

Should there be a Page Total on every page in the Pay Record book?

As work is performed on a Project, payment for the various line items is recorded in Pay Record Books either as the work is performed or shortly thereafter. The entries are reviewed and checked monthly, and an entry for the corresponding line item is created in HiCAMS in order to pay the Contractor. Generally, a line is drawn across the page, and an estimate total, date, and the initials of the person making the entry are entered.

Some Line items have many pages of entries per month (e.g., Seeding and Mulching or Borrow by Truck count) and some have only one or two entries during the entire project (e.g., Mobilization or Fine Grading). In the case of multiple pages per estimate period, it is helpful to think of the Page Total as an "Estimate Total" instead.

It is not necessary to enter a page total for every page of the multi page entries unless directed by the Resident Engineer. HiCAMS does not allow a range of page numbers to be entered in the page number field but an entry such as "Estimate 5, PRB 5, pages 5 - 10" can be made in the comments field. In this case, there would be a single HiCAMS entry for Book 5, Page 10 and no HiCAMS entries for pages 5, 6, 7, 8, and 9. As long as the page total entered in HiCAMS can be verified, it is not necessary to calculate a page total for each page.

Before HiCAMS, every page in each pay record book would have a Page Total regardless of when the quantities on that page had been included on an Estimate. Subsequently, each page for Line Items spanning several pages was summarized by page at the end of the project to calculate a Line Item Total. The HiCAMS Estimate totals take the place of Page Totals. No summary page is necessary.

For additional information about this topic, please contact the Construction Unit at 919-707-2400.

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