



EIMS Business Rules

V.16
June 14, 2014

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Change Log

#	Version No.	Revision Date	Summary of Changes	Updated By	Comments
1	V0.01	9/3/13	Initial Document	Chidi Onyia	Draft
2	V0.02	9/12/13	Added Construction Business Rules	Janet Treadway/ Chidi Onyia	Draft
3	V0.03	9/12/13	Updates and comments from Cost Accounting	Amy Berger	Draft
4	V0.04	9/30/13	Updates to Maintenance Activities	Dean Alatsis	Draft
5	V0.05	9/30/2013	Updates from review meeting on 9/30/2013	Chidi Onyia	Draft
6	V0.06	10/1/2013	Formatting, wording, content updates	Ellen Hall	First Draft
7	V0.07	11/6/2013	Integrated Jim Snyder Comments and Made Updates based on business decisions/discussion through UAT process. Updated with application terms and as configured functions.	Ellen Hall	Second Draft
8	V0.07	11/7/2013	Revision based on business team review/feedback.	Ellen Hall	Second Draft
9	V0.07	11/12/2013	Sent to AD's for review.	Ellen Hall	Second Draft
10	V0.08	11/14/2013	Revisions to Fleet Work Types content based on meeting with OEM. Other minor updates.	Ellen Hall	Third Draft
11	V0.09	1/3/2014	Incorporated updates based on feedback from AD Barna as well as business unit discussions around OPID Projects and handling of Force Account Work. Added updates from Thomas Lyden.	Ellen Hall	Fourth Draft
12	V0.10	3/13/14	Updated with additional rule clarifications from OEM, Inventory Management and Maintenance.	Ellen Hall	Fifth Draft
13	V0.11	3/18/14	Updated with additional material from Dean Alatsis, Darcy Stitt, Matt Blankenship, Dan Kaseman and Jon Leatherman	Ellen Hall	Fifth Draft
14	V0.12	3/27/14	Updated with additional material from Dan Kaseman (PEC) and Jim Snyder (Statewide), Janet Treadway (resource physical location changes)	Ellen Hall	Sixth Draft
15	V0.13	4/3/2014	Updated with comments from AD review meeting, wording update to Force Account from D Stitt/M Blankenship	Ellen Hall	Seventh Draft (End User Training Draft)
16	V0.14	5/20/2014	Updates from Darcy Stitt (entry rule exception for Roadway) and Jim Snyder	Ellen Hall	Final Pre-Go Live Draft

#	Version No.	Revision Date	Summary of Changes	Updated By	Comments
17	V0.15	5/29/2014	Updated from facilities, Fleet, Roadway and Jim Snyder.	Ellen Hall	Final Pre-Go Live Draft
18	V0.16	6/05/2014	Updated from Jim Snyder, Dan Kaseman and Dwight Neely.	Ellen Hall	Final Pre-Go Live Draft

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1 Introduction

1.1 Related Documents

The documents identified below are other EIMS supporting documents that should be reviewed in addition to this document. These documents shall remain in place and will require ongoing updating, by the designated business owner, after EIMS Go Live.

EIMS Activity Code Manual	These manuals are available on the EIMS Portal Page
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1.2 EIMS Oversight Committee

The EIMS Oversight Committee has final decision responsibility for all updates or changes to business rules and the EIMS Activity Code Manual. Formation and management of the EIMS Oversight Committee is the responsibility of the various ODOT Business Divisions EIMS serves. Initial members are listed below.

Name	Location & Email
Jim Snyder	Accounting
Matt Blankenship	District 3 Transportation Manager
Darcy Stitt	District 11, Columbiana County
Dean Alatsis	Roadway Maintenance
Sam Grier	Roadway Maintenance
Chuck Bernthold	OEM
Aaron Welch	OEM
Dwight Neely	Facilities
Tyler Bircher	Facilities
Brian Church	Accounting - Inventory
Dan Kaseman	District 1 – Planning & Engineering
Janet Treadway	CO Construction
Bridgett Garrigan	CO Planning & Engineering
Keith Russell	CO Planning & Engineering
Valerie Swancer	District 12
Jon Leatherman	Accounting - Inventory

2 General EIMS Business Rules

2.1 All Modules EIMS Projects - Key Concepts

In Enterprise Information Management System (EIMS), a Project is a template to ensure the uniformity and accuracy of the information used in the creation of Work Orders. Projects were formerly known in TMS as Work Orders.

- a. Projects for all employees, at all locations, to use will be set up as Statewide Projects.
- b. Projects for specific Division/Cost Centers to use will be set up by the appropriate System Role for each Module and Division/Cost Center as needed.
- c. Project Identifier (PID) projects will be populated to the PEC Module only via the Ellis interface. No other modules will have access to PID Projects from Ellis.
- d. For any multi-district Major Events/Emergencies, a project will be set up by Central Office so that it can be accessed by all ODOT forces Statewide.
- e. For any Minor Events/Emergencies, projects will be set up by the Division/Cost Center that has jurisdiction.

2.2 Statewide Activity Codes

Each module has its own business rules regarding the creation of projects which should be reviewed; however, there are some Statewide Activity Codes that apply to all modules as outlined below.

- a. Administration
 - a. Includes general administrative duties (budgeting, EIMS input), general clerical tasks, and completing performance evaluations, general staff meetings, general supervisory functions, and other miscellaneous meetings.
- b. Inventory Management
 - a. Includes day to day inventory management activities including ordering, receiving, bin labeling, FARS data entry, etc.
- c. Quality Assurance Reviews (QAR)
 - a. All work associated with the QAR process, including preparation, analysis, site visits, reports and follow-up on action plans.
 - Sub-Activity: QAR Given
 - Sub-Activity: QAR Received
- d. Standards, Policies, and Procedures
 - a. All work associated with the development, review and implementation of Standards, Policies and Procedures.
 - Sub-Activity: Developed and formulated (If the District has assisted Central Office in developing, formulating, researching, or creating Standards, Policies, and/or Procedures, this activity should be charged).

- Sub-Activity: Review (If the District has reviewed Standards, Policies, and/or Procedures before implementation for feedback, this activity should be charged).

e. Administrative Training

- a. There are two codes for Administrative Training. They are to be used when training is general in nature (Microsoft, Ethics, Purchasing etc.)
 - 00TG – Administrative Training Given
 - 0016 – Administrative Training Received

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2.3 All Modules – General Work Activity Rules

1. Travel
 - a. Travel hours shall be included in the activity that is generating the travel needed.
2. Leave Time (Vacation, Sick, Disability etc)
 - a. EIMS inherits all approved leave and pay rules from the Kronos system.
3. Break times
 - a. Will be absorbed into daily work activities (current rule)
4. Direct/Indirect Activities

Each Activity will have two Direct/Indirect Flags: One for Departmental Direct/Indirect and the other for Program Direct/Indirect.

- a. **Departmental Direct Activities** are defined as those which can be traced “Directly” to a Departmental Core Function.
- b. **Departmental Indirect Activities** are those which cannot be traced to a specific Departmental Core Function.

A **Departmental Core Function** is work performed which directly affects the transportation system ODOT is responsible for designing, building and maintaining – i.e. Planning or designing new roadways, maintaining the roadway system, etc. The Departmental D/I flag is used to evaluate the effectiveness and efficiency of ODOT as a whole.

- c. **Program Direct Activities** are those which can be traced “Directly” to a Program Core Function.
- d. **Program Indirect Activities** are those which cannot be traced to a specific Program Core Function.

A **Program Core Function** is work performed which directly affects the mission and goals of a specific business unit – i.e. In the finance area, developing budgets, processing invoices etc. The Program Direct/Indirect flag is used to evaluate the effectiveness and efficiency of the business unit itself.

For Example: Processing invoices is not a Departmental Core Function and thus, would have a Departmental Direct/Indirect Flag of Indirect. However, it is a Program Core Function for the Office of Accounting and thus, would have a Program Direct/Indirect flag of Direct.

5. Cross charging to other activities outside of employees work area
 - a. Employees will be able to cross charge to other areas within a Module, but consideration must be given to the Federal Billing Phase of each activity.
 - b. Activities are module specific. In order to charge to Activities associated with another module, the charges must be entered in that module.

