



CCTM SUPPLIER

TIME CARD

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S1.3 CREATE A CCTM TIME CARD: INTRODUCTION

A single CCTM Time Card represents a **one week period from Monday to Sunday**. Each Supplier user can submit one Time Card per Purchase Order (PO), per Job number or PO Line number per week. When a CCTM PO is created, it will reference the GCPA (Global Contract Purchase Agreement) and will be designated as one of two **Types - Time & Materials or Fixed Price**. A Time Card created against a **Time & Materials (T&M)** type PO will pull Craft combinations and rates directly **from the Rate Card** to the Labor or Equipment section. You will only be required to enter hours/units per day. The T&M Time Card also includes a Materials section and an Expense section. Within each you can report variable costs that cannot be included in the Rate Card or costs that occur periodically. A Time Card created against a **Fixed Price** type PO will simply report a **Milestone and a single dollar amount**.

As with the Rate Card a CCTM Time Card can be created Online, or an Excel template can be completed for Upload to CCTM. Online Time Card creation is only recommended when fewer than 10 Time Card lines will be reported. Otherwise Time Card template Upload is the preferred method as data can be populated, copied and pasted in an Excel file.

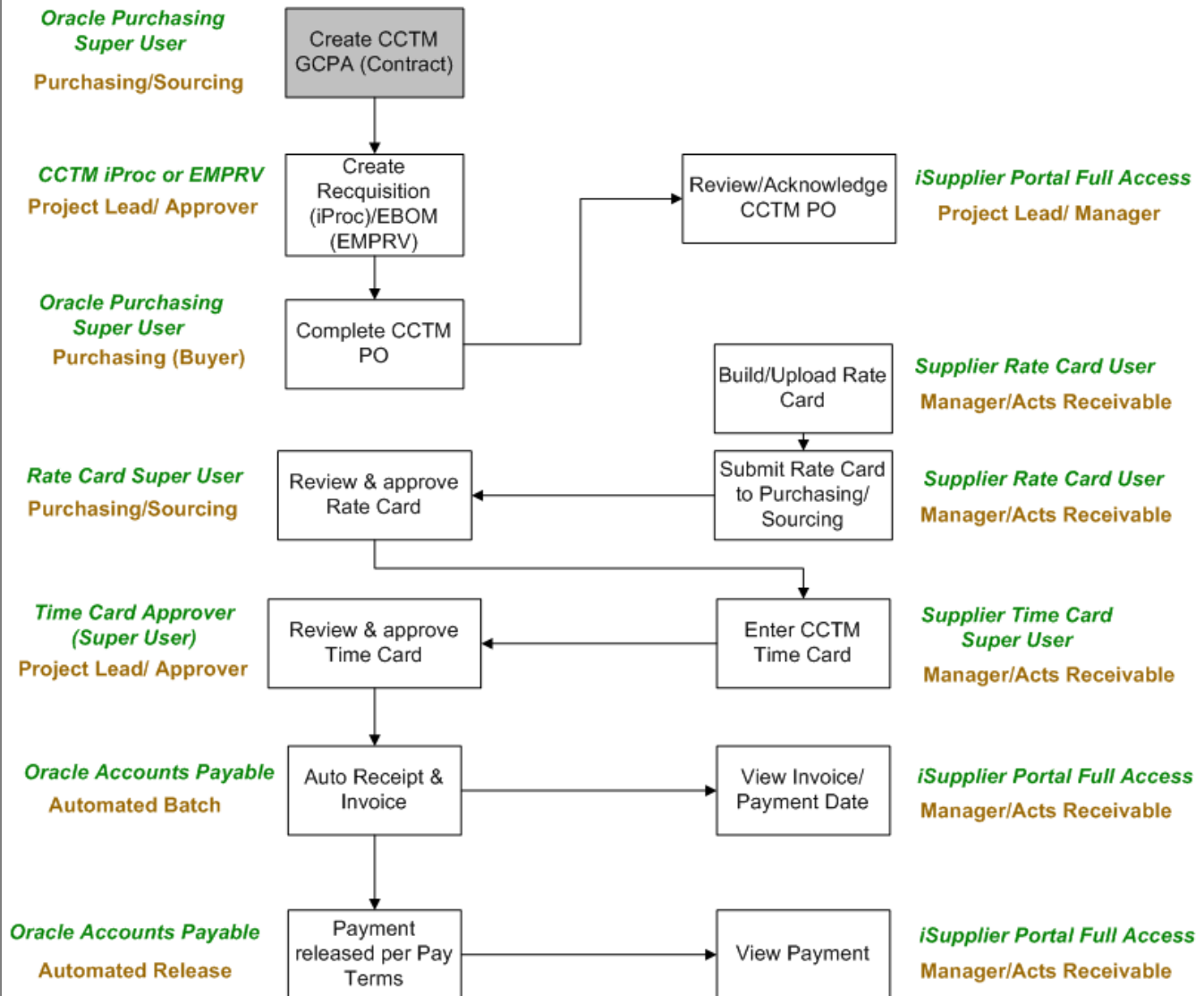
After the Time Card has been created online or uploaded to CCTM successfully, it is submitted to the Ameren approver designated at the PO level. You do not have access to change the Time Card approver. **Time Card submittal will trigger two events**. The Time Card **approver will receive an automated notification**, informing him/her there is a Time Card pending action, and the **Pay Terms period will begin**. When an Ameren approver reviews a Time Card s/he can choose to **Approve** it, Forward it to another individual for review, or Reject it. Time Card rejection requires the approver to complete a field, and approvers are instructed to clearly state the reason for rejection as well as the alternate action required. When the Time Card is **Approved**, you will receive an automated notification indicating such.

Nightly, an **automated batch** is initiated, flagging all Time Cards in Approved status and completing the Receipt and Invoice process. This is the point at which a **CCTM Time Card becomes an official Invoice**. You can view **Invoice** and **Payment** details via your **AMPOS iSupplier Portal Full Access** responsibility.

