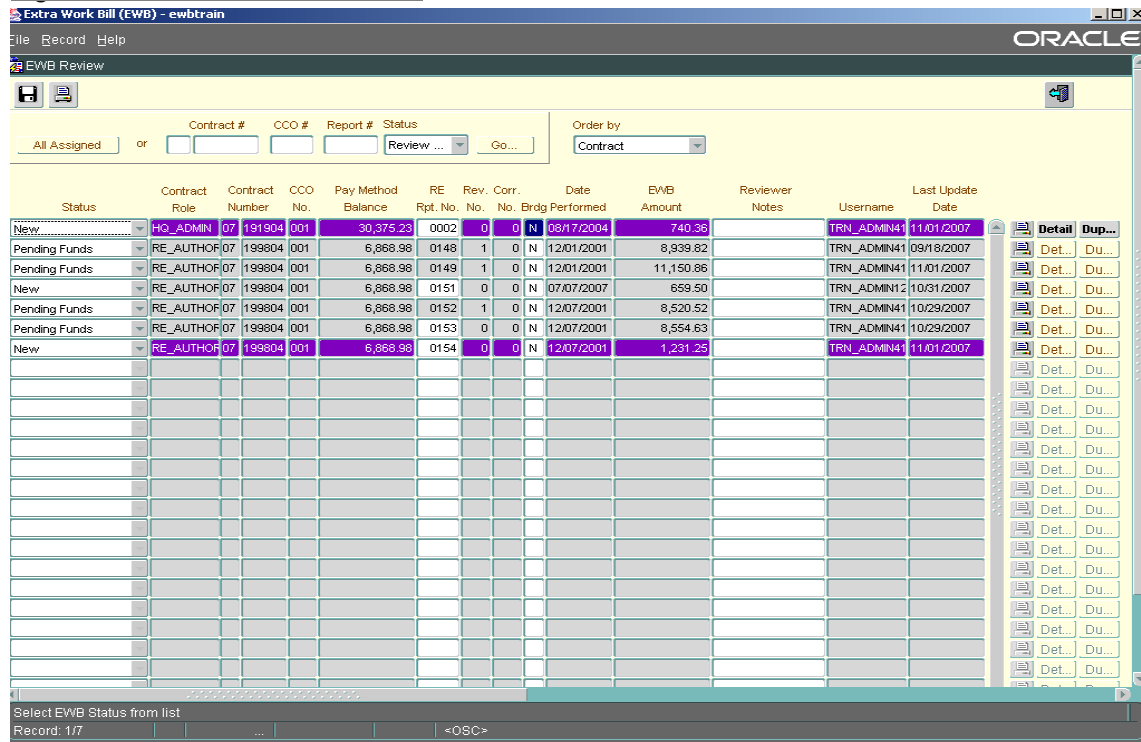
The RE, RE Authority and EWB Review roles can:

1. Review an EWB that has been sent
2. Reject an EWB after review
3. Check the status of an EWB

Only the RE or RE Authority roles can approve an EWB after review.

SCREEN

Figure B14. EWB Review screen



There are only two icons appearing on this screen, which are the **Save** and **Print** in the upper left corner. On the right side of the screen, below the minimize, maximize, and close buttons, there is a close book icon at the far right of the toolbar icons that takes users to the previous screen.

In the center of the window, there is an **Order by** filter. The filter option has the following system-generated secondary sorts available:

- Contract** Sort the EWBs by Contract No
- Date Performed** Sort the EWBs by Performed Date: oldest to newest
- Reviewer ID** Sort the EWBs by username displayed alphabetically
- Review Date** Sort the EWBs by date, oldest to newest
- Status** Sort by the status code displayed alphabetically
- Total Amount** Sort the EWBs by the Total Amount of the EWB, largest amount to smallest amount

Another filter is available on the top left of the window to view all contracts assigned to a user or to view a district, contract, CCO, Report number, and Status. This filter is similar to the query, or Mode, function in the title window.

In the review tab window, Caltrans users will only see EWBs for the contracts assigned to them. Users may also see new EWBs, which are highlighted in color if a bill with same CCO

number and Date Work Performed has already been approved, paid or pending. This may indicate a duplicate bill, so a check should be made.

When no EWBs are awaiting review or approval or have a **Pending** status, the system displays “There are no EWBs for review.”

**Note:** A bill that has been sent can be deleted as long as it is still New, but only from the EWB Status Screen (Main Menu, Assigned Contracts) or from the Input Screen, Query Mode. The bill cannot be deleted if it is being reviewed and the status was changed to a status such as Review Complete or Pending Approval.

**Tip:** The **Bridge** field is displayed in this screen, “N” is the default value. “Y” is the only other value. This field **must** be checked to verify that it indicates a bridge EWB.

If a bridge value on an EWB should have been “Y,” and it was approved and not changed prior to saving and exiting the Review screen, then it will need to be **Corrected** in order to change the value to “Y.”