6. Supervision vs. Core Duty

It is imperative for the Department to accurately account for all labor hours associated with each project work is performed upon. Thus, Administrators and Managers performing work related to a project must charge their time to the activities associated to the project. Generally, Administrators and Managers provide oversight, guidance, and direction throughout the time crews are working on a project. Additionally, they spend numerous hours preparing projects-be it running data calculations, ordering materials, obtaining resources and establishing crews.

a. Office Project Labor

Administrators and Managers spending 30 minutes or more per day on a specific project are required to charge their labor hours to the appropriate activity and project.

b. Field/Site Labor

Travel Time: Administrators and Managers must charge their travel time to and from the project. The labor hours begin once the personnel departs the 'Home' location and ends upon return (if all time is spent on the same project). Should the Administrator or Manager visit an additional project during the course of the trip, and performs a managerial function lasting less than 30 minutes at the additional stop, they do NOT need to charge their labor hours to this additional project visit. Should the Administrator or Manager visit an additional project during the course of the trip, and performs a managerial function lasting 30 minutes or more, they MUST charge their labor hours to the additional project visit.

c. Snow and Ice

Labor hours related to managing Snow and Ice need to be recorded to the appropriate activity. This includes contacting employees on the call out list. Should an Administrator or Manager devote 30 minutes or more to an additional project on this day, those labor hours will need to be charged to the appropriate activity and project.

2.4 Transferring/Sharing of Labor/Equipment/Materials

EIMS provides functionality for the sharing of labor, equipment, materials (LEM) and in some Modules, Asset Inventory. This means that one Division/Cost Center can be given access to allocate the resources of another Division/Cost Center on Work Orders.

2.5 All Modules – Activity Entry and Approval

- a. Kronos Reconciliation: For Go-Live there is not a reconciliation process. However, supervisors should make sure that any discrepancies are reasonable.

Note: All hours of actual time worked should be recorded and approved in both EIMS and Kronos regardless of whether it is paid or unpaid.

- b. The time frame to enter data is 48 hours after the transaction date, or the day the work activity was performed.
- c. Transactions, or time spent on an activity, must be accounted for daily, not a biweekly total.

- d. Whenever a person's total hours exceed 40 in a week (or 80 in a pay period for those who qualify), use the appropriate Time Recording Code (TRC) in the Labor Day Card or Labor Summary by Pay Period window to identify the type of overtime for which the employee is eligible. See list below. The overtime should be recorded on the actual date of the additional effort. For example, if an employee's schedule is 5 – 8 hour days and they actually work 10 hours on Monday and Tuesday and 8 on Wednesday, Thursday and Friday, they would record 2 hours of Overtime on Monday and Tuesday.
 - o OT – Overtime at 1.5
 - o OS – Overtime at 1.0
 - o ON – Overtime No Pay
- e. In general, Overtime should be recorded on the day that the additional effort was expended. However, if the employees total hours do not exceed 40 for the week (or 80 for the pay period, where applicable), all time should be reported as Regular (RG).
- f. Time frame for Project Manager or Project Engineer or Supervisor approvals:
 - With the exception of the Roadway module (see Roadway section for Roadway rules) the approver has 14 calendar days after the end of the pay period to review and approve entries. (Current rule).
 - After a Kronos reconciliation process is implemented, this rule will need to be reviewed and updated. A reconciliation report will be developed and made available for this purpose.
- g. For correcting errors to past pay periods, the window to correct a transaction is 6 months (can go back 6 months prior to the current date to correct an entry). All work activity data can be corrected by an authorized user. (See System Security Roles Document).
- h. The minimum time increment to charge is one tenth (0.10), the same as payroll. However, a minimum of 30 minutes should be accumulated in order to charge activities.

2.6 MANCON Orders

It is imperative that all users adhere to the Contract and Inventory Program Guidelines.

- a. All users ordering through MANCON must designate whether an item is a "New Part Request" or a "Usage From Shelf".
- b. Orders intended for a repair order will be placed in the Fleet module navigating to the proper repair order via Repair-Repair Order-Progress
- c. Orders that will be charged to Overhead, Directly to Equipment and Shelf stock will be placed using the Material Parts Request Form within the Resources Module navigating to Materials-Inventory-Material Parts Requests
- d. It is advised that any pertinent information be included in the Part Description field when ordering parts to aid MANCON in the procurement process.

2.7 Pay Card Purchases

When processing a pay card purchase you will be required to document in the **comment screen**:

1. The EIMS Cost Center where the purchase was received
2. The Material Transaction ID
3. Facility Purchases – include Work Order number

When processing a paper invoice (either a purchase order payment or debit voucher) you will be required to include **on the invoice**:

1. The EIMS Cost Center where the purchase was received
2. The Material Transaction ID
3. Facility Purchases – include Work Order number

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3 EIMS Roadway Module Business Rules

3.1 Projects

Projects are set up by the following System Roles, Transportation Managers, County Managers, Highway Maintenance Administrators or Central Office Administrators. This includes the ability to update or edit a Project previously set up. When set up at a County level, only Transportation Managers and County Managers can close a project. All System Roles can view projects.

- a. The following standard Project category naming convention is to be used for Projects set up in the Roadway Module (Table 3-1). These projects will be set up over 'cut-over' weekend and will be available statewide when EIMS goes live.

Table 3-1. Roadway Standard Project Categories

Project Categories
Earthwork
Pavement
Bridge
Barrier / Guardrail
Drainage
Maintenance of Traffic
Incident Management
Roadway
Lighting
Signs
Signals/Flashing Lighting
Pavement Marking
Snow & Ice
Vegetation
Miscellaneous
ITS

NOTE: Information Technology Services (ITS)

- b. Work associated with natural disasters (e.g., flooding, tornadoes/high winds, severe snow and ice conditions), will be reported to a project created for that event. Central Office Maintenance Operations will strive to create a Project (and where needed, this will include an associated OPID) in advance of the event based on forecast weather conditions that is predicted to impact multiple districts. These projects will be set up in the following format:

STATEWIDE – EVENT – FLOOD- 03242014

- c. Districts and Counties can also establish natural disaster projects having local impact. Should this category of project need to be set up, the following Project category names/format should be used:

The name shall start with the word 'Event' to designate a natural disaster event. This shall be followed by the location of the event, such as 'Franklin County' for countywide or County, Route, Section identifier where appropriate. For example:

EVENT–FLOOD–COSHOCOTON COUNTY- 03242014

Or

EVENT- FLOOD- ALL3090685-03242014

3.2 OPID's

OPIDs are operational project identification numbers. They are not recorded in Ellis. OPID's capture work performed by Planning & Engineering and Construction employees on district maintenance projects that affect the condition of a roadway asset. They are set up in the Roadway Module and assigned to an "OPID Project" by the District P&E Office so activities performed by the Planning & Engineering and Construction employees can be recorded. Any maintenance request unrelated to the treatment of a roadway asset will not have an OPID assigned. (Also see Roadway – OPIDs section of this document)

The District Planning & Engineering Office, after consulting with the County Manager, makes the final determination whether an OPID gets created. A Planning & Engineering designee will inform the County Manager when an OPID should be created. Once the OPID is created, the County Manager will contact the P&E designee.

Typical services provided by P&E and Construction offices to Maintenance projects via the use of an OPID include (but are not limited to) the following:

- Scoping design (Scope document)
- Environmental Engineering
- Surveying
- Geotechnical exploration, testing and analysis
- Right of Way acquisition
- Construction Inspection

In addition, OPIDs may also be used for Roadway Emergency projects that require involvement of P&E and Construction staff.

It will be very important that each district is consistent in deciding what maintenance work warrant the creation of an OPID. The following rules of thumb should be followed by all districts in determining whether a project warrants an OPID:

- a. Any significant time spent on maintenance projects by PEC employees warrants the creation of an OPID and assigned to a subsequent PEC project.
- b. For questionable work, general engineering advice may not necessarily warrant creation of an OPID. If, after a field review of potential maintenance projects, follow up office work is required by PEC, an OPID should be created, assigned to a PEC project, and charged to by PEC employees.

When an OPID project is started and an OPID number assigned as an attribute, that OPID Number and Description will also be set as the PEC Project name. The OPID project should be created at the statewide level so CO Offices can use them.