CCTM High Level Process

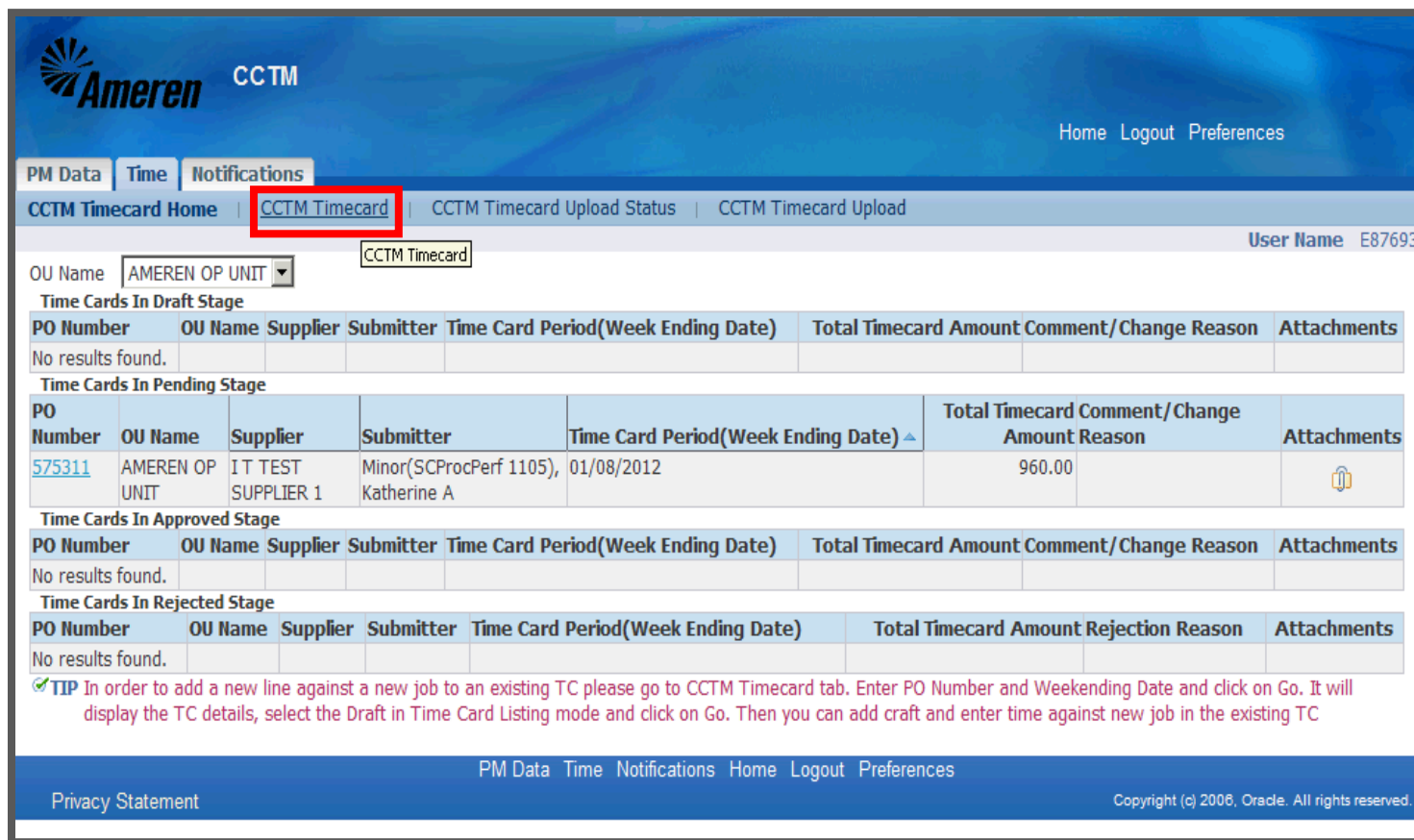
Ameren

Supplier




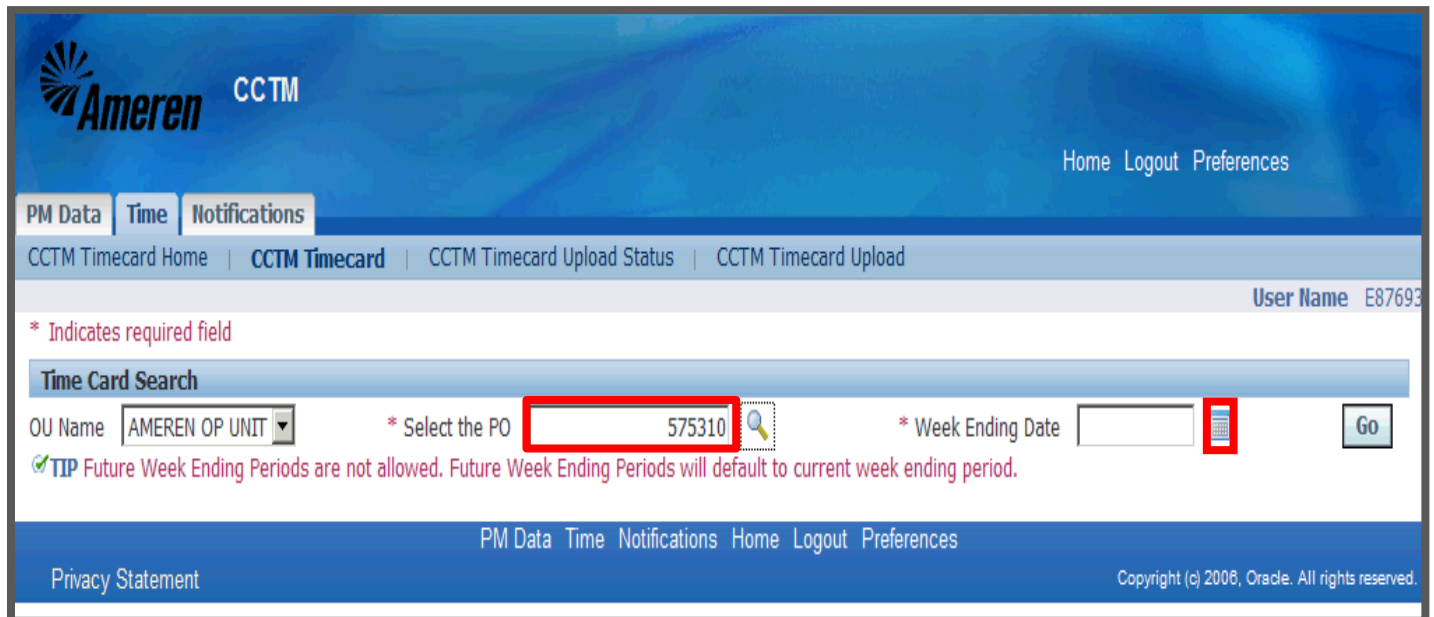
S1.3.1 Create a Time & Materials Time Card Online

Step	Action
1.	<p>From your Oracle Applications Home Page select the AMCCTM Supplier Time Card Super User responsibility, and click Time Card folder when the menu expands, and click the Time Card link.</p> <p>You will be taken to your CCTM Time Card Home page. When Time Card submittal is under way, the Home Page will provide a quick view of Time Cards you have in the works. You will see all Time Cards in Draft Stage, those which have been created or uploaded and saved but have not yet been submitted. Time Cards in Pending Stage include those you have submitted and are pending action on the part of the Approver. Finally, Time Cards in Rejected Stage include any the Approver has returned for change, addition, and/or removal of Time Card data.</p>
2.	<p>To create a Time Card online, click the CCTM Time Card link.</p> <p>CCTM Timecard</p>