## **FIELDS**

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<b>Status</b>	Will be New until action is taken
<b>Contract Role</b>	Display Only – This is the role of the user logged in
<b>Contract Number</b>	Display Only
<b>CCO No.</b>	Display Only
<b>Pay Method Balance</b>	Automatically calculated by system to show balance of CCO after estimate is run
<b>RE Report No.</b>	Automatically assigned by system; Report No. can be changed at the RE/RE Authority/EWB Review, must be four (4) digits in length, and changed prior to approving or rejecting the EWB and exiting Review
<b>Rev No.</b>	Display Only
<b>Corr No.</b>	Display Only
<b>BRDG (Bridge)</b>	Defaults to “N.” “Y” is the only other valid value. Must be changed prior to approving or rejecting the EWB and exiting Review
<b>Date Performed</b>	Display Only
<b>EWB Amount</b>	Display Only
<b>Reviewer Notes</b>	Free-form field
<b>Username</b>	Display Only – ID of last user to update EWB
<b>Last Update Date</b>	Display Only – Date EWB was last updated
<b>Print Preview</b>	Takes user to Reports and allows printing of displayed EWB
<b>Detail</b>	Displays Highlighted EWB for review

**Duplicate**

System will highlight in purple any New EWBs with the same CCO and Date Work Performed if more than one bill with same information has already been approved, paid or pending

**RE REVIEW**

---

The RE, or designated reviewer will review the EWB using the Daily Report or other supporting documents associated with the EWB.

1. On the far right, click the **Detail** button of the EWB to be reviewed. EWB will be displayed in the **Title** tab of the **EWB Review/Details** screen.
2. Review data on the **Title, Equipment, Material,** and **Labor** tabs.
3. **Note:** The only accessible fields in each tab are the Rejection boxes, Codes and Comments.
4. If any field or line of EWB is to be rejected, follow the instructions for **Reject** below.
5. If a line is highlighted purple, click on the “Dup” button on the far right, then click on the “Detail” button to review the current bill to check if the bill is a duplicate.
6. Both bills can now be reviewed in Detailed Reports which will appear in separate windows. These reports will be for any bills with the same CCO number and Date Work Performed.
7. Once EWB review is complete, click on the **X** in the upper right corner of the screen or click on **File, Exit,** or **Return to Previous Screen** icon to return to the **EWB Review** screen.

**REJECT**

---

As part of the review process, input fields on the **Title** tab and individual records on the **Equipment, Material,** or **Labor** tabs may be rejected. More than one record can be rejected on these tabs, or the entire EWB can be rejected from the Title tab.

To reject a **field** on the **Title** tab:

1. Click the Reject Title Tab box on the bottom left of the screen. A list of Reject Codes and Descriptions will appear.
2. Highlight the appropriate code or description, and click OK.
3. By double-clicking in the description field, users can type additional descriptions or comments. The Comments Editor dialog box will appear, and by placing the cursor at the end of the description, users can type additional comments into the field.
4. Click Save icon.

**Note:** A rejection check mark on the Title tab, does not constitute a rejection for an individual line on any of the other Tabs. The line(s) to be rejected in the appropriate tab must be checked in order to enable revision to that line(s).



To reject a record on the **Equipment, Material, or Labor** tabs:

1. Click on the **Reject Line** box on the far right of the record (line) to be rejected.
2. **Note:** To reject the Labor Surcharge rate on an EWB, place a check mark on the first line of labor and use the Incorrect Labor Surcharge Rejection Code. All lines with entries will be changed by the rejection of the first line upon revision.
3. From the list of **Reject Codes/Descriptions**, highlight appropriate code, and click **OK**.
4. By double-clicking in the description field, users can type additional descriptions or comments. The Comments Editor dialog box will appear, and by placing the cursor at the end of the description, users can type additional comments into the field.
5. **Note:** For the “**Other**” rejection code, a description is required in order to continue.
6. Complete all rejections in that tab, and click the **Save** icon.
7. Click on the **X** in the upper right corner of the screen or click on **File, Exit**, or from Title tab, click on the **Return to Previous Screen** icon to return to the **EWB Review** screen.

To reject an entire EWB (one that should not be paid for any reason):

1. On the **Title** tab, click the **Reject Title Tab** box on the bottom left of the screen.
2. Highlight appropriate **Reject Codes/Descriptions**, and click OK.
3. By double-clicking in the description field, users can type additional descriptions or comments. The Comments Editor dialog box will appear, and by placing the cursor at the end of the description, users can type additional comments into the field.
4. Click **Save** icon.
5. Click on the **X** in the upper right-hand corner of the screen or click on **File, Exit**, or **Return to Previous Screen** icon to return to the **EWB Review** screen.

## **REVIEWER COMMENTS**

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The Reviewer may make notes in the **Reviewer Notes** field on the EWB Review Screen. To input a note, click in the **Reviewer Notes** field or double-click and the Reviewer Notes box will appear and more information may be entered.

Reviewer Comments are for internal use and visible only to Caltrans users.

## **CHANGE STATUS OF EWB**

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After completing the review, the Status of the EWB can be changed on the EWB Review screen.

The system will automatically change the status from **New** to **Rejected** or **Rejected, No Merit** when a field is rejected on the EWB.

Note: If an EWB has not been completely reviewed and a line is rejected, change the Status from Rejected to Pending Approval before saving and exiting the Review screen. If the

status is not changed before saving and exiting, and the EWB gets rejected and will have to be revised and reviewed again.

There are three types of Rejection status codes for EWBs:

**ORARE - Rejected** EWB has rejected records that need to be revised using the Revision icon. These bills appear in the Rejected column on the Main Menu and will remain there until revision is done.

**ORARR- Rejected & Revised** These rejected bills have been revised, and the status is changed by the system. No further action needs to be taken.

**ORARJ – Reject, No Merit** EWB is rejected and is considered a dead bill and not to be revised. These bills appear in the Rejected, No Merit column on the Main Menu and will remain for 45 days.

**Note:** When a bill is rejected for Incorrect Contract number, Incorrect CCO number or Entire bill, the status in the Review screen is automatically changed to **Rejected, No Merit**. When “Other” rejection code is used, the status in the Review screen can be changed from **Rejected, to Rejected, No Merit**.