OPID projects may eventually evolve into projects that warrant contract funding. Ellis PID projects then get created. The OPID number should be added as an attribute to the associated PID project so the two projects can be tied together. This will result in two projects having identical OPID numbers, one as an OPID project and the other as a PID project. This should be the only way a unique OPID number can exist in two projects.

3.2.1 Standard OPID Naming Convention

- First three digits represents the first three letters of the county
- Next three digits represents the route
- Next four digits represent the section number
- Next four digits represent the calendar year the OPID was created

Example: ALL30906852014

- No two unique OPIDs should be named the same

3.3 Roadway – Work Orders

- a. Work Orders are used to record the labor, equipment, and materials used in completing ODOT Work activities. They include the associated costs, dates of work and may identify assets on which work was completed. Work Orders typically have associated 'Day Cards' that are used to record work completed.
- b. All labor that contributes directly to achieve the accomplishment of the activity (as described in the Activity Description) should be charged to the applicable Maintenance Activity Code (MAC). It is intended that we capture all work effort, inclusive of layout, final clean up, etc., that contributes directly to achieve the accomplishment of the work activity and that it be charged to the appropriate Maintenance Activity Code. Training/Meetings (e.g., tail gate safety talks, seat time, etc.) that do not exceed 30 minutes in duration are to be absorbed/ reported to the work activity/activities being performed that day.
- c. The beginning and end points to be recorded are for the actual work location, NOT the entire work zone.
- d. Work locations must be recorded for all Work Orders.

- e. When vendors participate in an ODOT job (e.g., 101G), the cost of the vendor's participation is to be captured on the Day Card on the costs/accomplishments/contract tab.

Note: All 101G work is to be recorded in EIMS, regardless of whether or not ODOT participates in the work.

- f. In general, Work Orders for routine operations (e.g., guardrail activities, vegetation activities) are to be opened for a maximum of two (2) weeks, aligned with the end of a pay period.

The exceptions to this rule are:

Snow and Ice – Oct. 15 – Apr. 15

Work Orders for specific jobs (e.g., crack sealing a particular route, culvert replacements at each specific location) should be open for the duration of that job.

3.4 Roadway – Day Cards

In the absence of the Archer mobile device the Day Card Worksheet form may be used (Figure 3-1) to record Location, Labor, Equipment, and Material per Activity and Date. This new form has been designed to capture data in the same format as EIMS. Data captured on the Day Card Worksheet should then be data entered into the EIMS system. This form should not be altered and has been designed for compatibility with EIMS. Copies of this form are available from the Office of Maintenance Administration.


Day Card Work Sheet										
	COUNTY / LOCATION / COST CENTER			WORK ORDER #			WORK DATE			
	PROJECT	ACTIVITY CODE and DESCRIPTION					UNIT OF MEASURE			
MANAGER NOTES										
Location	INV. Item	Portion	County	Route	Direction	Lane	Begin	End		
	1									
	2									
	3									
	4									
	5									
6										
Employee	EMPLOYEE			RG	OT	EMPLOYEE			RG	OT
	1					6				
	2					7				
	3					8				
	4					9				
	5					10				
Equipment	Equipment #	Lic #	Hrs on job	Begin	End	Miles	Other Costs			
							Cost Type	Costs	Note	
	1									
	2									
	3									
	4									
	5									
	6									
	7									
8										
Material	Material Master Code			Admin Unit			Quantity	UM		
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
Accomplishment		Quantity	UM	Comments						
CREW LEADER:					SIGNATURE:					
CREW LEADER NOTES:										
COMMENTS:										

Figure 3-1. Roadway Day Cards Worksheet Front Example


Day Card Material Supplemental Work Sheet				
	COUNTY / LOCATION / COST CENTER		WORK ORDER #	WORK DATE
	PROJECT		ACTIVITY CODE and DESCRIPTION	
			UNIT OF MEASURE	
MANAGER NOTES				
Material	Material Master Code	Admin Unit	Quantity	UM
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			
	26			
	27			
28				
CREW LEADER:		SIGNATURE:		
CREW LEADER NOTES / COMMENTS				

Figure 3-2. Roadway Day Cards Worksheet Back Example

The process for recording labor activities in EIMS Roadway module is as follows:

1. Entry

The individual(s) assigned to document the daily work performed will be responsible for entering data into EIMS and ensuring data is captured accurately. Where work is recorded on the paper form, that work is to then be entered directly into EIMS as soon as is practical.

2. Review

These individual(s) will review the day card submissions the following business day to validate data. If errors are discovered during this review, the corrections shall be made by the individual that completed entries, or at the discretion of the District Highway Management Administrator (HMA), the reviewer may be given the authority to verify and make the corrections at the time of the review.

3. Approval

The Transportation Administrator or Transportation Manager will review and approve the daily work completed. If errors are discovered at the Manager level review, the corrections shall be made by the individual that completed the original entry and the review and approval process will be repeated. At the discretion of the District HMA, the Manager may be given the authority to verify and make the corrections at the time of the review. Once the day card is validated at all levels, it can be approved. Approved day cards will be considered correct.

Each District will ensure data is correct upon final approval. The Transportation Manager/County Manager and Highway Management Administrator System Roles are the roles with ability to approve.

3.5 Roadway – Force Account

Any work requiring a Force Account estimate shall require the following process in EIMS.

- a. Project shall be created for the Force Account work. When the force account project is completed and all work orders associated are approved, project shall be closed.
- b. An estimate shall be completed in EIMS
- c. Work Order shall be issued from the estimate menu screen.
- d. The following activities require complete of an estimate (Table 3-2).

Table 3-2. Roadway Work Requiring a Force Account Estimate

Project	Activity Code	Activity Title	Unit of Meas.	Description
Earthwork	M203-001	Roadway excavation and embankment	Cu. Yd.	This work consists of preparing areas upon which embankments are to be placed; excavating for roadways and channels, including the removal of all material encountered not being removed under another item; constructing embankments with the excavated material and material from other approved sources as necessary to complete the planned embankments; furnishing and incorporating all water required for compacting embankment; disposing of unsuitable and surplus material and finishing shoulders, slopes, and ditches.
	M204-001	Subgrade compaction and proof rolling	Sq. Yd.	This work consists of preparing suitable subgrade material by drying, compacting, proof rolling, and grading. This work also consists of removing unsuitable subgrade material and constructing new embankment to the limits shown on the plans.
	M209-001	Linear grading	Mile	This work consists of performing linear grading to establish the appropriate cross-section for the specified alignment and within the grading tolerances.

Project	Activity Code	Activity Title	Unit of Meas.	Description
	M209-003	Linear grading – Streams	Feet	This work consists of performing linear grading along a stream line, outside of channel, to reestablish the appropriate cross-section. Do not adjust alignment or profile grade that adversely affects drainage. Coordinate with District Environmental Coordinator.
Pavement	M252-001	Full depth rigid pavement removal and flexible replacement	Sq. Yd.	This work consists of the full depth removal of existing rigid pavement in areas exhibiting deterioration, correcting the subgrade, placing and compacting asphalt concrete, and restoring the shoulders.
	M253-001	Pavement repair	Sq. Yd.	This work consists of removing existing asphalt concrete, brick, portland cement concrete, or aggregate pavement courses; shaping and compacting the exposed material; and placing new asphalt concrete pavement or aggregate and asphalt concrete pavement courses.
	M422-001	Chip seal	Sq. Yd.	This work consists of preparing and applying a single or double chip seal.

