



# FACILITIES PLANNING

## Policy & Procedure #4

**TITLE:** **LABOR TRACKING FOR CONSTRUCTION MANAGERS MINOR PROJECTS**

**OBJECTIVE AND PURPOSE:** To track CM personnel man hours being charged to minor projects.

**RESPONSIBILITY:** **ACTION**

**ASSOCIATE DIRECTOR**

- ◆ Upon receipt of CM Invoices for Minor Projects from PMs or self, the Associate Director enters the man hours from the CM's timesheets provided into the ***Minor Project Labor Tracking Spreadsheet (Attachment "A")***.
- ◆ If records indicate that any single employee has been billed for between 40 and 60 hours in any single week, initiates conversation with CM regarding billed hours for that employee to verify accuracy and reasons for charges.
- ◆ If records indicate that any single employee has been billed for over 60 hours in any single week, notifies Director. Director and Associate Director initiate conversation with CM regarding billed hours for that employee to verify accuracy and reasons for charges. Obtains written confirmation of that conversation and reasons for charges from CM.

**DIRECTOR**

- ◆ Monthly reviews data of Associate Directors' Tracking Spreadsheet for compliance and for anomalies.

**REFERENCE** Facilities Planning P&P#7 – Major Project Invoices – shall apply to minor projects invoices from CMs.

**ATTACHMENTS** ***Minor Project Labor Tracking Spreadsheet - Attachment "A"***

Issued By: Richman	Date Issued: 4.2011	Date Revised:	Effective Date: 4.2011
APPROVED:	Vice President	Associate V.P.	Director

## MINOR PROJECT LABOR TRACK SPREADSHEET

WEEK OF DATE	NAME	P.O.#	TOTAL HOURS WORKED	NOTES
1/24/2011	JOHN DOE	106936	50	
1/31/0211	JOHN DOE	106936	50	
2/7/2011	JOHN DOE	106936	30	
12/20/2010	JANE DEERE	106696	30	
12/27/2010	JANE DEERE	106696	20	
12/13/2010	SAM TARNER	106124	50	
12/20/2010	SAM TARNER	106124	50	
12/26/2010	SAM TARNER	106124	50	
1/3/2011	SAM TARNER	106124	50	
1/3/2011	SAM TARNER	108220	46	
1/27/2011	SAM TARNER	108220	46	
1/7/2011	TORRY DEAN	108220	35	
		100399	NO TIME SHEET	
		108235	NO TIME SHEET	
		107783	NO TIME SHEET	

NOTE: Each CM will have a separate tab on the spreadsheet.

ATTACHMENT "A"