A bill with a Rejected, No Merit status code cannot be revised, but it can be copied and modified, including CCO number.

Users can change the status from New to one of the following:

**ORAPN - Pending Approval** EWB has been reviewed, but is not ready for approval.

**ORAPM - Pending Materials** Caltrans has not yet received a copy of the material invoice from the contractor.

**ORARC - Review Complete** Reviewer has completed the review and the EWB is waiting for resident engineer action.

**ORAAP - Approved** EWB has been approved and has been sent to the iEWB system for payment.

When the reason for a pending EWB is no longer valid, the user must go back to the EWB Review screen to change the status to the appropriate code.

The Status can be changed as follows:

1. Click on the down arrow to the right of the Status field.
2. Highlight and click the appropriate status from the drop down list - the Status field will change.
3. Verify RE Report No. - This is the last chance to change the RE Report No. before Status is saved and RE Report No. is locked in. Note: Never change this number to 9999.
4. Verify Bridge field – system defaults to “N,” but can be changed to “Y” for bridgework.
5. Click Save icon.

**Note:** The status of multiple EWBs can be changed to **Approved** or **Rejected**. Once saved, the **Approved** EWBs will be sent to iEWB for payment and will be removed from the EWB Review screen. However, **Rejected** EWBs will not be removed until the user exits the Review screen. Rejected EWBs need to be revised using the Revision process.

After the review process is complete, and the status of an EWB is changed to **Approved**, the system can automatically change the status from **New** to one of the following:

**ORAPC - Pending CCO**                      EWB does not have a valid CCO in the system, or the pay method entered is not valid

**ORAPF - Pending Funds**                      Insufficient funds remain on the existing CCO

When the CCO, or funds, or both are in the iEWB system, the Pending EWBs will automatically leave the EWB Review screen.

EWBs with the following Status code should not be rejected or revised.

**CASHL - CAS Hold**                      Insufficient funds to pay current EWBs for a CCO.

To remove a CASHL bill from iEWB and the EWB Review screen, the bill must be re-approved once the funds are in the system. Be sure to go back into EWB Review and approve the original CASHL bill. The status should be changed to **New, saved**, and then changed to **Approved** and **saved** in the Review screen.

If, for any reason, the CASHL EWBs should not be paid, the EWBs should be **Corrected** in the EWB Input screen as **Reverse Only**. Do not reject a CASHL bill. Be sure to go into EWB Review and approve the original CASHL bill.

An EWB with the following code is one that passed through the iEWB system and was rejected by CAS. The reason for the rejection is listed as a numeric code in the field **Error Codes from CAS**, on the right side of the Title tab. The codes are explained in Appendix G.

**CASRE - CAS Reject**                      Rejected by iEWB

An EWB that is CASRE is an unpaid, dead bill. Users cannot revise an iEWB reject.

To solve the problem of a CAS Reject:

1. Make a copy of the Rejected EWB.
2. Change the Contractor Report No. similar to the original number, i.e., 101 to 101A or 101.1.
3. Cross-reference the new report numbers to the old report numbers in the Contractor's Comments field.
4. Make change to fields that caused the bill to be rejected, and re-send EWB.

Caltrans personnel should make the necessary modifications to an EWB rejected by CAS and let the contractor know what was modified.

## **REVIEW A REVISION**

---

An EWB that appears on the **EWB Review** screen with a **Revision No.** (1 or higher) is a bill that was rejected (for revision), has been revised, and re-sent. To review a revision:

1. Place the cursor on the line of the EWB to be reviewed.
2. Click on the **Detail** button on the right side of the screen. The **Title** screen of the selected EWB will be displayed in **Review** mode.
3. Examine each tab of the EWB to identify rejected items or fields.
4. Examine the revised line(s) or field(s) if changes were made and are correct, **remove** the checkmark from the associated box by simply clicking once in the box.
5. **Tip:** This will eliminate both the checkmark and rejection code or description. The checkmark must be removed to approve the bill.
6. **Save** each screen after checkmarks are removed.
7. Once all revised items have been reviewed, rejection checkmarks removed, and screens saved, close the EWB by clicking on the **X** in the upper right corner of the screen or click on **File, Exit,** or **Return to Previous Screen** icon to return to the **EWB Review** screen.

If the re-sent revisions are not satisfactory, leave the check mark in place, add comments, and reject the EWB again. If other items need to be rejected, use the rejection process.

### **APPROVE AN EWB**

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Only the role of Caltrans RE or RE Authority, can approve an EWB. Once an EWB has been approved, the EWB will be sent to the iEWB system for payment.

To approve an EWB from the Review screen, the Status must be changed as follows:

1. Click on the **down arrow** to the right of the **Status** field.
2. Highlight and click the **Approved** status from the pop-up list; the Status field will change.
3. Click **Save**.
4. **Note:** The status for multiple EWBs can be changed to Approved after they have been reviewed. Then they can be saved. Once saved, the bills will be removed from the EWB Review screen.



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**REVISE A REJECTED EWB**

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Users can revise rejected EWBs (**ORARE**) after retrieving them from the Main Menu under Assigned Contracts and Extra Work Bill Status, Rejected column. Once the Status screen appears, users can select EWBs from the list and click on the Detail button to display rejected bills. Users also may use the **Find** function to retrieve an EWB.

