

Georgia Department of Transportation
Office of Materials and Research

Standard Operating Procedure (SOP) 20

Preparation of Daily Activity Reports and Semi-Monthly Activity Reports

I. Introduction

All Branches and Units are required to prepare a Daily Activity Report, Semi-Monthly Activity Report, or some other source document which will initially document the distribution of time charges by function and to support the preparation of the Semi-Monthly Time Sheet.

The preparation of the Daily Activity Report or the Semi-Monthly Activity Report is a responsibility of the Branch or Unit Chief or the Testing Management Supervisor. It will be prepared on the appropriate form and submitted together with the semi-monthly Time Sheets to the Office of Materials and Research Administrative Officer no later than the close of business on the 15th and the last day of the month.

For those units using diaries, weekly work reports, etc., they will retain these documents in their respective sections.

The Function Classification Guide, Instructions and Procedures relating to the Daily and Semi-Monthly Activity Reports can be found in the Appendices of this SOP.

II. Compensatory Leave

Refer to TOPPS 2230-27 Fair Labor Standards Act over the Policies and Procedures, Commissioners Policy dated March 1, 2001.

All compensatory leave earned must be reflected on time sheets for the pay period such leave is earned.

All compensatory leave earned must be reported as a footnote on the Daily Activity Report for the day on which the compensatory leave was earned. No compensatory leave will be allowed unless the proper entry has been made on the Daily Activity Report.

All compensatory leave taken must be reflected on the time sheet for the pay period such leave is taken.

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All compensatory leave taken must be reported as a footnote on the Daily Activity Report for the day on which the compensatory leave was taken. The footnote must include a specific reference to the exact day on which the compensatory leave was earned.

All compensatory leave records will be retained by each Branch and Unit and will be subject to audit for compliance with this SOP and TOPPS 2230-27.

III. General

The detailed instructions set forth below under Item IV Procedures are established as governing regulations and are to be followed by the Branch or Unit Chief when distributing the employees' daily activities to the specified alternate function codes.

In addition to the detailed description set forth below, the following conditions apply to every payroll unit charging time to the LABCN20300000.

- Time devoted to training schools should be charged to INTRNADM000003 if training is by a GDOT trainer or EXTRNADM000003 if training is by a not GDOT trainer.
- When non-project related work is being done, time should be charged to LABOT200300000.
- Enter any leave time taken, using the appropriate code.
- Time devoted to product evaluation tests should be charged to LABOT200300000.
- Time devoted to testing of airports for which there will be a separate billing will be charged to RA000000100000. Time devoted for travel to and from the airport will be charged directly to the project number under the function code.

IV. Procedures

The following procedures set forth in detail are guidelines for reporting the time charges of all personnel assigned to all areas of the Office of Materials and Research. For some activities and units, the Daily Activity Report will be applicable; for other activities, direct recording on time sheets will be applicable; and for those areas and units under the Testing Management Program, the Semi-Monthly Activity Report will be applicable.

A. Administrative Bureau

1. Administrative Branch - 4845301100
 - All time is charged to RA000000100000.
2. Building Maintenance Branch - Automotive Shop 4845301301
 - Time for this Unit is chargeable to FC000005000000.
3. Building Maintenance Branch - 4845301300
 - Time for routine building maintenance is charged to the RA000000100000.

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- Time spent preparing pull patterns and other test specimens and building or repairing Central or Branch Laboratory and Testing Management facilities and testing apparatus should be charged to LABOT200300000.
 - Time spent repairing Soils Engineering and Geology apparatus should be charged to LABPE200300000.
4. Research and Development Branch - 4845301500
 - All time is charged to SPR00000500850.
 5. Pavement Management Branch – 4845301600
 - All time is charged to RA000000100000.
 6. Pavement Testing Unit – 4845301501
 - Time should be charged to:
 - RA000010100000 – Pavement Performance Measurement Skid
 - RA000010200000 – Pavement Performance Measurement Roughness
 - RA000010300000 – Video Inspection
 - RA000010400000 – Deflection Measurement
 - RA000010500000 – Pavement Performance Measurement Faulting
 - RA000010600000 – Special Pavement Investigation
 - Or, other project number as appropriate for the tasks performed.