Project	Activity Code	Activity Title	Unit of Meas.	Description
Bridges	M511-001	Concrete for structures	Cu. Yd.	This work consists of providing falsework and forming, furnishing, placing, consolidating, finishing, and curing portland cement concrete. This work also includes diamond saw cutting longitudinal grooves into the surface of superstructure concrete. Construct falsework and forms as required in Item 508.
	M514-001	Painting of structural steel	Sq. Ft.	This work consists of cleaning and painting all steel surfaces.
	M519-001	Patching concrete structures	Sq. Ft.	This work consists of removing all loose and disintegrated concrete; preparing the surface; furnishing and placing reinforcing steel including welded steel wire fabric, dowels, and expansion bolts; placing forms; and placing concrete patches, including curing of same.
	M519-512	Special – Patching Concrete Bridge Decks	Sq Yd.	This item shall consist of furnishing the necessary labor, materials and equipment to repair concrete bridge decks, including the removal of all loose and unsound concrete, bituminous patches, surface preparation, bonding coat and the mixing, placing, finishing and curing of the mortar or concrete patches. See Proposal Note 512

Project	Activity Code	Activity Title	Unit of Meas.	Description
	M519-847	Special – Patching Concrete Bridge Decks	Sq Yd.	This work shall consist of furnishing the necessary labor, materials and equipment to repair and overlay concrete bridge decks, back walls and approach slabs. See Supplemental Specification 847.
	M519-848	Special – Patching Concrete Bridge Decks	Sq Yd.	This work shall consist of furnishing the necessary labor, materials and equipment to repair and overlay concrete bridge decks, back walls and approach slabs. See Supplemental Specification 848.
Drainage	M601-001	Slope and channel protection	Cu. Yd.	This work consists of the excavation for and the construction of gutters, riprap, concrete, grouted items, tied concrete block mats, articulating concrete block revetment systems, crushed aggregate, or rock items for protecting slopes and channels.
	M611-005	Sewers, drains and drainage structures	Foot	This work consists of replacing, repairing, or extending sewers, drains and drainage structures. This work also includes preparing installation plans, performing inspections, and providing reports and other required documentation.

Project	Activity Code	Activity Title	Unit of Meas.	Description
Roadway	M524-001	Drilled shafts	Feet	This work consists of furnishing and installing drilled shafts. The lengths of the drilled shafts shown on the plans are estimated from available subsurface information. Furnish the proposed drilled shafts according to plan requirements, with the understanding that the actual length required is based on conditions encountered during construction and may differ from the estimated length shown on the plans.
Lighting	M625-001	Highway Lighting – New Installation	Each	This work consists of furnishing and installing highway lighting equipment complete and ready for service. This work shall also include necessary excavation and backfill, disposal of discarded materials, restoration of disturbed facilities and surfaces, and testing as specified.
Signals/Flashing/Lighting	M632-001	New Traffic signal – Installation	Each	This work consists of furnishing and installing traffic signal equipment, complete and ready for service. This work also includes necessary excavation and backfill, disposal of discarded materials, restoration of disturbed facilities, and surfaces to a condition equal to that existing before the Work started, and electrical testing as specified.

3.6 Roadway – General Guidelines

- a. Each District shall ensure that all activity labor hours are entered into EIMS.
- b. Until the Archer mobile device is rolled out, it will be necessary to utilize paper forms to report work being done. Known as the Day Card Worksheet, this form replaces the existing 502s.
 - In the future, daily work will be electronically recorded to the ‘Archer’ handheld device each calendar day work is performed by a designated Crew Leader, regardless of the time of day the individual(s) begins their shift of work. Daily work activity data will be downloaded from the Archer handheld device to EIMS

at the end of each work day, or as soon as practical. (Note: This will apply when Archer is implemented)

- c. Activity Codes encompass all activities (e.g., ordering material, pre-trip inspection and tailgate talk, mobilization, traffic control, seeding) necessary to complete the job.

3.7 Rentals

In circumstances where ODOT personnel are using rented equipment, there are two ways to record the usage and cost, as follows:

- a. Multiple Jobs or Long Term Rentals
 - Using the Statewide equipment code number "RENTAL" in the Equipment Day Card window, record the ACTUAL usage in hours, and the ESTIMATED hourly rate. (Estimated daily rate divided by Total Hours on all jobs for that day)
- b. Single Job
 - In the Equipment Day Card window, record the ACTUAL usage and the ACTUAL unit cost in Hours. (Total Rental Cost divided by Total Hours Used.)

In either case, when the rental is returned, net the total invoice cost against the sum of the costs already recorded and record the balance in the "Costs, Accomp, & Contracts" window on the Day Card.

Note: All rentals are to be recorded in hours.

4 EIMS Facilities Module Business Rules

4.1 Facilities – Projects

Projects are set up by the following System Roles, Facilities District Supervisor and Facilities Central Office Administrator. This includes the ability to update or edit a Project previously set up. All System Roles can view projects.

The following standard Project category naming convention is to be used for Projects set up in the Facilities Module (Table 4-1). These projects will be set up over 'cut-over' weekend and will be available for statewide use when EIMS goes live.

Table 4-1. Facilities Standard Project Categories

Facilities Standard Projects	
District #01	Allen County
	Defiance County
	Hancock County
	Hardin County
	Paulding County
	Putnam County
	Van Wert County
	Wyandot County
District #02	Fulton County
	Henry County
	Lucas County
	Ottawa County
	Sandusky County
	Seneca County
	Williams County
	Wood County
District #03	Ashland County
	Crawford County
	Erie County
	Huron County
	Lorain County
	Medina County
	Richland County
Wayne County	
District #04	Ashtabula County
	Mahoning County
	Portage County
	Trumbull County
	Summit County

District #05	Coshocton County
	Fairfield County
	Guernsey County
	Holmes County
	Knox County
	Licking County
	Muskingum County
District #06	Delaware County
	Fayette County
	Franklin County
	Madison County
	Marion County
	Morrow County
	Pickaway County
	Union County
District #07	Auglaize County
	Champaign County
	Clark County
	Darke County
	Logan County
	Mercer County
	Miami County
	Montgomery County
	Shelby County
District #08	Butler County
	Clermont County
	Clinton County
	Greene County
	Hamilton County
	Preble County
	Warren County
District #09	Adams County
	Brown County
	Highland County
	Lawrence County
	Jackson County
	Pike County
	Ross County
	Scioto County
District #10	Athens County
	Gallia County

	Hocking County
	Meigs County
	Monroe County
	Morgan County
	Noble County
	Vinton County
	Washington County
District #11	Carroll County
	Columbiana County
	Belmont County
	Holmes County
	Harrison County
	Jefferson County
	Tuscarawas County
District #12	Cuyahoga County
	Geauga County
	Lake County
District #19	Aviation Don Scott
	Central Office Headquarters
	West Broad Complex

In addition to standard project categories, at the beginning of each fiscal year the Districts will open a new Project for each item scheduled on their "Facilities Annual Work Plan". The naming convention for these types of projects needs to be consistent and easily searchable and should contain the abbreviation "WP" to indicate they are from the original Facilities Annual Work Plan.

NAME OF PROJECT - WP

Eg. District 1 Headquarters Refurbishment – WP

Additionally throughout the year new Projects should be created for items that are added to the Facilities Annual Work Plan. These are items that are emergencies and caused by unforeseen events (i.e. major roof leak, damage to a building do to an accident, etc.) These projects should include the abbreviation "WPA" to indicate they are Additions to the Facilities Annual Work Plan.

NAME OF PROJECT-WPA

Eg. District 1 Headquarters Refurbishment – WPA

Work associated with natural disasters (e.g., flooding, tornadoes/high winds, severe snow and ice conditions), will be reported to a project created for that event. Central Office Facilities Operations will strive to create a statewide Project in advance of the event based on forecast weather conditions that is predicted to impact multiple districts. The following naming convention will be utilized for these types of projects:

The name shall start with 'Statewide' then the word that describes the type of natural disaster. This shall be followed by the date the event occurred (no spaces should be used in the title). For example:

STATEWIDE–EVENT–FLOOD-03242014

Districts can establish natural disaster projects having local impact. Should this category of project need to be set up the following Project category names/format should be used.

The name shall start with the word that describes the type of event. This shall be followed by the date the event occurred. This shall be followed by the location the event occurred in (no spaces should be used in the title). For example:

EVENT–FLOOD–COSHOCOTON COUNTY- 03242014

Projects have a system status of 'Pending' and 'Active' and 'Completed'. When the user is ready to charge work to a project, its status should be changed from 'Pending' to 'Active'. Work Orders can then be issued from this project and used to record the work activities and progress against the Project. Once all work orders issued from a Project have been completed, the project status should be set to 'Completed' to prevent further activities from being charged to it.