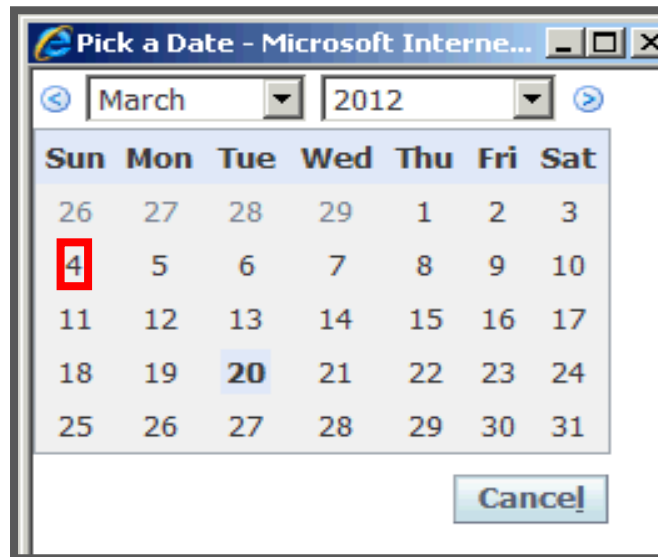
The screenshot shows the CCTM Time Card Home page. At the top, there is a header with the Ameren logo and the text 'CCTM'. Below the header, there are navigation tabs: 'PM Data', 'Time', and 'Notifications'. The 'Time' tab is selected, and a sub-tab 'CCTM Timecard' is highlighted with a red box. Below the tabs, there is a breadcrumb trail: 'CCTM Timecard Home' > 'CCTM Timecard Upload Status' > 'CCTM Timecard Upload'. On the right side, the user's name 'User Name E87693' is displayed. Below the breadcrumb trail, there is a dropdown menu for 'OU Name' with 'AMEREN OP UNIT' selected. Below the dropdown, there is a section titled 'Time Cards In Draft Stage' with a table showing columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Comment/Change Reason, and Attachments. Below this table, there is a section titled 'Time Cards In Pending Stage' with a similar table. Below this table, there is a section titled 'Time Cards In Approved Stage' with a similar table. Below this table, there is a section titled 'Time Cards In Rejected Stage' with a similar table. At the bottom of the page, there is a footer with the text 'PM Data Time Notifications Home Logout Preferences' and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
3.	A valid PO number is required to create a CCTM Time Card. You can enter the PO number directly in the Select the PO field and push your Tab key, or use the magnifying glass icon to search for it.
4.	A Week Ending Date is also required and must be a Sunday date . You can enter the date (mm/dd/yyyy) directly in the Week Ending Date field or click the Calendar icon.  * A new window will open.

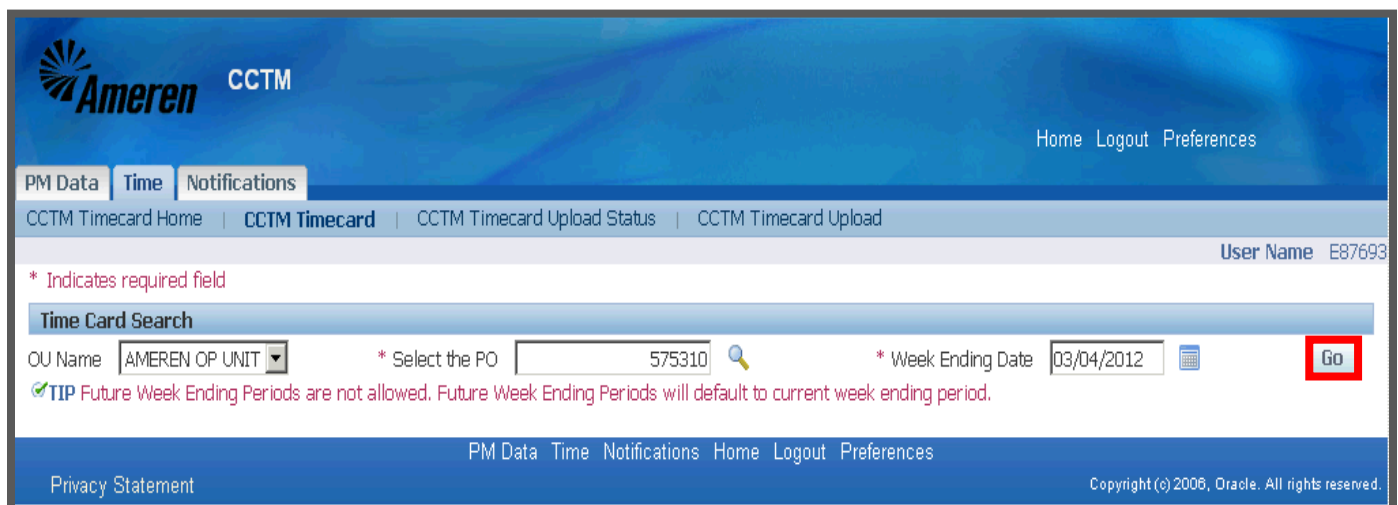


The screenshot shows the CCTM Time Card Search interface. At the top left is the Ameren logo and the text "CCTM". On the top right are links for "Home", "Logout", and "Preferences". Below this is a navigation bar with "PM Data", "Time", and "Notifications" tabs. Under the "Time" tab, there are links for "CCTM Timecard Home", "CCTM Timecard", "CCTM Timecard Upload Status", and "CCTM Timecard Upload". The "CCTM Timecard" link is highlighted. On the right side of the page, the "User Name" is displayed as "E87693". A red asterisk indicates a required field. The "Time Card Search" section contains a form with the following fields: "OU Name" (a dropdown menu showing "AMEREN OP UNIT"), "* Select the PO" (a text input field containing "575310" with a magnifying glass icon to its right), and "* Week Ending Date" (a text input field with a calendar icon to its right). A "Go" button is located to the right of the "Week Ending Date" field. Below the form, a green checkmark icon and a tip message state: "TIP Future Week Ending Periods are not allowed. Future Week Ending Periods will default to current week ending period." At the bottom of the page, there is a blue footer bar containing links for "PM Data", "Time", "Notifications", "Home", "Logout", and "Preferences", a "Privacy Statement" link, and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Step	Action
5.	<p>Choose the appropriate Sunday date, Sun, March 4, 2012, for instance. <input type="text" value="4"/></p> <p>* The window will close, taking you back to the Time Card Search screen.</p>



Step	Action
6.	<p>The Week Ending Date is auto-populated from the calendar icon. Click the Go button. <input type="button" value="Go"/></p> <p>* You will be taken to the Time Card Main Screen.</p>



Ameren CCTM

Home Logout Preferences

PM Data Time Notifications


CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload

User Name E87693

* Indicates required field

Time Card Search

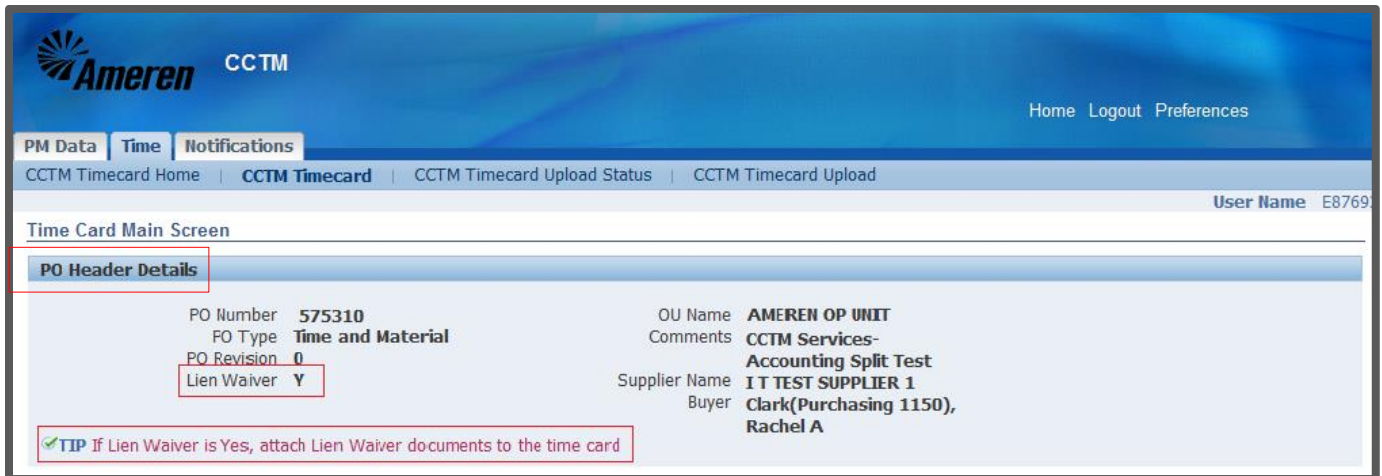
OU Name * Select the PO * Week Ending Date

 TIP Future Week Ending Periods are not allowed. Future Week Ending Periods will default to current week ending period.