B. Paving Bureau

1. Testing Management Program Units - 4845303401 through 4845303407
 - Supervisors and clerical personnel charged to LABOT200300000 except when supervisors are certifying a field laboratory, field testing personnel, or performing tests they should charge to Construction.
 - Prorate time for all laboratory personnel to the appropriate function unless in the field assigned to a project for more than three days.
 - When a technician is loaned to a specific project for construction inspection purposes for more than three days, time should be charged to that project. For periods of three days and less, time should be charged to Construction.
 - Time devoted to comparison and materials reference laboratory samples should be charged to LABOT200300000.
 - Testing Management Units shall operate under the instructions applicable to the Semi-Monthly Report as found in Appendix III of this SOP. Each testing Management Program Supervisor shall be responsible for the procedures contained in Appendix III.

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- Coring for passing lane projects shall be charged to LABPE200300000.
 - When asphalt mix designs are made in the Branch Laboratories, charges shall be made as shown under unit 4845303101 (Bituminous Construction – Mix Design as shown below).
 - Tests for Environmental Impact Study should be charged to LABPE200300000.
 - Testing samples from prestress plants, concrete plants, quarries, etc., charges should be made to LABCN200300000.
2. Bituminous Construction - Mix Design 4845303101
- The time for the Branch Chief and his assistant in charge of the mix design and clerical operation, along with the time for all typists and clerical personnel, should be charged to LABOT200300000, except when the Branch Chief or his assistant are actually in the field. Then time should be charged to LABCN200300000 or other appropriate functions as indicated by project number or purchase order number.
 - When testing routine samples, time for all laboratory personnel should be prorated to the appropriate function based upon the identifying symbol on the work cards for the sample tested.
 - Designs which are made for a specific project or purchase order should be charged to LABCN200300000, LABSF200300000, or LABRM200300000, as may be appropriate. Designs which are not for a specific project or purchase order should be charged to LABCN200300000 or divide time equally between LABCN200300000 and LABRM200300000.
3. Bituminous Construction - Bituminous Control 4845303102
- Supervisor and clerical personnel should charge their time to LABOT200300000 except the time spent by the Supervisor in actual testing which should be broken down in the same manner as the Laboratory Technicians.
 - Refinery Inspection personnel, when visiting refineries, should have their time prorated to LABCN200300000, LABSF200300000, and LABRM200300000 by percentages based on a three-month average of material tested in the Central Laboratory. When not visiting refineries, time should be charged as for other laboratory technicians.
 - Time for laboratory personnel should be prorated to the appropriate function based upon the identifying symbol on the work cards for the samples tested.
 - Cleanup time should be charged to LABOT200300000.
4. Bituminous Construction - Technical Services 4845303103
- Personnel assigned to Technical Services normally work with field forces and time should be charged to LABCN200300000, LABSF200300000, or LABRM200300000 depending entirely upon the character of the project where technical assistance is being given.
5. Pit and Quarry Branch - 4845303500

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- All field laboratory and office time devoted to quality control of fine and coarse aggregate sources should be prorated on the basis of the weekly tonnage report for a six month period.
- All time devoted to research and specification development should be charged to LABOT200300000.
- Time required for field trips to operating quarry sites or sand mines for the purpose of inspecting stockpiles of materials being produced for a specific project should be charged to LABCN200300000, LABSF200300000, or LABRM2003000.
- Time sheets on project scheduling, pit locations, preparation of special provisions and work related to the evaluation of local material pits prior to advertisement for bids should be charged to LABPE200300000.
- Time spent evaluating pit substitutions proposed by the contractor should be charged to LABCN200300000.
- Time spent in the field should be charged to LABPE200300000 or LABCN200300000 as required by the status of the project.
- Time devoted for sanitary landfill or other county work for which there will be a separate billing to said agency must be charged to RA000000100000.