4.2 Facilities – Work Requests

Work Requests can be created by the following System Roles: Facilities District Supervisor, Facilities Admin, Facilities Worker, Work Requestors and Facilities Central Office Administration.

A Facilities District Supervisor should review the request once submitted, and determines the priority of the Work Request and either assigns a Facilities Worker to resolve via a Work Order, or adds to the Work Plan as a future work item.

If the District Facilities Supervisor issues a Work Order to address the Work Request, they will also be notified when the Work Order is marked complete. The Facilities District Supervisor should then review comments on the Work Order regarding the work performed.

When Work Order(s) are created from a Work Request, when the related Work Order(s) are closed the system will automatically mark the corresponding Work Request as completed. In circumstances where Work Order(s) are not created, it will be up to the Facilities District Supervisor to manually close the Work Request.

4.3 Facilities – Work Orders – Day Cards

Work orders are used to record the labor, equipment and materials used in completing ODOT work activities. They include the associated costs, dates of work and may identify assets on which work was completed. Work orders typically have associated 'Day cards' that are used to record work completed.

As work activities are performed, the following 'actuals' should be recorded against the Work Order using Day Cards in EIMS itself or the Facilities Day Card Worksheet:

- The actual labor hours for each assigned employee by work date;
- The actual equipment hours and/or mileage for each equipment resource by work date; (where applicable)
- The actual material quantities for each material stock ID by work date; (where applicable)

- The quantity of work accomplished per work date (for Facilities all are Labor Hours)
- The work locations or assets maintained.

If the Day Card Worksheet is used, it should be completed and submitted to the designated data entry personnel at the end of shift and should be data entered into EIMS within 24 hours where practical. The Facilities Day Card Worksheet is shown below. This form has been designed to be compatible with EIMS and should not be altered. Copies of this form are available from the Office of Facilities Administration.

Facilities Daily Work Report												
Dist.# _____		Name: _____			Emp # _____			Date ___/___/___				
1	Work Order #	Activity Code			Sub-Activity Code #		Start Time	End Time	Total Hrs Worked	Regular / OT	Travel Time	W.O Cor YES
	Equipment #	Begin Meter	End Meter	Total Miles/Hrs	Material Stock #	Description			Amount Used	Unit (each, c		
	Additional Cost		Vendor Name		Type (Equip,Material,Labor,Other)		Invoice #	Work Location / Inventory Item #				
Description of work / Comments:												
2	Work Order #	Activity Code			Sub-Activity Code #		Start Time	End Time	Total Hrs Worked	Regular / OT	Travel Time	W.O Cor YES
	Equipment #	Begin Meter	End Meter	Total Miles/Hrs	Material Stock #	Description			Amount Used	Unit (each, c		
	Additional Cost		Vendor Name		Type (Equip,Material,Labor,Other)		Invoice #	Work Location / Inventory Item #				
Description of work / Comments:												
3	Work Order #	Activity Code			Sub-Activity Code #		Start Time	End Time	Total Hrs Worked	Regular / OT	Travel Time	W.O Cor YES
	Equipment #	Begin Meter	End Meter	Total Miles/Hrs	Material Stock #	Description			Amount Used	Unit (each, c		
	Additional Cost		Vendor Name		Type (Equip,Material,Labor,Other)		Invoice #	Work Location / Inventory Item #				
Description of work / Comments:												
4	Work Order #	Activity Code			Sub-Activity Code #		Start Time	End Time	Total Hrs Worked	Regular / OT	Travel Time	W.O Cor YES
	Equipment #	Begin Meter	End Meter	Total Miles/Hrs	Material Stock #	Description			Amount Used	Unit (each, c		
	Additional Cost		Vendor Name		Type (Equip,Material,Labor,Other)		Invoice #	Work Location / Inventory Item #				
Description of work / Comments:												
Employee Signature _____						Supervisor Signature _____						

Figure 4-1. Roadway Day Cards Worksheet Front Example

4.3.2 Facilities – Work Order Day Card Approvals

When work is complete and Day Card data has been entered into the EIMS system the data entry person or designee will re-assign the Work Order to the District Facilities Supervisor who should then review and approve the Day Cards and, if necessary, to complete the work order.

The District Facilities Supervisor or Facilities Manager will validate that:

Day Cards are updated with actual labor hours; equipment day cards are updated with equipment hours and miles used; material day cards are updated with quantities used; accomplishment day cards are updated with quantity of work performed; and the work locations / assets have been entered. Following the successful review of these day cards, each may then be approved to lock these actuals from further edits. If errors are discovered during this review, the corrections shall be made by the individual that completed the entries, or at the discretion of the District Facilities Supervisor, the reviewer may be given the authority to verify and make the corrections at the time of review.

Where a work order has been shared with other Divisions/Cost Centers, the District Facilities Supervisors in both the owning and sharing Divisions/Cost Centers may only approve Day Cards for resources which are on their LEM shortlists.

All Work Orders should be closed within 10 business days after all work has been completed and all supporting documentation has been received, reviewed for accuracy and entered into EIMS.

4.4 Facilities – Condition Assessments

Asset Condition Assessments should be performed annually.

When a Facilities Worker performs a cyclical (e.g., annual) maintenance condition assessment on an asset, the inspection data will be recorded and the condition assessment for that asset will be entered directly in EIMS.

When a Facilities Worker repairs or installs an asset, or inspects an asset in response to a Work Request submitted on it, he/she will enter the condition assessment for that asset type directly in EIMS if warranted.

When ODOT has a third party vendor perform a technical assessment of ODOT buildings. The data collected may be imported into EIMS to update any assets with the condition assessments. (note that required data format should be communicated and agreed on in advance to any vendor completing a technical assessment to ensure successful import into EIMS).

4.5 Facilities – Preventive Maintenance Plan

Each year, Districts must establish Preventive Maintenance (PM) schedules for applicable assets and include them on the District Annual Work Plan.

4.6 Facilities – General

Once a Facilities Asset is in Place/Usable, a Facilities Asset Inventory addition form should be completed so that materials and labor can be charged to it prior to the final acquisition value being determined.

5 EIMS Fleet Module Business Rules

5.1 Fleet – Repair Orders

An Equipment Repair Order is opened at the site of the actual repair. In EIMS, this location is referred to as the 'Repair Order Location', so that all costs from labor and parts/materials, downtime, and equipment inspection information can be collected. In EIMS, equipment has a Home Location which represents the Division/Cost Center to which the equipment is assigned, and a Repair Order location representing the Division/Cost Center that is opening a Repair Order on the equipment.

Repair Orders are required when any of the following conditions apply:

- a. The equipment is 'down.'
- b. The equipment is being inspected. (E, F, Seasonal, Safety, or New Equipment inspection).
- c. The equipment is going to a vendor for warranty work or due to a manufacturer's recall notice, or other vendor repair.
- d. Odometer or hour meter is being replaced.
- e. The equipment has been 'Wrecked' and a Work Type of Accident Reimbursable or Accident Non-Reimbursable will be used to gather cost/safety information.
- f. External State Agency (Agency other than ODOT) equipment breaks down and Supervisor approval is obtained to perform needed repairs prior to starting the repair.
- g. A Stock Rebuild is being performed.
- h. Repairs are performed on Rented/Leased equipment.
- i. Repair Activities are performed on an ODOT Fixed Assets inventory item.

5.1.1 Opening Repair Orders

- a. Repair Orders may be opened by the following System Roles: Office of Equipment Management (OEM), District Equipment Manager, Business SME, and Mechanic.
- b. One of the following Work Types is to be associated with a Repair Order at the time of opening (Table 5-1).

Table 5-1. Repair Order Work Types

Work Type	Description
Accident Non Reimbursable	Used when ODOT will not receive compensation for an accident that involved ODOT equipment.
Accident Reimbursable	Used when ODOT will receive some type of compensation for an accident that involved ODOT equipment.
Unscheduled Repair	Used when repairs are needed for a piece of equipment that is unplanned or unscheduled. This Work Type is also used for Repair Orders to fix problems that are found as a result of an 'E' Inspection.
New Equipment Inspection	Used when a new piece of equipment is received by ODOT.