PM Data Time Notifications Home Logout Preferences

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
7.	<p>Your Time Card is separated into 3 sections - PO Header Details, Time Card Details and Labor/Equipment/Material/Expense Details.</p> <p>The first section of the Time Card, the PO Header Details, displays information pulled directly from the Purchase Order (PO Type, Comments, Revision number, Buyer name).</p> <p>* The Lien Waiver field is also displayed, along with a Tip indicating If Lien Waiver is Yes, attach Lien Waiver documents to the Time Card.</p> <p>*NOTE* In this case the technology precedes the process. There is no current requirement for Time Card rejection or Supplier follow up, on the part of the Approver, if the documentation is not attached. Until Further notice you can continue with your current Lien Waiver submittal process.</p> <p>The Time Card Details section displays your Vendor Reference Number as well as Total Labor/Equipment/Material/Expense Amount. In this section you will upload/add an Attachment(s) - a requirement for every Time Card submitted.</p>
8.	<p>The Vendor Reference Number (VRN) field allows you to include corresponding invoice information, internal to your organization, to guide reconciliation back to your system of record. The VRN will be displayed on the ACH payment alert email notification, and with invoice and payment details in iSupplier Portal (see iSupplier Portal Supplier Invoicing)</p> <p>* The Change Reason field is required only when making changes to a rejected Time Card, or a Time Card that was submitted and then pulled back to Draft status.</p>



Ameren CCTM Home Logout Preferences

PM Data Time Notifications

CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload

User Name E8769

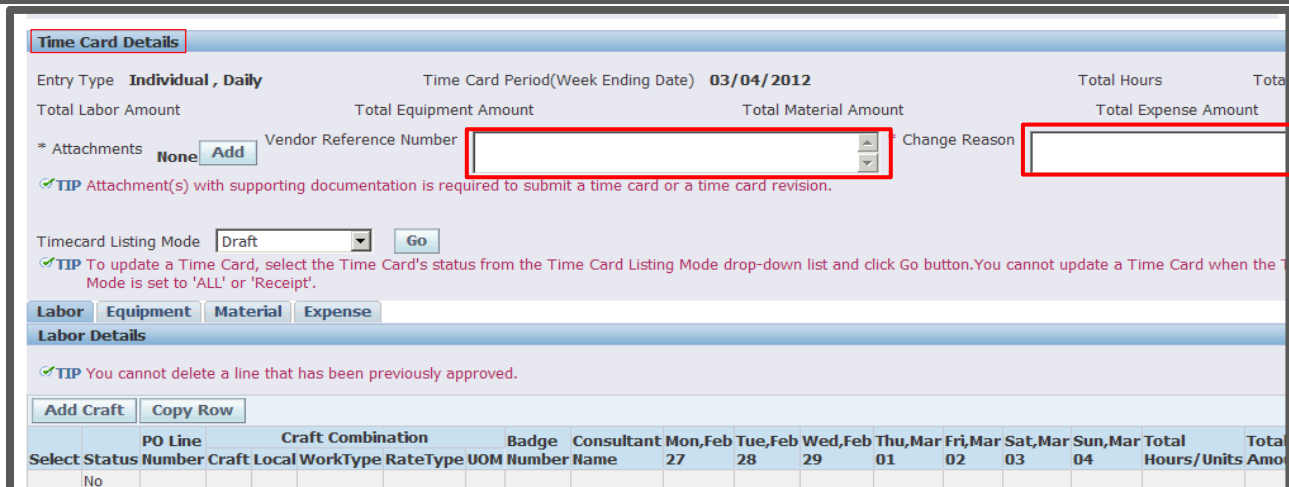
Time Card Main Screen

PO Header Details

PO Number 575310
 PO Type Time and Material
 PO Revision 0
 Lien Waiver Y

OU Name AMEREN OP UNIT
 Comments CCTM Services-
 Accounting Split Test
 Supplier Name IT TEST SUPPLIER 1
 Buyer Clark(Purchasing 1150),
 Rachel A

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card



Time Card Details

Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/04/2012 Total Hours Total

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

* Attachments None Add Vendor Reference Number Change Reason

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

Timecard Listing Mode Draft Go

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 Mode is set to 'ALL' or 'Receipt'.

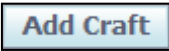
Labor Equipment Material Expense

Labor Details

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

Add Craft Copy Row

PO Line	Craft Combination	Badge	Consultant	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Units	Total Amount
Select Status Number	Craft Local WorkType	RateType	UOM Number									
No												

Step	Action
9.	<p>In the Labor Details tab, you will choose the Craft Combinations from your Rate Card against which hours/units are to be reported.</p> <p>To search for and select crafts, click Add Craft. </p> <p>* A new window will open.</p>

PO Number

575310

PO Type

Time and Material

PO Revision

6

OU Name

AMEREN OP UNIT

Comments

CCTM Services-
Accounting Split Test

Supplier Name

IT TEST SUPPLIER 1

Buyer

Clark(Purchasing 1150),
Rachel A

Time Card Details

Entry Type

Individual , Daily

Time Card Period(Week Ending Date)

03/04/2012

Total Hours

Total Labor Amount

Total Equipment Amount

Total Material Amount

Total Expense

* Attachments

None

Add

Vendor Reference Number

A6127

* Change Reason

TIP

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

Timecard Listing Mode

Draft

Go

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 if the Mode is set to 'ALL' or 'Receipt'.

Labor

Equipment

Material

Expense

Labor Details

TIP

You cannot delete a line that has been previously approved.


Add Craft

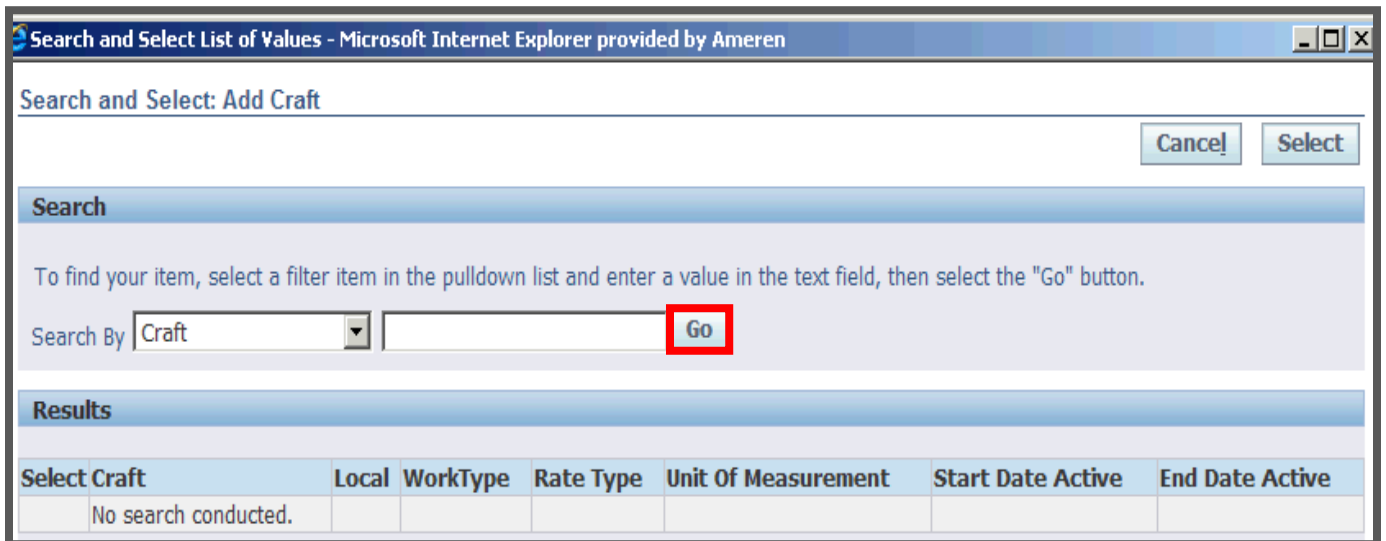
Copy Row

Select	Status	PO Line Number	Craft	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04
	No results found.															