To Revise an EWB:

1. Click the **Revise**  icon. The system creates a copy of the original EWB, and the revision number is automatically assigned. The system will display the message “EWB Revision number has been incremented for revision.” Click **OK**.
2. **Note:** The status of the bill being revised will automatically change to ORARR (Rejected and Revised).
3. Review rejection comments in **all** tabs. Only the records with rejection checkmarks can be revised or deleted. No lines can be added.
4. Make any necessary revisions or deletions.
5. If changes are in the **Equipment**, **Material**, or **Labor** tabs, use the down arrow, tab or return key to recalculate the new dollar values. The system also recalculates when **Save** is clicked.
6. To save the revised EWB, click the **Save** icon , or click **File** and select **Save**. If users attempt to go to a different tab without saving their work, the system will prompt users to save changes.
7. Click on the **Title** tab to verify **Detail Totals** for each tab. Now the Revised EWB can be sent.

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**Reverse/Correct**

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**GENERAL**

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An iEWB-approved or iEWB-paid EWB can be reversed and corrected, or reversed only from the **Title** screen of the EWB. If a bill is reversed, the system zeros out the previously paid bill. If a bill is reversed and corrected, it must be modified, saved, and then **must** be sent to the resident engineer for review. The bill will then be approvable from the **EWB Review** screen.

**Note:** CASHL EWBs should be **Corrected** in the EWB Input screen as **Reverse Only**. Refer to page 31, “**CASHL – CAS Hold**.”

Reverse/Correct is a Caltrans-only function. Please notify the contractor when a Reversal or Correction should be done.

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**REQUIREMENTS**

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1. Only **HQ Application Administrator**, **RE** or **RE Authority** roles can perform this function.
2. Only an EWB with a status of **CASAP**, **CASPD**, or **CASHL** can be reversed.

3. Only the highest **Contractor Revision No.** can be reversed.
4. Only the highest **RE Correction No.** can be reversed.
5. Do not reject or revise a correction.
6. An EWB can only be corrected four times.

**PROCESS**


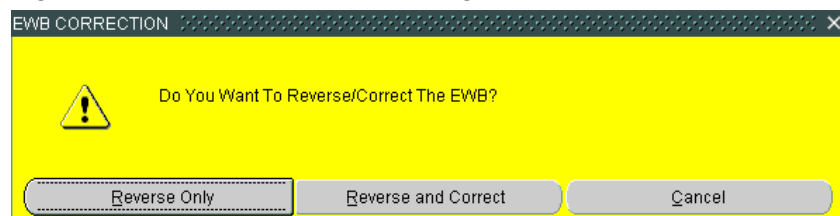
1. Retrieve the bill from the Main Menu under Assigned Contracts and Extra Work Bill Status, Approved column. Once the Status screen appears, user can select the EWB from the list and click on Detail button to display approved bill. User can also use the **Find** function to retrieve an EWB that is older than 45 days.
2. Click on the **Corrections**  icon. The following message is displayed:

Figure B15. Reverse/Correct message

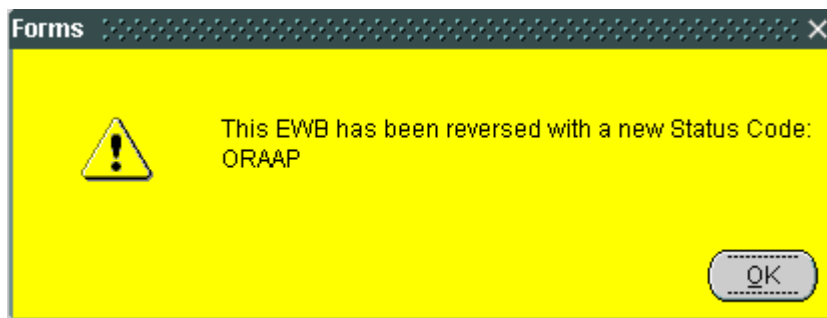


If the EWB is only to be **reversed** (not to be corrected and resent):

3. Click **Reverse Only**. The system generates a negative EWB (reversing the previously approved EWB) with **RE Correction No. 1** and is automatically approved.
4. Click OK. The bill is reversed and nothing further can be done with this bill.

The EWB with **Status** of **ORAAP** is displayed.

Figure B16. New status code assigned

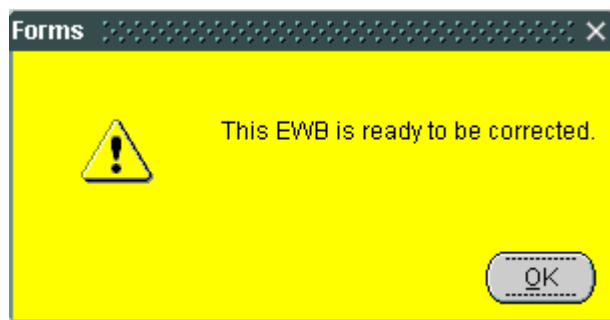


If the EWB is to be corrected (reversed and re-sent):

1. Click **Reverse and Correct** to reverse the previously approved EWB payment.
2. Click **OK**. A message will show the EWB was reversed and the status code changed.
3. Click **OK**. The EWB copy will be assigned a version number as **Corr (correction) No. 2** or 4.

**NOTE:** The **Rev** (revision) **No.** will be 0 (zero).

Figure B17. Message to correct



1. Make any corrections to records in the previously approved EWB.
2. **Save** corrected EWB and **Send** to RE for Review.
3. Exit **EWB Input**, enter **EWB Review** and approve the EWB.

**NOTE:** A corrected EWB requires two system transactions – a reversal and a submitted correction. Reversals are assigned odd correction (transaction) numbers, and submittals are assigned even numbers. Correcting an EWB once results in a Corr. No. 2 (Corr. No. 1 is reverse, and Corr. No. 2 is submit). If the bill is reversed only, it cannot be corrected at a later date.

