

CONSTRUCTION PROCEDURES HANDBOOK

SECTION I	SUBSECTION B	DATE
GENERAL INFORMATION	WORK ORGANIZATION NUMBER, JOB NUMBER AND ACTIVITY CODE	06/19/2012

Accurate representation of an employee's time is critical. Job Numbers and Activity Codes determine eligibility for Federal participation. The following information is being provided to assist the preparation of employee time sheets. Additional information is available in the NJDOT Function Code Manual. It is available at the following link:

<http://njdotintranet/divbur/fs/budget/pdf/99funcds.pdf>

Work Organization Number

<u>Work Location</u>	<u>Construction</u>	<u>Materials</u>
Director's Office	0101	NA
Construction Management	0151	NA
Region North	0152	0152
Region Central	0153	0153
Region South	0154	0154

Job Number

The Job Number is the seven digit project specific number assigned to each Contract. There are two job numbers typically associated with each Contract. They are:

1. Preliminary Engineering (PE) – Used prior to Authorization of the Contract's funding.
2. Construction Engineering (CE) - Used after Authorization of the Contract's funding. (Regional Construction will usually be limited to the CE Job number)

Activity Code

Field Managers and above are considered to be **Direct Supervision**. Resident Engineers/First Line Supervisors and support staff are considered to be **Direct Labor & Materials**.

These Activity Codes are to be used with the specific Job number; however, they can be used with the Trust Fund Advancement job number 2202261, for Construction Engineering, if work is not for a specific project.

Before Authorization (PE)

Direct Supervision	Direct Clerical	Direct Labor & Materials	Description of Function
H050	H051	H052	Project Scoping – All activities during the Scoping phase of a Project
H100	H101	H102	Value Engineering reviews during construction
H150	H151	H152	Design reviews including Plans, Specifications, schedule, constructability
M200	M201	M202	Construction Support during Plan Development – Activities providing input outside of the formal phase reviews. Advance Utility work inspection also included.

After Authorization (CE)

These Activity Codes are to be used with a project specific Construction Engineering (CE) Job number. The Regional Construction Engineers and Bureau Manager will use function code H001 for all functions when charging a federal Job Number.

Direct Supervisions	Direct Clerical	Direct Labor & Materials	Consultant Procurement	Consultant Management	Description of Function
M100	M101	M102	M103	M104	Management of assigned staff, reviewing projects status, Change Orders, monitoring schedule progress
M250	M251	M252	M253	M254	Field Inspection, RE and Construction Management reviews
M300	M301	M302	M303	M304	Field Testing – Securing Samples in field or Plant and Coring
M350	M351	M352	M353	M354	Fabricator Materials Testing Test at Fabricator site

Additional Activity Codes

Direct Supervision	Direct Clerical	Direct Labor & Materials	Description of Function
3124	3124	3124	Training received. Only for training with a specific Job Number. Otherwise, use Job Number Training Activity Code TR
A700	A701	A702	Training Administered
A600	A601	A602	Employee Performance Reviews Job Number 2600000
C950	C951	C952	Contract Litigation and Claims Support. Used with Claim Specific Job Number 8899 _ _ _
J300	J301	J302	Lawsuit Litigation (Non-Contract) Tort claims. Use Job Number 2600000