Work Type	Description
Meter Change	If an hour meter or odometers are working inaccurately or not at all, this Work Type is used to open a Repair Order.
Inspection	During the year equipment is inspected to ensure the ODOT's equipment is at a maximum availability to meet work expectations. These inspections are conducted at regular intervals based on mileage and or hourly usage. When the Inspection Work Type is specified one of the five (5) types of inspection Activity Codes must be used.
Fabrication (New)	Used for Repair Orders involving the fabrication of a new or existing piece of ODOT fleet equipment by an ODOT garage facility, which will require a new Vehicle Identification Number (VIN), and will have a seven (7) digit Fleet inventory number.
Modification (Existing)	Used for Repair Orders involving the modification of an existing piece of ODOT fleet equipment by an ODOT garage facility, which will NOT require a new VIN or a seven (7) digit Fleet inventory number. Costs (must be \$3,000 or more) associated with the modifications will be added to the purchase price (by OEM) of the equipment and amortized over the life of the equipment. -or- The equipment has had extensive repairs/labor (over \$3,000.00) for the sole purpose of extending the useful life of the equipment.
Recall	Used for ODOT Fleet Equipment that is in need of mechanical work or a manufacturer's recall notice has been issued. This Repair Order will account for the ODOT labor of delivering and picking up the equipment and any other costs that might be incurred. It will also calculate the downtime of the equipment.
Vandalism	Used when a piece of equipment has maliciously and deliberately been damaged. Before starting the Repair Order, Chief Legal Counsel should be notified first and their instructions must be followed.
Warranty – Vendor Repair	Used for ODOT Fleet Equipment that is in need of mechanical work, and the equipment is under manufacturer's warranty. This Repair Order will account for vendor performed repairs as well as account for any time spent by ODOT forces such as taking the equipment to the repair facility.
Warranty – In House	Used for ODOT Fleet Equipment that is in need of mechanical work, and the equipment is under manufacturer's warranty. This Repair Order will account for ODOT forces performing the warranty work.
Leased/Rented (No Equipment #)	<p>Repair Orders may be opened, so that costs can be collected for parts/materials and labor, used for the repair of rented/leased equipment or fixed assets inventory item.</p> <p>Requirements for opening rental/lease equipment Work Order are:</p> <ul style="list-style-type: none"> • Routine maintenance, if stated in the rental/lease contract agreement. • Rental/Lease equipment breakdown, if stated in the Rental/Lease contract agreement. • A Repair Order must be opened for any repair, part or labor. <p>In order to open a Repair Order on Leased or Rented equipment, the Statewide equipment code of Rental Equipment must be used.</p>

Work Type	Description
Stock Rebuild (No Equipment #)	Used when material, stock, and/or parts are worked on and then received into stock. In some instances material, stock, and/or parts are used to create a new stock item. In this case, a new stock number will be created to accommodate the new piece of stock. In order to create a Stock Rebuild Repair Order the Statewide equipment ID of Stock Rebuild must be used. In addition, the newly built item must be received into inventory by the designated Material Manager for the Division/Cost Center where the Stock rebuilt Repair Order was created. The item produced via this process cannot be used until such time as it is received into inventory. In addition, the person creating the Stock Rebuild repair Order must specify in the Repair Order notes the item that is being made.
Other Agency (No Equipment #)	Used when any type of service or repair work is done to a piece of equipment that is not owned by ODOT. For this type of Repair Order, the Statewide equipment ID of Outside Agency Equipment should be used.
Fixed Asset (No Equipment #)	Used when labor and/or parts are used to repair a fixed asset item. In order to create a Fixed Asset Repair Order the Statewide Equipment Code of Fixed Asset must be used and a Fixed Asset Number must be provided in the Fixed Asset # field.

5.1.2 Repair Orders with No Equipment

Where indicated in Table 5-1, certain Repair Order types use a substitute for individual Equipment Numbers. They use a Statewide code that is selectable from the 'Enter Equipment Number or Statewide Code' prompt window.

- a. 'Outside Agency Equipment': This Statewide Repair Order code is used to capture the cost of services performed for outside agency equipment.
- b. 'Rental Equipment': This Statewide Code is used to capture the cost of services performed on rental equipment.
- c. 'Stock Rebuild': This Statewide Code is used to capture the cost of Repair Orders executed to build new inventory items from component materials, parts.
- d. 'Fabrication': This is a Statewide Code used to capture the effort toward fabrication of a new piece of equipment. This will result in OEM creating a new equipment number once completed. Note that if effort does not result in a new equipment number, use Stock Rebuild.
- e. 'No Equipment #': This Statewide Code is used to capture the cost of activities related to maintaining ODOT's fleet that are not direct to equipment.
 - a. If the user selects this, it only allows selection of the Indirect Fleet activities (only able to be added to a Repair Order)
- f. 'Fixed Asset' – This Statewide Code is used to capture the cost of activities related to maintaining Fixed Assets inventory items.

5.1.3 Completing Repair Orders

- a. A Mechanic marks a Repair Order as 'Ready for Completion.'

- b. A supervisor then reviews and marks a Repair Order as complete (except for those meeting the criteria below that require secondary OEM approval).
 - a. Repair Orders that meet the following criteria also require OEM approval:
 - The Repair Order is more than 6 months old
 - The Repair Order cost is greater than \$3000.00
 - c. A Repair Order should be marked Complete only after all applicable parts and labor have been properly charged.
 - d. All Repair Orders should be marked Complete no later than 2 working days after all the work activities have been performed.
 - e. When a Repair Order is 'Completed', it cannot be modified unless its status is changed to uncompleted by an authorized user.

5.1.4 Re-Opening Repair Orders

- a. A completed Repair Order can be reopened to correct erroneous or missing information.
- b. Repair Orders that meet the following criteria also require OEM to re-open:
 - a. The Repair Order has been closed for more than 6 months.
 - b. The Repair Order cost is greater than \$3000.00
- c. Disposed equipment cannot have an equipment Repair Order reopened for it.
- d. To have an amortization equipment repair work order reopened, contact the OEM, EIMS Section Manager.
- e. An open Repair Order can be edited at any time if it is found that some of the information entered on the Repair Order is in need of change or alteration.

5.1.5 Deleting a Repair Order

- a. In EIMS, no Repair Orders are able to be deleted regardless of role. They can only be closed.

5.2 Fleet – Recording Non-Repair Order Activities

In EIMS, there is a category of Statewide Overhead Activity Codes.

- a. For Fleet, these activities are only available within the Resources Module on the Resources >Labor > Labor Summary by Pay Period screen. Any labor hours recorded direct to a Repair Order will automatically be populated to this Labor Summary by Pay Period Screen.

5.3 Fleet – Equipment Disposals

5.3.1 Equipment Disposal Criteria

- a. Equipment must meet one (1) or more of the following criteria to be eligible for disposal.
 1. Equipment can be replaced with more modern equipment which will improve operations and reduce operating costs.
 2. Parts/Materials are no longer available for maintenance of the equipment.
 3. The equipment requires repair and it is not economical to complete the repair.

4. Equipment shows extremely high usage (miles and/or hours). High mileage vehicles must meet the requirements stated in ODOT Policy 19-001(P) items #5 and #6.
 5. The equipment is Wrecked/Damaged through accident and beyond economical repair.
 6. Aging of equipment (in conjunction with the categories listed above).
- b. If the disposal reason is accident, an Accident ID will be required on the disposal request. This process assumed availability of the accident ID via interface with OVARS.
 - c. If the disposal reason is theft, a Police Report number is required on the disposal request.
 - d. In addition, for equipment to be considered valid for disposal, it should not have:
 1. an existing 'Disposed' status (Not be previously disposed)
 2. an existing 'Auction' status.

5.3.2 Salvaging Parts or Components from Equipment Awaiting Disposal

- a. Equipment and equipment parts/components may be 'salvaged' when any one of the following conditions exists:
 1. The equipment cannot be economically repaired or is unable to adequately perform the tasks for which it was purchased.
 2. It has a higher scrap value than resale value.
 3. The parts/components of the equipment can be better used for repair or maintenance of like equipment. Any remaining pieces/parts would be deemed as scrap.
- b. All salvaged parts must be documented and received into garage stock immediately, at 10% of new price value.