Save

Delete

Step	Action
10.	In the Search and Select: Add Craft window, click the Go button. 



Search and Select List of Values - Microsoft Internet Explorer provided by Ameren

Search and Select: Add Craft

Cancel Select



Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Craft **Go**

Results

Select Craft	Local	WorkType	Rate Type	Unit Of Measurement	Start Date Active	End Date Active
No search conducted.						

Step	Action
11.	<p>All Labor type rates from your Rate Card will be viewable.</p> <p>* You can narrow your search using the Search By fields. Select the parameter you would like to search by (Craft, Local, Work Type, Unit of Measure, Craft Combination), type all or a portion (use % as wildcard) of the text you would like to search for, and click Go.</p> <p>** You can select multiple rates by clicking the Select box next to each.</p> <p>*** If the Rate Card includes more than 20 Labor rates, you will see a link to View Next 20.</p> <p>**** When a Rate Card Craft Combination is Pending Submission or Approval for the entire Time Card period, it will not be available to select.</p> <p>**** When a Rate Card Craft Combination is Pending Submission or Approval for a portion of the Time Card period, it will be available to select.</p> <p>In this example, the Select box for ELECTRICIAN and FOREMAN are chosen. </p>
12.	<p>When you have chosen your rates, click the Select button. </p> <p>* Window will close taking you back to the Time Card Details screen where selected craft combinations are populated.</p>

Search and Select List of Values - Google Chrome

Secure | https://ebusiness.ameren.com/OA_HTML/cabo/jsps/a.jsp?t=fredRC&enc=ISO-8859-1&_minWidth=750

Search and Select: Add Craft

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Craft

Go

Results

Previous


1-20

Next 20

Select All

Select None

Select Craft	Local	WorkType	Rate Type	Unit Of Measurement	Rate	Start Date	Active	End Date	Active
<input type="checkbox"/> ELECTRICIAN			DT	Hours	110	08/29/2016		01/06/2019	
<input type="checkbox"/> ELECTRICIAN			OT	Hours	82.5	08/29/2016		01/06/2019	
<input checked="" type="checkbox"/> ELECTRICIAN			ST	Hours	55	08/29/2016		01/06/2019	
<input type="checkbox"/> ENGINEER			DT	Hours	110	08/29/2016		01/06/2019	
<input type="checkbox"/> ENGINEER			OT	Hours	82.5	08/29/2016		01/06/2019	
<input type="checkbox"/> ENGINEER			ST	Hours	55	08/29/2016		01/06/2019	
<input type="checkbox"/> FOREMAN			DT	Hours	140	08/29/2016		01/06/2019	
<input type="checkbox"/> FOREMAN			OT	Hours	105	08/29/2016		01/06/2019	
<input checked="" type="checkbox"/> FOREMAN			ST	Hours	70	08/29/2016		01/06/2019	
<input type="checkbox"/> FOREMAN 11			ST	Hours	145	08/29/2016		01/06/2019	
<input type="checkbox"/> GENERAL FOREMAN			DT	Hours	120	08/29/2016		01/06/2019	

Step	Action
13.	<p>For all Time Card Lines (includes Labor, Equipment, Material, Expense tabs), you will enter a PO Line Number and/or a Job Number, depending upon the PO Type. For Time Cards against an EMPRV or DOJM based PO, a blank Job Number field will be displayed for each Time Card line.</p> <p>* If the PO is DOJM based, you will be required to enter a valid Job Number with no search option.</p> <p>** If the PO is EMPRV based, you will have the option to search for a Job Number associated with that PO. When the Job Number is entered/chosen, a corresponding PO Line Number will be auto-populated.</p> <p>*** Job Numbers should be communicated through the Ameren approver or the designated site supervisor from your organization.</p>
14.	<p>If the PO is CCTM iProcurement based, you will be required to enter a PO Line Number or, click the Magnifying Glass icon to search. .</p> <p>* When you click the icon, a new window will open.</p>

PO Number 575310
 PO Type Time and Material
 PO Revision 6
 OU Name AMEREN OP UNIT

Comments CCTM Services-
 Accounting Split Test
 Supplier Name I T TEST SUPPLIER 1
 Buyer Clark(Purchasing 1150),
 Rachel A

Time Card Details

Entry Type Individual , Daily
 Time Card Period(Week Ending Date) 03/04/2012
 Total Hours

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

* Attachments None
 Vendor Reference Number A6127
 * Change Reason

☒ **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 Mode is set to 'ALL' or 'Receipt'.



Labor Equipment Material Expense

Labor Details

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

Select All | Select None

Select Status	PO Line Number	Craft	Craft Combination	Local WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	
<input type="checkbox"/>	Draft	 FOREMAN			ST	Hours										
		<input type="text" value="Search for"/>														
<input type="checkbox"/>	Draft	 ELECTRICIAN			ST	Hours										

Step	Action
15.	<p>In the Search and Select window, you can click the Go button to search for all PO Line Numbers. </p> <p>* You can also narrow your search using the Search By fields. Select the parameter you would like to search by (PO Line Number, PO Line Description), type all or a portion (use % as wildcard) of the text you would like to search for, and click the Go button.</p>
16.	<p>The page will refresh to display all PO Line Numbers and the PO Line Description for each.</p> <p>Click the Quick Select icon for the appropriate PO Line Number, 2, for example. </p> <p>* The window will close, taking you back to Time Card Details, where the PO Line Number field will now be populated.</p>

Search and Select:

Cancel
Select




Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By
PO Line Number

Go

Results

Select	Quick Select	PO Line Number	PO Line Description
<input type="radio"/>		1	CCTM Services-Accounting Split Test
<input type="radio"/>		2	CCTM Services-Add PO Line to cancel
<input type="radio"/>	<div>Quick Select</div>	3	CCTM Services - Add to PO 575311 for cancel
<input type="radio"/>		4	CCTM Services - test add PO

Step	Action
17.	<p>CCTM requires that you enter either a Badge Number or a Consultant Name.</p> <p>* If you enter Badge Number, CCTM will validate whether it is an active Ameren Badge Number.</p> <p>** Consultant Name (most common) is a free form field, meaning you can enter the Individual's name in any format (first/last, last/first, first initial/last, etc).</p>

PO Number: 575310 PO Type: Time and Material PO Revision: 6 OU Name: AMEREN OP UNIT	Comments: CCTM Services- Accounting Split Test Supplier Name: I T TEST SUPPLIER 1 Buyer: Clark(Purchasing 1150), Rachel A
--	---

Time Card Details

Entry Type: **Individual , Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours:

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

* Attachments: None Add Vendor Reference Number: * Change Reason:

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

Timecard Listing Mode: Draft Go

✔ **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 Mode is set to 'ALL' or 'Receipt'.