## **Report**

### **GENERAL**

The Extra Work Billing (iEWB) System provides five pre-designed reports users can select, including:

1. EWB Status Report – one line listing of EWBs for all or specific CCOs selected.
2. EWB Detail Report – shows breakdown of EWB by Equipment, Material and Labor with any comments or rejection comments made.

**Note:** Comments made on the EWB Review screen are only viewed or printed when a Caltrans user requests the report.

3. EWB Daily Extra Work Report (DEWR) – shows same information as EWB Detail Report without comments.
4. EWB Aging Report – shows a one line listing of how many days EWBs are in the system.
5. Equipment Usage Report – shows a listing of equipment used for a specific date range.


These reports can be viewed, printed or both in Adobe Acrobat. In a limited manner, users can customize the reports with the selections made from the menu. Pop-up blockers on your computers may need to be turned off in order to view and print reports.

**TIP**

It is highly recommended that a Status or Aging Report be regularly run to review EWBs in the system. This is especially important prior to processing payment every month. These reports will display all EWBs for each contract.

**REPORT REQUEST MENU**

To access the Report Request Menu:

1. Click on **Reports** on the **Main Menu**.
2. Click on **Reports** under **File** on the Command Menu.
3. Click on the **Reports**  icon on the Toolbar.

**Note:** Reports can also be accessed through the Input or Review screens.

Figure B18. Report Request Menu Screen

**FIELDS**

<b>Report Name</b>	This field has a drop-down box from which to select various reports. The EWB Detail Report is the default report.
<b>Labor Compliance</b>	If a check mark is placed in the Labor Compliance box, only those EWBs with input on the Labor Tab will appear to view or print.
<b>Status Date Range</b>	This field is used to limit a report request to EWBs with a status date in the range entered. A status date is the date a change was made in the status of an EWB.



**Performed Date Range** This field is used to limit a report request to EWBs with the date performed in the range entered. The date is the date the contractor performed work on the EWB.

**Username** By putting a username in this field, the report is limited to those EWBs associated with the username.

Contractor's username automatically appears in the username field.

Caltrans employees can see everything. By placing a username in this field, contracts displayed are limited to those assigned to the user listed.

**EWB Origination** Users can choose to have only those EWBs originating in Oracle or those originating in CAS included. If both are checked, all EWBs will be displayed.

**EWB Status** Three types of statuses are available. They are **Approved (All)**, **Rejected (All)**, and **Pending (All)**. A checkmark in at least one box is required to run a report, or any combination of the three can be checked. Each type of status also has sub-statuses to select from and any or all can be selected for the report needed.

**Note:** When the Reports icon is clicked from the **Input** or **Status** screen, the EWB information shown on the screen will appear in the Report fields. Use the Clear button to remove this information and replace it with the preferred contract and CCO number.

Buttons on the Report Request Menu can also be used for specific information

The following fields are used to refine the report requested. More specific inquiries will yield more specific reports.

**Contract Number** Must be typed in or picked from LOV.

**CCO Number** Can be typed in or picked from LOV. Must be 3 digits.

**Report Number** Typed-in field. The toggle switch on the left controls whether Contractor or RE Report number is to be entered in this field.

**Rev. No.** Type revision number in field.

**Corr. No.** Type correction number in field.

**Est. No.** Type estimate number in field.

**Sort Order** Report can be sorted by four options: Report No., Work Date Performed, Performed by, or Estimate No.

**Find** Populates an **EWB List with RE Report No.** for the specific information in the fields shown.

**Note:** Do not click on the **Find** without any information in the **Contract Number** field. Doing so may prompt the computer search indefinitely.


<b>RE</b>	This is a toggle switch between RE and Contractor Report number to search a report by either of these options.
<b>Clear</b>	Clears the screen so other information can be typed in.

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**PREVIEW OR PRINT REPORTS**

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To preview or print a report from **Report Request Menu**:

1. Select the **Report Name** to be viewed or printed.
2. Enter **Date Range**, if preferred.
3. Enter **Username**, if preferred.
4. Enter as much information as needed for the report requested in any of the following fields: **Contract Number**, **CCO No.**, **Report No.**, **Rev. No.**, **Corr. No.**, and **Est. No.** Remember to tab between fields.
5. Uncheck the **EWB Origination** boxes, Oracle or CAS, whichever one is not wanted in the report. Both boxes are checked as defaults in the field.
6. Check the type of **Status** boxes, Approved (All), Rejected (All), and Pending (All), or whichever are wanted in the report.
7. Click the **Preview PDF** button at the bottom of the menu. This will open the Adobe Acrobat Reader browser to view or print all reports.
8. **Note:** Caltrans users have the option of selecting the **Preview Excel** at the bottom of the menu. However, this feature may not work for everyone. EWB Support has no remedy if it does not work.
9. Click on the printer  icon on the Acrobat Reader **Toolbar**, or go to the **Command Menu** under **File**, then **Print**. Make print selections and click **OK**.

To close Adobe Acrobat Reader and return to the Report Request Menu, click on the X in the top right corner, or go to File and close.

Note: When the Reports  icon is selected on the far right from the Review screen, Adobe Acrobat Reader automatically populates the first page of the report requested.

When finished with all EWB tasks, remember to close any open EWB screens displayed on the status bar and the browser as well.