5.4 Equipment Transfers

- a. If the transfer type selected is 'Temporary', an 'End date' must be assigned to it.
- b. In the case of a permanent transfer, 'End date' should be left blank.
- c. OEM approval is not required for transfers

5.5 Preventive Maintenance (PM) Schedule

Preventive Maintenance Plans, based on Class Code level, should be configured in EIMS by the OEM. District Equipment Managers can also override and specify at the District level. Once PM Schedules are set up, Repair Orders are able to be issued directly from the PM items as they show up as due on the Preventive Maintenance Needs system Window.

5.6 Fuel Transactions

5.6.1 Voyager Card Fuel Transactions

Only fuel transactions involving ODOT issued credit cards (Voyager) are entered directly into the Fleet module via the Fueling tab within the individual Equipment Inventory record to which the transaction relates.

5.6.2 Recording Fuel Usage at ODOT Pumps to ODOT Equipment

For all other fueling transactions that occur at ODOT fueling station locations into ODOT equipment, these transactions should be entered into the Resources Module within EIMS.

5.6.3 Fuel Transaction Relating to Fuel PODs

There are three scenarios involving Fuel PODs that need to be recorded in EIMS:

1. Fuel being dispensed from an ODOT Fuel Pump to the ODOT Fuel POD.
This type of transaction is handled in Resources>Material Management as a material Transfer.
2. Fuel being dispensed from a Commercial Fuel Pump to the ODOT Fuel POD by using a Voyager Credit Card.
This type of transaction is handled in a similar way to a credit card usage transaction to equipment except that it is entered into the Resources>Material Management.
3. Fuel originating from an ODOT Fuel POD to fill ODOT equipment.
This type of transaction is recorded in Resources>Material Management as a usage to equipment transaction.

5.6.4 Receiving Fuel Deliveries to ODOT Fuel Storage Tanks

The receiving of fuel is handled in the Resources Module and is handled via the Material Management screen.

6 PEC Module Business Rules

6.1 PEC – Projects

In the PEC Module, there are two main project types. These are PID Projects that are populated from Ellis, and Non-PID Projects that are set up directly into EIMS by authorized users.

Opening of Projects

- a. PID projects will be populated to EIMS automatically via Ellis interface and are set up Statewide, that is, at the ODOT Division/Cost Center so as to be made available statewide.
- b. Opening/Set Up of Non-PID projects is the responsibility of the Division/Cost Center.

Closure of Projects

- a. If the PID Project goes through the construction phase, the project is closed by Federal Accounting.
- b. For PIDs Projects not making Construction, that Project should be updated in Ellis and the update to EIMS will then be made via interface from Ellis.
- c. Non-PID projects are the responsibility of the Division/Cost Center.

Reopening of Projects

- a. For PEC PID Projects – defer to Federal Accounting.
- b. For PEC Non-PID projects – to be closed by the original opening Division/Cost Center.
- c. A timeframe will need to be reviewed/documentated for Federal Accounting to reopen the project to pay additional bills, after the set timeframe is completed.

Updating a Project from Pending to Active Status

- a. A Project must be in Active status in order to have time charged to it.
- b. For PID Projects, the project will be set up automatically via interface with Ellis. This will include automatic populating of the start date (as the system date that the project is opened by EIMS), automatic assignment of all PEC Activities to the project and auto set up as a Statewide project (accessible by all Division/Cost Centers).
- c. For Non-PID Projects, all Project information must be completed manually by the authorized System Roles (PEC Admin)

Sharing of Project with Other Divisions/Cost Centers

- a. To share Non-PID Projects, they should be set up at the highest level necessary. The highest Division/Cost Center level possible in EIMS is 'ODOT'. This is equivalent to a Statewide level and would potentially make a Project available to all Division/Cost Centers.

6.1.1 Non-PID Project Standardization

Certain Non-PID Projects (formerly TMS Work Orders) opened in the EIMS PEC Module will be standardized for all districts and CO to charge consistently. This is in addition to the Projects used Statewide (i.e., Administration, Training). These standard Project categories predominantly apply to Planning & Engineering activities. A Central Office employee will be responsible for starting and maintaining these standard non-PID projects. They will be set up at the Statewide level and all Districts will have access to them.

These projects should only be used for work associated with activities that do not have a PID or OPID established.

For Planning & Engineering Use

Traffic Studies

- a. Use this project to charge all work associated with performing traffic studies that are not PID related.
- b. If there is a possibility that the project could become a PID project, then follow the business rule for opening projects that may eventually become a PID.
- c. Use activities that appropriately reflect the effort of the work, i.e., 3520 Traffic & Safety Planning Activities, or 3530 Survey activities, etc.

Permits

- a. Use this project to charge all work associated with processing permits,
- b. Use appropriate activities that appropriately reflect the effort of the work, i.e., 3515 Permits, or 3530 Survey activities, or 3520 Traffic & Safety Planning Activities

Consultant Contract Administration

- a. Use this project to charge all work associated with administering consultant contracts.
- b. Use PID projects if more than a half hour is spent on any specific PID.

Property Management

- c. Use this project to charge all non-PID work associated with managing ODOT property.
- d. Use appropriate activities that appropriately reflect the effort of the work, i.e., 3530 Survey activities, or 3546 RW Plan Development, or 3551 Project Development, Environmental etc.

Capital Work Plan

- a. Use this project to charge all work associated with developing and maintaining the capital work plan.
- b. Use appropriate activities that appropriately reflect the effort of the work, i.e., 3516 Program Management, 3524 Project Estimating (during the work plan development).

Economic Development Assistance

- a. Use this project to charge all work associated with assisting the Jobs and Commerce Office with non-PID economic development projects.
- b. Use appropriate activities that appropriately reflect the effort of the work, i.e., 3524 Project Estimating, 3530 Survey Activities, 3549 Review, etc.

Local Public Agency (LPA) Assistance

- a. Use this project to charge all non-PID work associated with administering Local Public Agencies with their programs.
- b. Use Activity 3517.
- c. Do not use this project for working with Metropolitan Planning Organization (MPO) Agencies.

Metropolitan Planning Organization (MPO) Assistance

- a. Use this project to charge all non-PID work associated with administering MPOs with their programs.
- b. Use Activity 3517

Facilities

- a. Use this project to charge non-PID work associated with supporting facilities activities.
- b. Use activities that appropriately reflect the effort of work. Ie 3524 Project Estimating, 3530 Survey, 3549 Review etc.

Bridge Inspection – Without an SFN

- a. Use this project to charge non-PID bridge inspection work that is less than a half hours spent on any one structure.
- b. Use 3582 Bridge Inspection (District P&E) or 5778 Inventory & Inspection (Division of Engineering)
- c. This project is not a replacement for the individual district bridge inspection projects setup for SFN association.

Survey

- a. Use this project to charge all work associated with non-PID survey activities.
- b. Use 3530

Use the following Projects when working on administering the applications from local agencies for the various ODOT grant programs. Use activity 3587 Program Management for these Projects:

- Transportation Alternatives Program
- Safety Program
- Small City Funds Program
- Municipal Bridge Program
- Safe Routes to School Program
- Similar non-PID projects will be set up for other Statewide programs

For Testing Use:

Quality Program

- a. Use this project to charge all work associated with performing work on several different samples for multiple projects, inspecting an asphalt or concrete plant, or testing at a quarry. This work would have been previously identified under Asphalt Coordinator,

Aggregate Coordinator or Plant Inspection.

- The appropriate activity code will indicate the type of inspection, coordination, or quality review.
- Use PID Projects if more than a half hour is spent for any specific PID.

6.2 PEC – OPIDs

OPIDs are operational project identification numbers. They are not recorded in Ellis. OPID's capture work performed by Planning & Engineering and Construction employees on district maintenance projects that affect the condition of a roadway asset. They are set up in the Roadway Module and assigned to an "OPID Project" by the District P&E Office so activities performed by the Planning & Engineering and Construction employees can be recorded. Any maintenance request unrelated to the treatment of a roadway asset will not have an OPID assigned. (Also see Roadway – OPIDs section of this document)

The District Planning & Engineering Office, after consulting with the County Manager, makes the final determination whether an OPID gets created. A Planning & Engineering designee will inform the County Manager when an OPID should be created. Once the OPID is created, the County Manager will contact the P&E designee.