Labor
Equipment
Material
Expense

Labor Details

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

Add Craft
Copy Row

Select All
Select None

Select	Status	PO Line Number	Craft	Craft Combination				Badge Number	Consultant Name	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar
				Local	WorkType	Rate	Type			UOM	27	28	29	01	02	03
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN			ST	Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Draft	<input type="text"/>	ELECTRICIAN			ST	Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save
Delete

Step	Action
18.	<p>For each applicable day of the week, enter the number of units, corresponding to the Unit of Measure (UOM).</p> <p>For example, you may enter 8 Hours for Tom Smith on Mon, Feb 27 and Tue, Feb 28.</p> <p>* If Rate Card changes are pending for a portion of the Time Card period, you will only be allowed to report units/hours against dates for which changes are not pending.</p>

PO Number: 575310 PO Type: Time and Material PO Revision: 6 OU Name: AMEREN OP UNIT	Comments: CCTM Services- Accounting Split Test Supplier Name: I T TEST SUPPLIER 1 Buyer: Clark(Purchasing 1150), Rachel A
--	---

Time Card Details

Entry Type: **Individual , Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: _____

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

* Attachments: None Add Vendor Reference Number: * Change Reason:

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

Timecard Listing Mode: Draft Go

✔ **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 Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

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

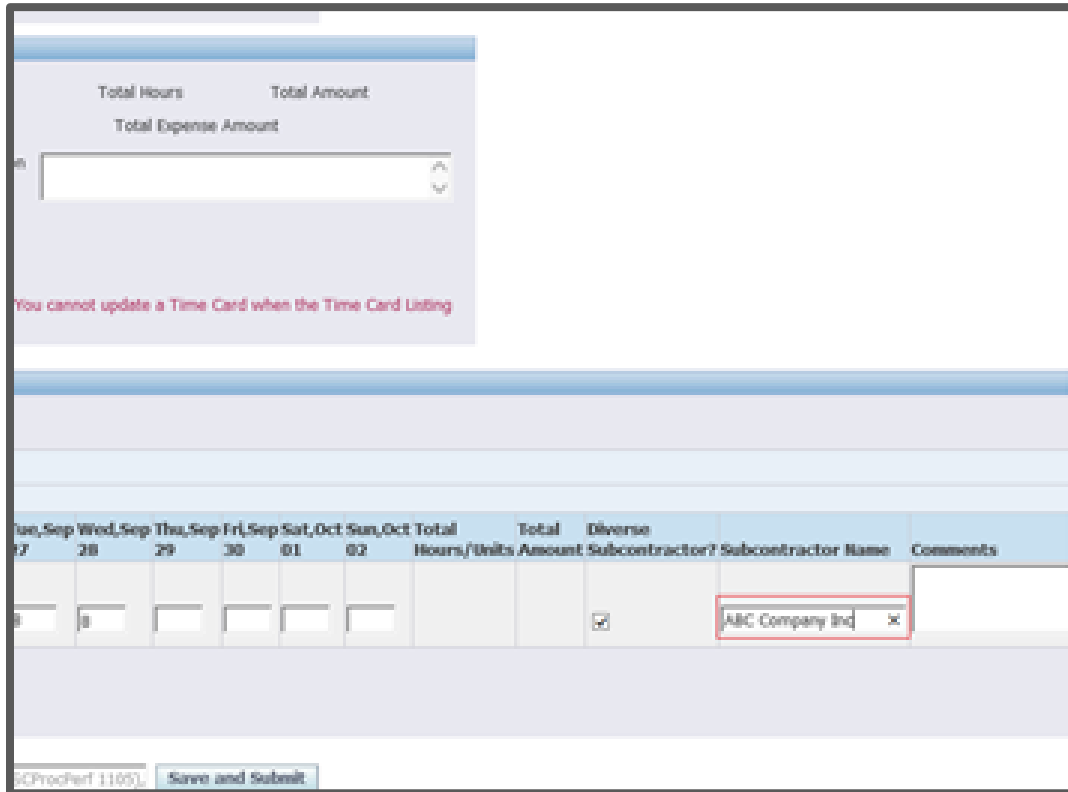
Add Craft | Copy Row

Select All | Select None

Select	Status	PO Line Number	Craft	Craft Combination		Local WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN			ST		Hours		Tom Smith	<input type="text" value="Mon"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Draft	<input type="text"/>	ELECTRICIAN			ST		Hours			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save | Delete

Step	Action
19.	If the work was completed by a Diverse Subcontractor, click the Diverse Subcontractor? Select box for each applicable Time Card Line, and populate the Subcontractor Name field accordingly. For all non- applicable Labor lines, leave both fields blank.




Total Hours Total Amount
Total Expense Amount

You cannot update a Time Card when the Time Card Listing

Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Sun, Oct 02	Total Hours/Units	Total Amount	Diverse Subcontractor?	Subcontractor Name	Comments
								<input checked="" type="checkbox"/>	ABC Company Inc	

SCProchert 11655 Save and Submit

Step	Action
20.	When you are creating a Time Card for multiple individuals with the same craft combination, you can Copy a Time Card Row, rather than doing additional searches via the Add Craft button. * Before you Copy a row, CCTM requires you to first enter the PO Line Number/Job Number and the Consultant Name for that row.
21.	To copy the Electrician Craft Combination, click the Select Check Box . <input checked="" type="checkbox"/>
22.	Click the Copy Row button. 

PO Number

575310

PO Type

Time and Material

PO Revision

6

OU Name

AMEREN OP UNIT

Comments

CCTM Services-
Accounting Split Test

Supplier Name

IT TEST SUPPLIER 1

Buyer

Clark(Purchasing 1150),
Rachel A

Time Card Details

Entry Type

Individual , Daily

Time Card Period(Week Ending Date)

03/04/2012

Total Hours

Total Labor Amount

Total Equipment Amount

Total Material Amount

Total Expense Amount

* Attachments

None 

Vendor Reference Number

A6127

* Change Reason

 **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 Mode is set to 'ALL' or 'Receipt'.

Labor

Equipment

Material

Expense

Labor Details

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

Add Craft



Select All

Select None

Save

Delete

Step	Action
23.	A new row will be displayed with the same Craft Combination and blank fields, allowing you to enter the PO Line Number , Consultant Name and Hours/Units worked per day.
24.	When you have completed Labor Details , if you have equipment costs to report for the period, click the Equipment tab.

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours

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

* Attachments **None** [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode [Go](#)

☒ **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 Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

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

[Add Craft](#) [Copy Row](#)

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN			ST		Hours	<input type="text"/>	Tom Smith	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN			ST		Hours	<input type="text"/>	Dave Wise	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN			ST		Hours	<input type="text"/>	Brad Jones	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Delete](#)

Step	Action
25.	<p>As with Labor, you will search and choose Equipment from your Rate Card.</p> <p>Click the Add Equipment button.</p> <p>* A new window will open.</p>

Time Card Details

Entry Type **Individual , Daily**

Time Card Period(Week Ending Date) **03/04/2012**

Total Hours

Total Labor Amount

Total Equipment Amount

Total Material Amount

Total Expense Amount

* Attachments **None** [Add](#)

Vendor Reference Number

* Change Reason

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

Timecard Listing Mode [Go](#)

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 Mode is set to 'ALL' or 'Receipt'.