6. Concrete Branch - Mix Design 4845303200

- Time for the Branch Chief should be charged to LABOT200300000 unless he leaves the laboratory to visit other types or work, then the time should be charged to LABCN200300000, LABSF200300000, or LABRM200300000, whichever is applicable.
- Time for the Chief of Design Operations and clerical personnel should be charged to LABOT200300000 unless he actually spends time on a specific activity, then time is charged accordingly.
- Time for all technicians should be charged to the type of work being performed on any given day. Design for aggregate sources should be charged to LABOT200300000.

7. Concrete Branch - Technical Services 4845303201

- Personnel assigned to Technical Services normally work with field forces and time should be charged to LABCN200300000, LABSF200300000, or LABRM2003000 depending entirely upon the character of the project where technical assistance is being given.
- When personnel are in the Laboratory working with records or preparing reports, time should be charged to LABOT200300000.
- Personnel assigned to Prestressed-Precast Inspection should charge their time to LABCN200300000.

C. Testing Bureau

1. Soil, Physical and Chemical Branch - Office 4845302100

- All time is charged to LABOT200300000. Supervisor's time while out of the building will be charged to the function applicable to the project symbol.

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2. Soil, Physical and Chemical Branch - Chemical Lab 4845302103
 - All time for laboratory personnel should be prorated to the appropriate function based upon the identifying symbol on the work cards for the samples tested.
 - Tests for Environmental Impact Study should be charged to LABPE200300000.
 - Product Evaluation should be charged to LABOT200300000.

3. Soil, Physical and Chemical Branch - Physical & Soil Testing Labs 4845302101, 4845302102
 - All time for laboratory personnel should be prorated to the appropriate function based upon the identifying symbol shown on the work cards for the samples tested.

4. Soil, Physical and Chemical Branch - Receiving 4845302105
 - Because of the variety of tasks performed, all time should be charged to LABOT200300000.

5. Inspection Services Branch - Structural Steel and Welding Inspection 4845303301
 - Shop inspectors and welding consultants, when working in the fabricating shop or at the job site, should charge time directly to the project. When in the Laboratory, time should be charged to LABOT200300000.
 - Office personnel assigned to this operation should charge their time to LABOT200300000 unless a minimum of one-fourth day has been spent on a specific project, then time should be charged to LABCN200300000 or the appropriate function.
 - Work performed for other governmental agencies should be charged to RA000000100000.

6. Inspection Services Branch - 4845303300
 - Inspection should charge time to LABCN200300000, LABSF200300000, or LABRM200300000 depending upon the ultimate usage of the material being inspected. The inspector is aware of the final usage of the product being inspected and his daily inspection data sheet reflects this information. Some examples are: Purchase order bridge paint or centerline paint is chargeable to LABRM200300000; other bridge paint is chargeable to LABCN200300000; procurement of random samples of reinforcing steel is chargeable to LABCN200300000; inspection of centerline paint for other states is chargeable to Administrative Account RA000000100000; inspection of pipe other than concrete is for a specific project and the inspection charge would be to LABCN200300000, LABRM200300000, LABSF200300000 as may be appropriate. Inspection time for concrete pipe is prorated to the three functions on the basis of accumulated data on final distribution of concrete pipe that has been inspected.
 - Time spent by inspectors for any inspection or sampling work under an agreement with another state or government agency should be charged to the Administrative Account RA000000100000 or any other prearranged account number.
 - Time for clerical personnel should be charged to LABCN200300000, LABSF200300000 as may be appropriate. Time not appropriate to these two functions should be charged to LABOT200300000.

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- Time for the Branch Chief should be charged to LABOT200300000 unless he leaves the laboratory to visit other types of work. The time is then charged to LABCN200300000, LABSF200300000, or LABRM2003000 as may be appropriate.