## **Appendices**

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### **APPENDIX A — Hardware/Software Requirements**

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#### **Client Software**

- Windows 7 or Higher
- Internet Explorer 11
- Sun's Java Runtime Environment (JRE 8 and Higher)
- Acrobat Reader DC

### **APPENDIX B — Web Addresses**

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**Production** <http://ewb-prod.dot.ca.gov/forms/frmservlet?config=ewbprod>

For more information on EWB, Forms, Support, Equipment, Rental Rates, go to the Caltrans Construction web site at <https://dot.ca.gov/programs/construction/iewb>

**Contractor Payments** <https://misc-external.dot.ca.gov/pets/>

**Craft ID Codes** <https://dot.ca.gov/programs/construction/iewb/labor-craft-codes>

**Special Provisions** [http://ppmoe.dot.ca.gov/des/oe/2018\\_SSPs.php](http://ppmoe.dot.ca.gov/des/oe/2018_SSPs.php)

**iEWB Administrators** <https://dot.ca.gov/programs/construction/iewb>

- Under the iEWB information tab
- Select "iEWB District Admin List (PDF)"

#### **Equipment Rental Rates and Labor Surcharge Book**

<https://dot.ca.gov/programs/construction/equipment-rental-rates-and-labor-surcharge>

#### **Miscellaneous Equipment Rental Rates**

<https://dot.ca.gov/programs/construction/miscellaneous-equipment-rental-rate-information>

**Internet File Server (FTP)** <ftp://yourcompanyaccount@ewb-ftp.dot.ca.gov:2100/>

## Appendices

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### APPENDIX C — Role Assignments

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The following role assignments are used in the EWB System:

<b>Role</b>	<b>Rights</b>
<b>Contractor</b>	Create, Save, Print, View, Send and Revise EWBs
<b>EWB Entry</b>	Create, Save, Print, View, and Revise EWBs
<b>District Data Entry</b>	Create, Save, Print, View, Send, and Revise EWBs
<b>EWB Review</b>	Create, Save, Print, View, Send, Review, Reject, and Revise EWBs
<b>Resident Engineer</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
<b>Resident Engineer Authority</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
<b>Administrator, District</b>	Create, Save, Print, View, Send, Review, Reject, and Revise
<b>Administrator, Headquarters</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
<b>Staff (Caltrans)</b>	Read only (Print and View)
<b>Sub Entry</b>	Create, save, print, view, and revise user's EWBs (can only view and revise EWBs, not send EWB for review and approval) automatically puts sub-markup flag to Yes.

**APPENDIX D — Rejection Codes**

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<b>Screen</b>	<b>Code</b>	<b>Description</b>
<b>Title</b>	<b>50%</b>	Incorrect 50 percent flag
	<b>CCO</b>	Incorrect change order number – leave as rejected, enter new bill
	<b>CONTRACTNO</b>	Incorrect contract number – leave as rejected, enter new bill
	<b>ENTIREBILL</b>	Entire bill rejected, not to be revised
	<b>EWBMARKUPS</b>	EWB markups incorrect. Contact administrator as soon as possible
<b>Title</b>	<b>OTHER</b>	Blank - Mandatory free form field
	<b>PARTNER</b>	Incorrect partner flag
	<b>PAYMETHOD</b>	Incorrect pay method
	<b>PERDATE</b>	Incorrect work performed date
	<b>RWDELAY</b>	Incorrect right-of-way delay flag
	<b>SUBMARKUP</b>	Incorrect sub markup flag
<b>Equipment</b>	<b>ATTACH</b>	Incorrect attachment
	<b>EQCODE</b>	Equipment code is incorrect
	<b>EQDAILY</b>	Equipment not listed in daily report
	<b>EQITEM</b>	Equipment shown doing Item work on daily report
	<b>EQOTHOURS</b>	Overtime hours incorrect
	<b>EQREGHOURS</b>	Regular hours incorrect
	<b>OTHER</b>	Blank - Mandatory free form field
	<b>UNEQUIP</b>	Unlisted equipment
<b>Material</b>	<b>INVOICE</b>	Missing invoice number or date
	<b>MATDAILY</b>	Material not reflected in daily report
	<b>OTHER</b>	Blank - Mandatory free form field
	<b>UNMATERIAL</b>	Unlisted material

## Appendices

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Screen	Code	Description
Labor	AMTPAYROLL	Amounts do not match Ppayroll & Fringe Bbenefit Sstatement
	ITEM	Labor shown doing ITEM work on Ddaily Diaryreport
	JOB	Job not shown on Ddaily Diaryreport
	LABORSUR	Incorrect labor surcharge rate
	LABPAYROLL	Labor Nname not on Ppayroll
	MISPAYROLL	Missing Ppayroll
	NONWORKER	Worker not listed in Ddaily Diaryreport
	OTHER	Blank - Mandatory free form field
	OTHOURS	Overtime Hhours lincorrect
	OTLABOR	Overtime Llabor Rrate lincorrect
	REGHOURS	Regular Hhours lincorrect
	REGLABOR	Regular Llabor Rrate lincorrect
	SUBSIST	Subsistence lincorrect
Other	AMOUNT	Invalid Oother Aamount, Uunits or Rrate
	OTHER	Blank - Mandatory free form field

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### APPENDIX E — STATUS CODES

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Code	Description	Type
ORANE	EWB Created in Oracle, but not yet Sent	Pending
ORASU	EWB Sent in Oracle, New	Pending
ORAPC	EWB Approved, Pending: CCO	Pending
ORAPF	EWB Approved, Pending: Funds	Pending
ORAPM	EWB Sent in Oracle, Pending: Materials	Pending
ORAPN	EWB Sent in Oracle, Pending: Approval	Pending
ORARC	EWB Sent in Oracle, Review Complete	Pending
ORARE	EWB Rejected in Oracle	Rejected
ORARJ	EWB Rejected in Oracle – No Merit	Rejected
ORARR	EWB Rejected and Revised	Rejected
ORAAP	EWB Approved in Oracle	Approved
ORASE	EWB Sent to CAS	Approved
CASHL	EWB Held for Payment by CAS	Pending
CASRE	EWB Rejected by CAS	Rejected
CASAP	EWB Approved by CAS for Payment	Approved
CASPD	EWB Paid by CAS	Approved
CASCR	EWB Corrected by CAS	Approved