[Labor](#) [Equipment](#) [Material](#) [Expense](#)




Equipment Details

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

[Add Equipment](#)
[Copy Row](#)


		Craft Combination				Equipment		Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Total		
Select	Status	PO Line	Craft	Craft	Local	WorkType	RateType	UOM	Id	27	28	29	01	02	03	04	Hours/Units A
	No results found.																

[Save](#)
[Delete](#)

Step	Action
26.	Click the Go button to view all Equipment rates included in the Rate Card. 
27.	<p>All Equipment type rates from your Rate Card will be viewable.</p> <p>* You can narrow your search using the Search By fields. Select the parameter you would like to search by (Craft, Local, Work Type, Unit of Measure, Craft Combination), type all or a portion (use % as wildcard) of the text you would like to search for, and click Go.</p> <p>** You can select multiple rates by clicking the Select box next to each. </p> <p>*** If the Rate Card includes more than 20 Equipment rates, you will see a link to View Next 20.</p>
28.	<p>When you have chosen all Equipment rates to be reported, click the Select button. </p> <p>* The window will close taking you back to the Time Card Details screen where the selected craft combinations will be populated.</p>


Search and Select List of Values - Microsoft Internet Explorer provided by Ameren

Search and Select: Add Equipment

Cancel 

Search


To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By 

Results

[Select All](#) | [Select None](#)

Select	CraftType	CraftCode	Local	WorkType	RateTypeCode	Unit Of Measurement	Start Date Active	End Date Active
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE			ST	Day	08/01/2011	07/29/2012
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE			ST	Week	08/01/2011	07/29/2012
<input type="checkbox"/>	Equipment	JACK HAMMER			ST	Week	08/01/2011	07/29/2012
<input type="checkbox"/>	Equipment	JACK HAMMER			ST	Day	08/01/2011	07/29/2012
<input type="checkbox"/>	Equipment	MINI EXCAVATOR			OT	Hours	08/01/2011	07/29/2012
<input checked="" type="checkbox"/>	Equipment	MINI EXCAVATOR			ST	Hours	08/01/2011	07/29/2012
<input type="checkbox"/>	Equipment	PC 200 EXCAVATOR			OT	Hours	08/01/2011	07/29/2012
<input type="checkbox"/>	Equipment	PC 200 EXCAVATOR			ST	Hours	08/01/2011	07/29/2012

Step	Action
29.	As with all Time Card lines, you will search for or enter a PO Line Number , 2 for example, and/or a Job Number depending upon the PO Type .
30.	The Equipment Id field is a free form field (you can enter any text), allowing you to enter information that identifies the individual piece of equipment you are reporting, for example, 12345 .
31.	In the Equipment tab it is particularly important to check that you are reporting the correct number of units on one or multiple days of the week, based upon the Unit of Measure (UOM).
32.	If you have miscellaneous material costs to report for the period, click the Material tab. 

PO Number 575310

PO Type Time and Material

PO Revision 6

OU Name AMEREN OP UNIT

Comments CCTM Services-
Accounting Split Test

Supplier Name I T TEST SUPPLIER 1

Buyer Clark(Purchasing 1150),
Rachel A

Time Card Details

Entry Type Individual , Daily

Time Card Period(Week Ending Date) 03/04/2012

Total Hours

Total Labor Amount

Total Equipment Amount

Total Material Amount

Total Expense Amount

* Attachments None

Vendor Reference Number A6127

* Change Reason

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 Mode is set to 'All' or 'Receipt'.

Labor

Equipment

Material

Expense


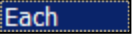

Equipment Details

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

Select All

Select None

	PO Line Number	Craft Type	Craft	Local Work	Type	Rate	Type	UOM	Equipment Id	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03
<input type="checkbox"/>	Draft	2	Equipment	MINI EXCAVATOR		ST	Hours	12345							



Step	Action
33.	Click the Add Another Row button.  * A blank row will display in the Material Details section.
34.	As with all Time Card lines, search for or enter a PO Line Number and/or Job Number , depending upon the PO Type.
35.	Enter the material being reported in the Item Description field, Safety Gloves - Box , for example.
36.	In the Quantity field you will enter the total number of items purchased. * You can enter a default Quantity of 1 if you want to report the total dollar amount to represent an itemized invoice or receipt that will be attached to the Time Card.
37.	In the Unit Price field, enter the total price for all units reported, 72.30 , for example. * This can be the total amount for an itemized invoice or receipt that will be attached to the Time Card.
38.	The UOM (Unit of Measure) field is forced choice. You will click the dropdown arrow and choose one list item among Each , Gallons , Meters , Pounds , and Tons . 
39.	If you have an invoice or receipt, you can attach and submit it with this Time Card line . To add an attachment at the line level, click the Plus icon.  *You will be directed to a new page.


PO Header Details


PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		


Time Card Details

Entry Type	Individual, Daily	Time Card Period(Week Ending Date)	03/04/2012	Total Hours		Total	
Total Labor Amount		Total Equipment Amount		Total Material Amount		Total Expense Amount	

* Attachments   Vendor Reference Number * Change Reason


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

Timecard Listing Mode 



 **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 Mode is set to 'ALL' or 'Receipt'.

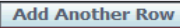


Labor **Equipment** **Material** **Expense**

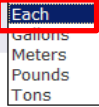
Material Details

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


Select All | Select None

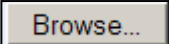

Select Status	*PO Line Number	*Item Description	Quantity	Unit Price	*UOM	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Safety Gloves - Box"/>	<input type="text" value="1"/>	<input type="text" value="72.3"/>		72.30		CCTM Services-Add PO Line to cancel	