Typical services provided by P&E and Construction offices to Maintenance projects via the use of an OPID include (but are not limited to) the following:

- Scoping design (Scope document)
- Environmental Engineering
- Surveying
- Geotechnical exploration, testing and analysis
- Right of Way acquisition
- Construction Inspection

In addition, OPIDs may also be used for Roadway Emergency projects that require involvement of P&E and Construction staff.

It will be very important that each district is consistent in deciding what maintenance work warrant the creation of an OPID. The following rules of thumb should be followed by all districts in determining whether a project warrants an OPID:

- Any significant time spent on maintenance projects by PEC employees warrants the creation of an OPID and assigned to a subsequent PEC project.
- For questionable work, general engineering advice may not necessarily warrant creation of an OPID. If, after a field review of potential maintenance projects, follow up office work is required by PEC, an OPID should be created, assigned to a PEC project, and charged to by PEC employees.

When an OPID project is started and an OPID number assigned as an attribute, that OPID Number and Description will also be set as the PEC Project name. The OPID project should be created at the statewide level so CO Offices can use them.

OPID projects may eventually evolve into projects that warrant contract funding. Ellis PID projects then get created. The OPID number should be added as an attribute to the associated PID project so the two projects can be tied together. This will result in two projects having identical OPID numbers, one as an OPID project and the other as a PID project. This should be the only way a unique OPID number can exist in two projects.

6.2.1 Standard OPID Naming Convention

- First three digits represents the first three letters of the county
- Next three digits represents the route
- Next four digits represent the section number
- Next four digits represent the calendar year the OPID was created

Example: ALL30906852014

- No two unique OPIDs should be named the same

6.3 PEC Bridge Inspection Projects

Bridge Inspection:

- a. The PEC Bridge Inspection process will directly associate specific bridge asset identifiers, by Structure File Number (SFN) to the inspection activities. In order for this process to function properly, it will be important that each cost center (District P&E Office or CO Structures Office) set up a project named "Bridge Inspection – District 'X'".
- b. Inspection activities will charge Activity 3582 toward this Project.
- c. These projects must be set up at the Division/Cost Center level and cannot be set up at the statewide level.
- d. Culvert inspection activities need to be recorded in the Roadway Module.

6.4 PEC Entering Work Orders (Activities)

- a. Each employee is responsible for entering their own activities on a daily basis. The timeframe for completion of entry within is 48 hours of the transaction date.
- b. In order to charge time accurately, the recommendation is to follow the minimum increment used by Payroll. Payroll uses tenths (0.1 hours). A half hour should be the minimum duration charged to any activity.

6.5 Non PEC Employees that Work on PID Projects

Several districts utilize Highway Management office personnel to assist with the development and delivery of PID projects. In order to capture the HM effort spent on these projects, these HM employees shall login to the District Planning & Engineering Or Construction Cost Center and record their time on the pertinent PID projects they work on. Use the following rules:

- a. Standard maintainability reviews do not need to be charged in PEC. These reviews are for the purpose of looking after the interests of Highway Management and are not necessary for the bidding or construction of the project.
- b. Any review of a PID project as it relates to the design of the project shall be charged to the PID project in PEC.

- c. Any direct design, plan development, or project management associated with a PID project shall be charged to the PID project in PEC.
- d. If a Highway Management (Roadway) employee works on a PID project, they can charge directly to the project through the Resource/Labor Summary by Pay Period screen. They can use P&E activities. They will need to login to the appropriate District Planning & Engineering Division-Cost Center and have the "PEC Staff" role assigned to them.
- e. Facilities personnel that manage Facility PID projects can charge their time to PID projects, similar to Roadway personnel. These Facilities employees will need access to the PEC module in order to approve PID charges to their PID projects by others. They will also need the role PEC Staff assigned to them.
- f. Roadway personnel from Highway Management that work in Construction during the year will have their "Physical Location" changed to Construction. And then back to their "Home Location" when finished in Construction. Intended transfer must be for a period of 2 weeks or more.
 - The transfer of resource will be done by and administrative assistant in the District Construction Office Division-Cost Center utilizing the following steps:
 - Resources>Labor>Labor inventory
 - Change the Physical Location to the new Division/Cost center
 - Change the Reports to ALTERNATE (*this will be a new field it is being built) to the intended Supervisor
 - This will be done in reverse when the employee is to be transferred back
Example: The PEC Business SME or Admin assistant will transfer the employee back

6.6 PEC Employees Who Work on Roadway Projects

- a. PEC employees that help Roadway with snow and ice operations shall be shared to Roadway, and someone in Roadway will enter their labor hours and activities.

6.7 PEC Approvals/Validations

- a. Non-PID Project Charges:
 - Supervisors approve all labor activity hours for Non-PID projects, including OPID project charges.
- b. PID Project Charges:
 - All hours charged to PID Projects, from any ODOT cost center, shall be approved by either the Project Manager (PM) or the Project Engineer (PE) assigned to that project. The names of the PM and PE are designated in Ellis and are auto populated to EIMS. The purpose of the PM/PE review is to validate the appropriateness of the employees and the hours being charged to the PID projects they are managing. Should any hours appear to be a mistake or inappropriate the PM/PE should contact the employee charging the hours and resolve.
- c. The hours charged to the PID Project prior to the project award date shall be approved by the Project Manager from Planning & Engineering.

- d. The hours charged to the PID Project after the project award date shall be approved by the Project Engineer from Construction.
- e. The award status of all projects resides in Ellis and will be auto populated in EIMS.
- f. The PM and PE cannot approve their own time charged to the PID Projects they are managing. Those hours will be approved by their immediate supervisor.
- g. Supervisors may also perform the approval, as a backup approver, when the Project Manager or Project Engineer is unavailable. The supervisor is auto populated to EIMS from the HRIS4 System and as such any Supervisor changes need to be made in HRIS4 in a timely manner.
- h. The Project Manager, Project Engineer, or Supervisor has 14 days after the end of the pay period to approve/validate employee entry charges.

6.8 PEC – General

- a. Capital Allocations for materials to pay for maintenance projects (i.e., culvert replacements) require a PID to be assigned and used, instead of the OPID.
- b. Equipment usage will not be captured in the PEC module.
- c. Travel:
 - For completing a field review using a PID project, the PID shall be charged.
 - For completing multiple reviews for multiple PID projects, the total time should be divided by the number of PIDs (Review Total Time / Total Number of PID Projects) and charged to the PID projects.
- d. Meetings:
 - Use common sense.
 - If PID projects are discussed and significant time is spent on an individual PID, charge time to the PID project.
 - If projects are discussed but no significant time is spent on any individual PID, charge the meeting to ADMIN.
- e. It is important that a PID number be established in Ellis as soon as possible. When a PID is created in Ellis an associated Project will be created in EIMS. Activities cannot be charged to a PID in EIMS until it is first created in Ellis.
- f. It is imperative that all time that can be appropriately charged to a PID project actually gets charged to the PID.
- g. Clerical Duties:
 - If working on clerical work related to a Project, PID Project, or Activity, charge the Project, PID Project, or Activity if time spent is more than 30 minutes.
 - Significant time spent performing clerical work (mailings, making copies, filing, etc.) on PID specific projects should be charged to the PID project and use activity 3522 Project Management.
- h. District P&E and Construction Administrators will charge all PID related time to the respective PID project.

7 Acronyms and Abbreviations

CO	Central Office
EIMS	Enterprise Information Management System
ELLIS	No acronym (system of record for ODOT PID Projects)
TM	Transportation Manager
HMA	Highway Management Administrator
HRIS4	Human Resource Information System 4 (HRIS4)
ITS	Information Technology Services
LEM	Labor, equipment, and material
LPA	Local Public Agency
MPO	Metropolitan Planning Organization
OEM	Office of Equipment Management
OPID	Operational Project Identifier
OTEC	Ohio Transportation Engineering Conference
P&E	Planning & Engineering
PEC	Planning, Engineering and Construction
PID	Project Identifier
QAR	Quality Assurance Reviews
SFN	Structure File Number
VIN	Vehicle Identification Number
System Role	Refers to the security role set up for users in EIMS.