

From: [Announcement, DOT \[DOT\]](#)
Cc: [DOT-ALL](#)
Subject: Changing the status of a job number 2024
Date: Tuesday, January 30, 2024 9:09:50 AM

To all employees

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Requests for a change in the status of a job number will be handled as follows:

I. Inactive (I) status - Job Numbers linked to federal agreements

****Please note that the inactive job status will be used for scenario (a) and (b) below only****

(a) A job number linked to a federal agreement that does not have in-house (state force) federal authorization will remain in the inactive status.

(b) A job number linked to a federal agreement that will have in-house (state force) federal authorization will automatically be entered into FMIS using the inactive status to prevent charges prior to approval of Federal authorization.

II. Active (A) status - Job Numbers linked to federal agreements

When federal authorization is received the Job Manager will send an email requesting the Job Status to be changed to Active. Example e-mail is as follows:

FROM: (Job Manager)

TO: DOT.AcctJobNumbers@dot.nj.gov

SUBJECT: Job Number XXXXXXXX

Change Job Number XXXXXXXX from inactive to active using the federal authorization date of mm/dd/yyyy.

Job Manager must provide supporting documentation in order to verify the federal authorization date as follows:

(1) Print screen of FMIS PA20/Detail I **or**

(2) Business Objects (DOT-FA-105)

III. Active (A) status - Job Number funded by 100% state funds (TTFA), Third Party/Cost Sharing

Any job number that is 100% State funded will be entered into FMIS using active status.

IV. Closed (C) status - Job Numbers linked to federal agreements (See P&P400)

A job number linked to a Federal Agreement cannot be closed unless Final Acceptance has been obtained from FHWA. Upon approval of final acceptance the FHWA will advance the Federal Agreement to step 7A and the Job Number will be automatically closed by Accounting. A request from the Job Manager is not necessary. Once the federal agreement has been moved to step 7A, any requests to change the status are not allowed.

An exception to the above is that any active federal agreement that has reached its end date will automatically be withdrawn and job number closed. Please see DOT Announcement “Monitoring of Federal Project End Dates”

<http://njdotintranet.njdot.lan/mgmtann/docs/2019/MonitoringofFederalProjectEndDates.pdf>

NOTE: Accounting Operations is exempt from above in the event a final invoice needs to be paid. A Final Department Action (AD-12) along with other required documents depending on the phase of work completed, must be circulated requesting to close the contract, related job number and cancellation of encumbrances. This memorializes that the Department’s contractual obligation is complete. If the contract contains language requiring a final release clause then the final invoice is required to contain this clause. This releases the State from any other financial obligations. This also applies to final construction estimates in which the final amount is zero.

V. Closed (C) status - Job Number funded by 100% state funds (TFA): (See P&P400)

A Final Department Action (AD-12) along with other required documents depending on the phase of work completed, must be circulated requesting to close the contract, related job number and cancellation of encumbrances. This memorializes that the Department’s contractual obligation is complete. If the contract contains language requiring a final release clause then the final invoice is required to contain this clause. This releases the State from any other financial obligations.

NOTE: An email request to close the job number is not necessary assuming the above procedure is followed except for Local Aid and Planning.

VI. General and Administrative Job Numbers

Job numbers not linked to capital contracts can be closed by sending an e-mail to

DOT.AcctJobNumbers@dot.nj.gov .

VII. When to request a job number status change

The cut off for job number status change requests is up until the Wednesday prior to the pay period end.

All requests should be submitted to: DOT.AcctJobNumbers@dot.nj.gov.

Accounting will not accept requests to change a Job Status on Thursday or Friday during the week of pay period end. For your convenience, payroll calendars are located on the NJDOT Intranet.

Any emergencies (Storm or snow event; suspense adjustments for federal inactives; federal authorization either withdrawn or approved) that occur after the Wednesday cut off should be submitted to both DOT.AcctJobNumbers@dot.nj.gov and DOT-Ecats.Support@dot.nj.gov making it a priority e-mail and specifically indicating in the subject of the e-mail that this request constitutes an emergency.

NOTE: FMIS and eCATS are separate systems. Using both email addresses above ensures the job number is changed to active in FMIS and time sheet charges can be accepted in eCATS.

DOT.AcctJobNumbers@dot.nj.gov will only accept a request to change the status of a job number from the job manager listed in FMIS. A job manager is the individual responsible for monitoring

costs of the job assigned. If the job manager name is not up to date in FMIS the request will be rejected.

Thank You,
Division of Accounting and External Audit

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