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### APPENDIX F — Data Load Schedule

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When	Load	Cut Off Time	Time Available
Daily	Contract Table Load	12:00 AM	12:30 AM
Daily	Contract Item Table	12:30 AM	1:00 AM
Daily	CCO Load	12:30 AM	1:00 AM
Daily	EWB Oracle CAS Loop	1:00 AM	2:00 AM
Daily	EWBs from CAS	4:00 AM	4:30 AM
Daily	Equipment Load from CAS	5:00 AM	5:30 AM
Daily	FTP Load	6:00 AM	6:30 AM
Daily	Contract Table Load	8:00 AM	8:30 AM
Daily	CCO Load	8:30 AM	9:00 AM
Daily	EWB Oracle CAS Loop*	9:00 AM	10:00 AM
Daily	Contract Table Load	12:00 PM	12:30 PM
Daily	CCO Load	12:30 PM	1:00 PM
Daily	EWB Oracle CAS Loop	1:00 PM	2:00 PM
Daily	FTP Load	1:30 PM	2:00 PM
Daily	Contract Table Load	3:00 PM	3:30 PM
Daily	CCO Load	3:30 PM	4:00 PM
Daily	EWB Oracle CAS Loop	4:00 PM	5:00 PM

1. \*The EWB Oracle CAS Loop is the run from Oracle to CAS and back to Oracle.



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### APPENDIX G — iEWB Reject Error codes

Error Code	Field	Error Message
1	Input CCO	CCO not numeric
2	Input Report Number	Report number not numeric
3	Input Line number	Line number is not in range of 01 - 54
4	Input Date Performed	Date Performed not numeric
5	Input Date Performed	Date Performed is invalid or > Current Date
6	Input Date of Report	Date of Report is not numeric
7	Input Date of Report	Date of Report is invalid or > Current Date
8	Input Pay Method Sign	Pay Method Sign is not valid
9	Input Pay Method	Payment Method cannot be determined
10	Input Pay Method	Payment Method not valid: negative pay method
11	Input Bridge	Bridge Switch not "N," or "Y"
12	Input Flagging	Flagging Switch not "N," or "Y"
13	Input Sub Markup	Sub Markup Switch not "N," or "Y"
14	Input RW Delay	RW Delay Switch not "N," or "Y"
15	Input Partnering	Partnering Switch not "N," or "Y"
16	Input Equipment Markup	Equipment Markup not numeric or = to .10 or .15
17	Input Labor Markup	Labor Markup not numeric or = to .28 or .33
18	Input Labor Surcharge	Labor Surcharge not numeric
19	Input Labor Surcharge	Surcharge not valid for date performed
20	Input Contract	Contract not on CSR File
21	Input CCO number	CCO not on File for this contract
22	Input CCO number	Pay Method not valid for this CCO
23	Input Report number	Duplicate Report, This DEWR is already on file
24	Input Report number	<u>Not used</u>
25	Input-key	Card key not = previous key & Line number > 01
26	Input Equipment ID	Equipment ID is missing
27	Input Equipment Class	Equipment Class Code is missing
28	Input Equipment Class	Equipment Class is invalid
29	Input Equipment Make	Equipment Make Code is missing
30	Input Equipment Make	Equipment Make is invalid
31	Input Equipment Code	Equipment Model Code is missing
32	Input Equipment Code	Equipment Model Code is invalid
33	Input Equipment Attach	Equipment Attachment is invalid

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Error Code	Field	Error Message
34	Input Equipment Regular Hours	Equipment Regular Hours are invalid
35	Input Equipment Regular Hours	Equipment Regular Hours > 8
36	Sum of Equip hours	Sum of regular and overtime hours > 24
37	Input Equipment OT Hours	Equipment OT Hours are invalid
38	Daily rate equipment	Only billed at regular rates, not overtime
39	Input Equipment Key	Equipment Key is not on file.
40	Input Invoice Date	Date not numeric or missing
41	Input Invoice Unit	Invoice Unit is invalid or Missing
42	Input Invoice Rate	Invoice Rate is invalid or Missing
43	Input Labor Craft	Labor Craft is missing
44	Input Labor Initial	Labor Initial is missing
45	Input Labor Name	Labor Name is missing
46	Input Labor Regular Hours	Labor Regular Hours are missing or invalid
47	Input Labor Regular Hours	Labor Regular Hours is > 8.0
48	Input Labor Regular Rate	Labor Regular Rate is missing or invalid
49	Input Labor OT Hours	Labor OT Hours are missing or invalid
50	Input Labor OT Hours	Labor OT Hours are > 16.0
51	Input Labor OT Rate	Labor OT Rate is missing or invalid
52	Input Labor Subsistence Units	Labor Subsistence Units is missing or invalid
53	Input Labor Subsistence Rate	Labor Subsistence Rate is missing or invalid
54	Sum of Labor hours	Sum of regular and overtime hours > 24
55	Input Travel Units	Labor Travel Units is invalid
56	Input Travel Rate	Labor Travel Rate is invalid
58	Input Labor Other Amount	Labor Other Amount is invalid
59	Amount and Travel rate	Values in both fields not allowed
60	Amount or Travel unit & rate	No Amount, unit, or rate entered
61	Missing Records	No Equipment, Invoice or Labor Cards
62	Force Account (FA) or Unit Price (UP) Overpayment	Total amount expended exceeds 200% of authorized amount. This DEWR has been placed into a hold state
63	FA or UP Overpayment	Total amount expended exceeds authorized amount by \$15,000. This DEWR has been placed into a hold state
64	FA or UP Overpayment	Total amount expended exceeds amount authorized. This DEWR has been placed into a hold state