7. Materials Audit Unit - 4845301400

- When auditing projects or reviewing Materials Certificates, charge to LABCN200300000.

8. Independent Assurance Unit – 4845302200

- Routine work should be charged to LABCN200300000, LABSF200300000, or LABRM200300000 as indicated by project number.
- When procuring samples at prestress plants or concrete plants, time charges should be made to LABCN200300000.
- When procuring samples at quarries and asphalt plants, charge to appropriate function if project number can be predetermined; otherwise, charge time equally between LABCN200300000 and LABRM200300000.

D. GEOTECHNICAL BUREAU

1. Geotechnical Bureau - Field Crews 4845304200

- Field crews time should be documented by weekly work report which will be retained by the Section.

2. Geotechnical Bureau - Administration 4845304000

- Time sheets are to be documented by Semi-Monthly Activity Sheet.
- All time charges to be made to the LABPE20300000 account.
- Time devoted to testing, inspection or engineering on retaining walls should be charged directly to that project.
- Any work related to other state agencies outside the DOT, to counties or municipalities for which there will be direct billing to that agency, time charges should be to the RA000000100000 account.

3. Environmental Testing Branch - 4845304300

- Field Crews' time should be documented by weekly work report which will be retained by the Section.

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Director of Construction

Appendix I
Function Classification Guide

The Daily Activity and Semi-Monthly Reports will require a breakdown of time into one the functions listed below:

Project No.	Description
LABPE200300000	Preliminary Engineering
LABCN200300000	Construction
LBSF200300000	Maintenance (SF & SFPR)
LABRM200300000	Routine Maintenance (PO)
LABOT200300000	Time spent on other than the listed categories
RA000000100000	Administration
FC000005000000	Fleet Clearing
LABCL060100000	Lab Clearing Drilling
LABCL060200000	Hazardous Waste Drill Crew
INTRNADM000003	Training by GDOT Instructor
EXTRNADM000003	Training by non-GDOT Instructor
RA000010100000	Pavement Perf. Meas. Skid
RA000010200000	Pavement Perf. Meas. Roughness
RA000010300000	Video Inspection
RA000010400000	Deflection Measurement
RA000010500000	Pavement Perf. Meas. Faulting
RA000010600000	Special Pavement Investigation
SPR00000500850	Research and Development

1. LABPE200300000 - Preliminary Engineering

Preliminary Engineering is applicable only to those projects for which construction has not been authorized. Samples chargeable to this category are originated by the Geotechnical Engineering Bureau and are commonly known as soil survey samples or bridge foundation study samples.

Other preliminary engineering samples are taken during the process of gridding pits for possible local sources of soil. Identification cards accompanying pit grid samples chargeable to preliminary engineering should have a three-point means of identification. First, the person submitting the sample is almost always the District Materials Engineer or one of his assistants; secondly, there will not be a

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name of a contractor in the space where this is called for; and finally, the letters preceding the project number will begin with PE.

2. LABCN200300000- Construction

The Construction category, as the item implies, includes all projects let to contract.

3. LABSF200300000 - Maintenance (SF and SFPR)

This category includes all samples submitted to represent material being used in SF and SFPR projects being built using maintenance forces.

4. LABRM200300000 - Routine Maintenance (PO)

This category is applicable to samples which are identified by Purchase Order number only. Identifying this category always requires that the records be checked for each sample to insure that a project number is not shown on the back of the purchase order.

5. LABOT200300000 - Unassignable

This category is intended to specifically cover activities which cannot be designated as applicable or related to one of the previously listed categories. All time allocated to this category will be automatically prorated on the basis of the relationship of the other four categories.

The key to the use of LABOT can be found in two words - assignment and relationship. Assignment refers to a person being assigned to... and relationship refers to work being related directly to...

