

Whose Name should be used on HiCAMS Contract Tracking Entries?

HiCAMS requires a date and name when entering data. Since HiCAMS automatically records the date and the person entering a record on the History tab, it would be of little benefit to duplicate that information by using the date and name of the person doing the data entry. Instead, use the following information as a guide:

Suggested Procedure for Material Receipts:

Enter the date of the record and the name of the person that created the Material Received.

Suggested Procedure for Pay Records:

When individual pay records are entered, enter the date of the record and the name of the person that created the original entry as long as that Date is within the Estimate period. If the date the original entry was created does not fall in the estimate period in which you desire to pay for the work, change the date to the last date of the estimate period.

When a summary pay record for pay records created on multiple dates or by multiple people is entered in HiCAMS, use the name of the individual entering the pay record in HiCAMS. The date entered should fall in the estimate period in which the work was done in order for the Pay Record to be included in the estimate. This may or may not match the date the summary Pay Record was created in the Pay Record Book.

Suggested Procedure for Ticket Books:

Enter the date of the ticket book and the name of the person that created the original ticket book.

For additional information about this topic, please contact the Construction Unit at 919-

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