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<b>Error Code</b>	<b>Field</b>	<b>Error Message</b>
65	Lump Sum Overpayment	Total amount expended exceeds amount authorized. This DEWR has been placed into a hold state
66	Switch File out of Space	No space on EWB switch file
67	EWB Add Successful	This EWB is available for payment
68	Input Correction Number	Correction number is invalid or missing

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### APPENDIX H — Glossary

Term	Definition
Adjustment of compensation	A method of payment for change order work. Another method of payment is called “extra work.”
Approval	The formal acceptance by the resident engineer or his authorized staff of an extra work bill. Approval is required prior to payment.
ARE	Assistant resident engineer
CAS	Contract Administration System – a proprietary software application
CCO	Change order
Contract	See Section 1-1.09, “Freeze-Thaw Areas,” of the <i>Standard Specifications</i>
Contractor	See Section 1-1.10, “Pavement Climate Regions, of the <i>Standard Specifications</i>
Correct	A method of changing an EWB that is approved or paid by CAS
Craft	A craft may be any job, such as equipment operator
Craft codes	A five-digit, alphabetic designator for each craft. Every recognized craft has a corresponding five-digit designator.
DAA	District application administrator
Discount	Cash or trade reductions in the price of materials at force account – see Section 9-1.04C, “Materials,” of the <i>Standard Specifications</i>
District	There are 12 Caltrans districts
District Application Administrator	Each Caltrans district has an EWB administrator who manages EWB system activities for that district or region
District PC Coordinator	Each district has a personal computer coordinator who works with the EWB administrator to assure EWB system and user needs are met at the district level
Equipment codes	Multi-digit designators to identify specific types and configurations of construction equipment. Equipment codes are found in <i>Labor Surcharge and Equipment Rental Rates</i>
Error directory	A directory on the FTP server, outside the Caltrans firewall. Rejected EWBs are filed in the error directory.
Error report	A report from CAS to Oracle describing EWB status
EWB	Extra Work Bill
EWB account	A user must have an “account” to use the EWB system. The account includes a username, a password, and other information allowing the system to recognize the user.
EWB system	The Caltrans computer system that automates major portions of the Internet Extra Work Billing process
Extra work	A method of payment for work. Another method of payment is called “adjustment of compensation.”

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Term	Definition
Force Account	One of three types of payment for extra work. The other types of payment are unit price and lump sum.
FTP Certification	A contractor who wishes to send EWBs using the FTP method must receive Caltrans training and certification
FTP	File Transfer Protocol – to transfer a file via the internet
FTP Server	A computer network server that processes EWBs sent via FTP. Also, the error directory is on the FTP server, where rejected EWBs appear.
HQ	Headquarters
Labor Compliance Office	A Caltrans district-level body that administers the labor compliance policy established by the California Labor Code, the Caltrans <i>Labor Compliance Manual</i> , and the regulations of the U.S. Departments of Labor and Transportation regarding prevailing wages paid for labor on public works
Labor rate	A dollar amount paid per hour to someone who performs construction labor. Labor rates are determined by prevailing wage rates or the contract and proposal for each project
Labor surcharge	A percentage paid to the contractor for statutory payroll items stipulated by various government agencies. Labor surcharge rates are found at <a href="https://dot.ca.gov/programs/construction/equipment-rental-rates-and-labor-surcharge">https://dot.ca.gov/programs/construction/equipment-rental-rates-and-labor-surcharge</a>
Lump sum	One of three types of payment for extra work. The other types of payment are “Unit Price” and “Force Account.”
Query	A mode within the EWB System from which queries can be made
Record	An entire EWB on the title page or a single line on any of the other tabs
Region	A Caltrans geographic organization comprised of several Caltrans districts
Reject	The formal refusal to approve an extra work bill, by the resident engineer or his authorized staff. Rejected EWBs are filed in the EWB System error directory, and in the case of EWBs sent by hardcopy method, rejected EWBs are physically returned to the person who sent them.
Rejection codes	Descriptors used to describe why an EWB was rejected
Resend	The act of sending an EWB again. The resident engineer or contractor must resend a rejected EWB after revising it
Review	The standard process employed by the resident engineer or his staff to compare sent EWBs to other documentation. The review will determine if the EWB is approved or rejected
Revise	Enables changes to be made to an EWB that has been rejected
SCO	State Controller’s Office
Send	The act of transmitting an EWB for review by Caltrans. EWBs may be sent electronically or physically

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Term	Definition
<i>Standard Specifications</i>	A California Department of Transportation publication that establishes policies and procedures for the administration of construction work and business
Status	The condition or process location of an EWB. See “status codes.”
Status codes	The EWB System uses descriptors to describe the condition or process location of EWBs. Status codes include “Pending Funds,” “Sent,” and “Approved.”
Unit price	One of three types of payment for extra work. The other types of payment are lump sum and force account.
User	Anyone authorized to use the EWB System
Username	Assigned to the user at the time the account is set up within the EWB System. Entering the username allows the system to recognize the user and to grant the user rights to specific system functions.