

You can make changes to time cards that are in Draft, Pending Approval, Approved or Rejected status.

A time card that includes more than one PO Line Number or Job Number can have lines with different statuses. For example, the lines associated with one job number can have a status of Approved, while the lines associated with another job number can have a status of Rejected. In this case, the timecard would appear in both the *Time Cards in Approved Stage* and the *Time Cards in Rejected Stage* sections on the home page, indicating that some lines were approved and others rejected.

1. On the CCTM Timecard Home page, click the **PO Number** link for the time card that you want to modify.

The *Time Card* displays in view mode, as shown in Figure 1.

2. Select the **Status (Rejected, Draft, Pending Approval or Approved)** of the lines that you want to change from the *Timecard Listing Mode* and click the **Go** button (see 2).

The page updates and displays an **Edit** button below the list, as shown in Figure 2 below.

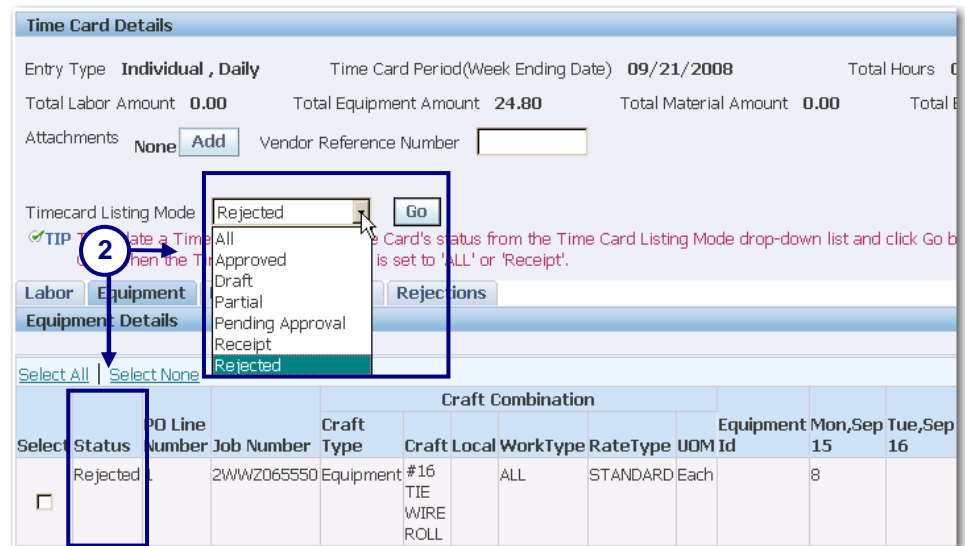


Figure 1

3. Click **Select All** or select a line on any tab with the job number(s) that you want to edit (see 3 in Figure 2).
4. Click the **Edit** button (see 4 in Figure 2).

The lines with the selected job number(s) are placed in edit mode and the time card Status changes to "Draft", as shown in Figure 3 on the following page.

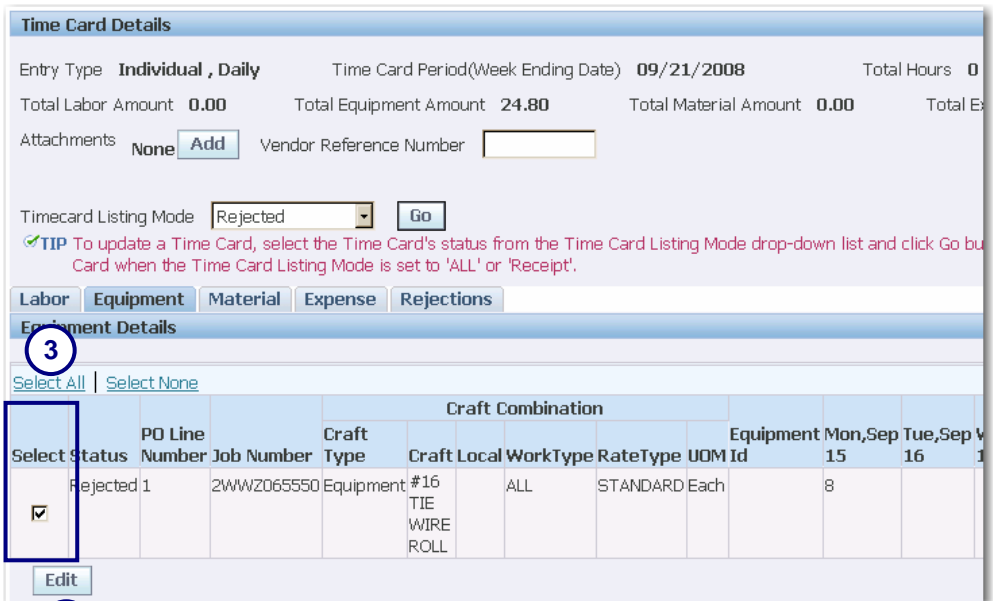


Figure 2

5. Make any changes to the time card. You can change existing lines, add lines, delete lines or add attachments.

6. Click **Add** and attach supporting documents.

*The system requires you to attach at least one supporting document prior to submitting a time card. There must be an invoice/receipt submitted for each item entered on the material and expense tab. You must submit other attachments as specified by your Ameren approver.*

7. Explain all the changes that were made to the time card in the **Change Reason** text box (required.)

8. Click the **Save and Submit** button to resubmit the modified time card to the approver.

**Time Card Details**

Entry Type: **Individual** (6) Time Card Period(Week Ending Date): 03/07/2010

Total Labor Amount: Total Equipment Amount: Total Material Amount: Total Expense Amount

\* Attachments:   Vendor Reference Number: AMRN-499000-03072010 \* Change Reason: (7)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | Material | Expense

**Equipment Details**

TIP You cannot delete a line that has been previously approved.

Select All | Select None

PO Line	Craft	Craft Combination	Mon, Mar	Tue, Mar	Wed, Mar	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	To
Draft 1	Equipment	PICK-UP TRUCK	10	2	10					

Return to Timescard Search

Approver: Hammitt(CSFTrnSvc) 20   (8)

Figure 3

***If all the time card lines are in Draft Status, you can click Delete Time Card to delete the time card. The system will generate an error message if the time card cannot be deleted.***