Assignment - If a person is assigned to a particular function or any combination of functions, LABPE, LABCN, SF & SFPR, PO Maintenance, then he would charge his time to that function or prorate his time between the functions of assignment whichever the case may be. If he cannot equitably classify his time by functional area (such as clerical personnel), then the time should be charged to Unassignable (LABOT200300000).

Relationship - If the work performed directly related to a particular testing or inspection activity and that testing or inspecting activity directly relates to a particular function or combination thereof, then that time is charged to that function or prorated among the functions whichever is appropriate. If, however, the task performed has no direct relationship to a testing or inspection activity or to a functional area, then the time should be charged to LABOT200300000. Case in point - sweeping out trucks, calibrating and cleaning testing equipment, preparing work sheets and forms, performing tests on AMRL and Co-Op Samples, etc.

6. RA000000100000

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To be used for time spent on administrative functions. Primarily used by staff in the Pavement Management and Administrative Branches but may be use by any who spend time on research or administrative activities.

7. FC000005000000

To be used for time spent on automotive shop related activities.

8. LABCL060100000

Time spent drilling other than on environmental investigations.

9. LABCL060200000

Time spent drilling on environmental investigations.

10. INTRNADM000003

Time spent in training provided by a GDOT trainer.

11. EXTRNADM000003

Time spent in training provided by a non GDOT trainer.

12. RA000010100000 through RA000010600000

Time spent performing various tests on pavement performance, as specified above, and for video inspection of pipes.

13. SPR00000500850

For use by Research and Development branch to record time spent on research and development projects.

Appendix II Daily Activity Report Instructions

1. Enter the name of each employee exactly as it appears on the payroll.

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2. The first column should be used to record time spent on any of the nine projects listed above (or any other that may be appropriate). If an employee spends time during the day on more than one project, use additional lines as appropriate.

3. Enter any leave time taken in appropriate column.

4. All entries should be shown in hours or minutes thereof. For example 1 hour 15 minutes; 1 hour 30 minutes; 1 hour 45 minutes. However, time charged to either Annual, Sick or Personal Leave must be shown (taken) in whole hour increments.

5. Time prorations should be made as accurately as is practical. The report is to be completed each day based on the day's testing activity.

6. The form is signed by the Branch or Unit Chief or his appointee.

**Georgia Department of Transportation
Office of Materials and Research
Daily Activity Report**

For ____ / ____ / ____

Employee Name	Project Time (see pages 9 & 10 for codes)		Leave (see time sheet for code)	
	Project Number	Time	Project Number	Time

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Signed

Section Chief

**Appendix III
Semi-Monthly Activity Report**

Attached is an example of the Semi-Monthly Activity Report. The instructions directly applicable to the use and application of this form are discussed below:

1. Radio Operator or Timekeeper

- At the end of each day or during the morning of the next day, consult with each employee either personally or via radio contact to establish how that employee's time was distributed among the applicable function codes and leave classifications for recording on the Semi-Monthly Activity Report.
- In the employee's name block, make appropriate notations of compensatory time earned and taken.

2. Timekeeper

- On a semi-monthly basis, prepare each employee's time sheet as documented by entries recorded on the Semi-Monthly Activity Report.
- When preparing the employee's time sheet in this manner, it is acceptable to sign the employee's name followed by your initials.
- File the Semi-Monthly Activity Report as an attachment to your office file copy of the time sheets by semi-monthly pay period.

NOTE: Time Sheet and Semi-Monthly Activity Report files disposition - Reference your Records Retention Manual Appl. No. 363 (p6-11) which states "Cut off files at end of each fiscal year; hold in current files area one year or until State Audit is completed, whichever is later; transfer to Records Center; hold three years; then destroy."

Semi-Monthly Activity Report

Unit _____

Pay Period Ending ____/____/____

Page ____ of ____

Employee Name	Function	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	29	30	

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	Leave																		
	Leave																		
	Leave																		

Signed _____

Unit Chief