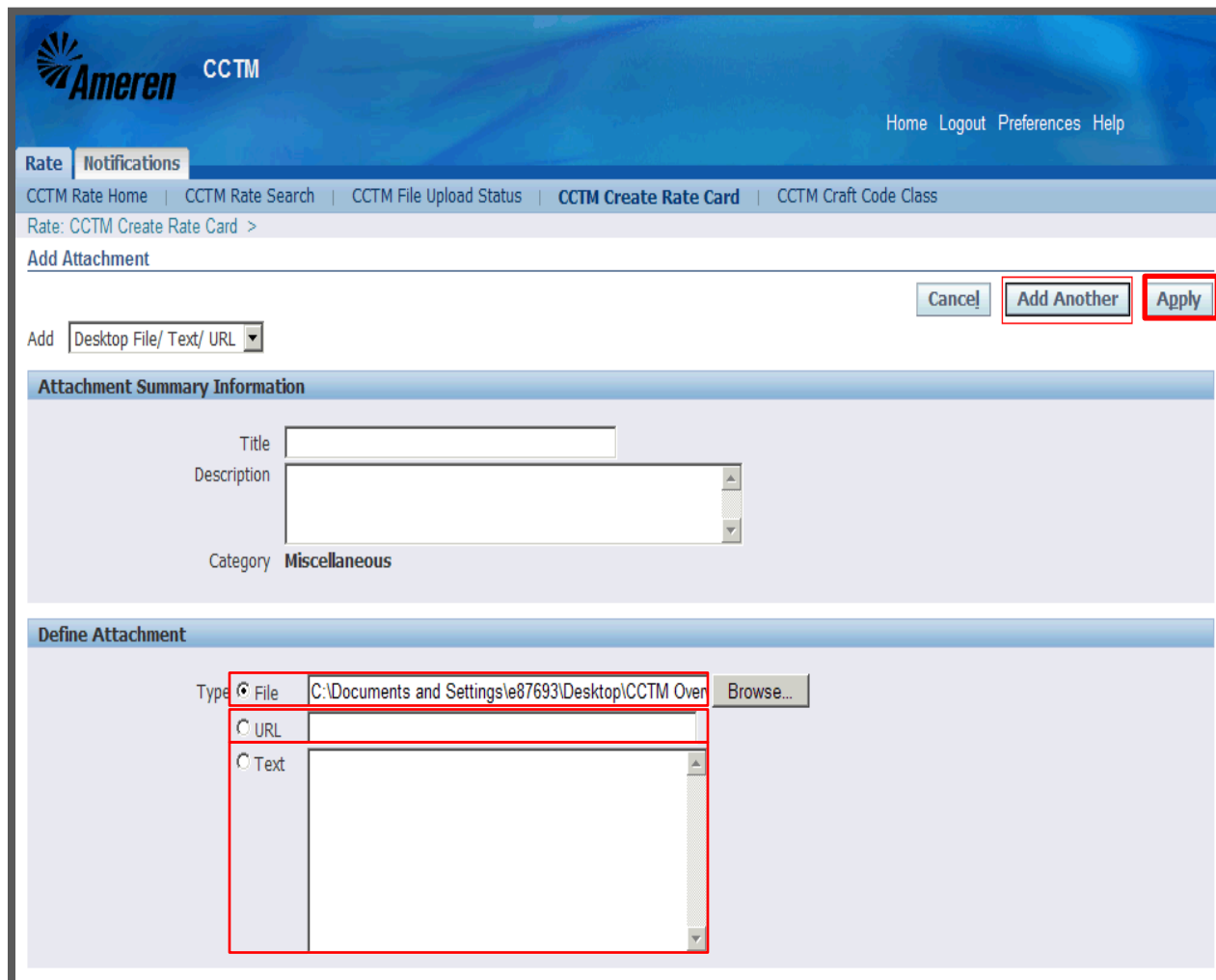
  



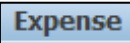
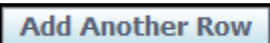

[Return to Timecard Search](#)

Approver 

Step	Action
40.	<p>CCTM allows a File, URL or Text attachment Type. To attach a File, enter a file name in the Title field (optional) and click the Browse button to search for the corresponding file. A Choose File window will open. </p> <p>** To attach a URL, click the select circle and enter a valid URL in the corresponding field.</p> <p>*** To attach a Text description, click the select circle and enter the required text in the corresponding field.</p>
41.	<p>The File field will be populated.</p> <p>If you plan to include multiple attachments, click the Add Another button. Otherwise, click the Apply button, to complete one attachment. </p> <p>* You will be redirected to the Time Card line in the Material tab.</p>



The screenshot displays the CCTM web application interface. At the top, the Ameren logo and 'CCTM' text are visible. Navigation links include 'Home', 'Logout', 'Preferences', and 'Help'. Below the header, there are tabs for 'Rate' and 'Notifications'. The 'Rate' tab is active, showing a breadcrumb trail: 'CCTM Rate Home > CCTM Rate Search > CCTM File Upload Status > CCTM Create Rate Card > CCTM Craft Code Class'. The current page is 'Rate: CCTM Create Rate Card >'. The 'Add Attachment' section includes a dropdown menu for 'Add' (set to 'Desktop File/ Text/ URL') and three buttons: 'Cancel', 'Add Another', and 'Apply'. Below this is the 'Attachment Summary Information' section with fields for 'Title', 'Description', and 'Category' (set to 'Miscellaneous'). The 'Define Attachment' section shows the 'Type' dropdown set to 'File', with a text field containing a file path and a 'Browse...' button. The 'URL' and 'Text' options are also visible but not selected.

Step	Action
42.	If you have additional expenses or a Credit to report click the Expense tab. 
43.	Click the Add Another Row button.  * A blank row will display in the Expense Details section.
44.	As with all Time Card lines, you will search for or enter a PO Line Number and/or a Job Number , depending upon the PO Type. Expense Type is a forced choice field. You will click the dropdown arrow to choose one list item among Car Rental , Hotel Accommodation , Miscellaneous , Meals , Equipment Rental , Fuel Surcharge and Material Handling Charges . 

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type	Individual , Daily	Time Card Period(Week Ending Date)	03/04/2012	Total Hours	
Total Labor Amount		Total Equipment Amount		Total Material Amount	
* Attachments None Add		Vendor Reference Number	A6127	* Change Reason	

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

Timecard Listing Mode [Draft](#) [Go](#)

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 Mode is set to 'ALL' or 'Receipt'.

[Labor](#) [Equipment](#) [Material](#) [Expense](#)

Expense Details

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

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachment
<input type="checkbox"/> Draft	2					CCTM Services-Add PO Line to cancel	
Add Another Row		<div> Car Rental Hotel Accommodation Miscellaneous Meals Equipment Rental Fuel Surcharge Material Handling Charges </div>					

[Return to Timecard Search](#)

Approver [Minor\(SCProcPerf 1105\)](#) [Save and Submit](#) [Delete Time card](#)

Step	Action
45.	In the Description field, enter specific information related to the Expense Type , Lunch Meeting , for example.
46.	In the Amount field, enter the total amount for the expense you are reporting, 48.90 , for example.

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type	Individual , Daily	Time Card Period(Week Ending Date)	03/04/2012	Total Hours	Total
Total Labor Amount	Total Equipment Amount	Total Material Amount	Total Expense Amount		

* Attachments **None** Vendor Reference Number * Change Reason

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

Timecard Listing Mode

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 Mode is set to 'ALL' or 'Receipt'.

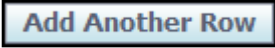

Labor **Equipment** **Material** **Expense**

Expense Details

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

Select All | Select None



Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Meals"/>	<input type="text" value="Lunch Meeting"/>	<input type="text" value="48.90"/>		CCTM Services-Add PO Line to cancel	


Step	Action
47.	To report a Credit click the Add Another Row button. 
48.	As with all Time Card lines, you will search for or enter a PO Line Number and/or a Job Number , depending upon the PO Type, 2 , for example.
49.	When reporting a Credit , choose Expense Type Miscellaneous . 


Time Card Details


Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **T**

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

* Attachments **None**  Vendor Reference Number **A6127** * Change Reason 


 **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 Mode is set to 'ALL' or 'Receipt'.

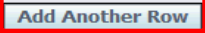

Labor **Equipment** **Material** **Expense**


Expense Details

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



[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachment
<input type="checkbox"/> Draft	2 	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	
<input type="checkbox"/> Draft	2 					CCTM Services-Add PO Line to cancel	

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

[Return to Timecard Search](#)

Approver **Minor(SCProcPerf 1105)**  

Expense Type

- Car Rental
- Hotel Accommodation
- Miscellaneous**
- Meals
- Equipment Rental
- Fuel Surcharge
- Material Handling Charges

Step	Action
50.	<p>In the Amount field you will enter the total Credit amount, beginning with the negative symbol (-), -55, for example.</p> <p>In the Comments field, provide a brief explanation.</p> <p>* Just as in the Material tab, you can add an Attachment to each Expense line. For example, if on a previous Time Card, you reported an overage in number of hours for a Craft(s), you can attach a summary reporting the week/end date, craft combination(s) details, # hours credit, total amount per craft combination, etc.</p>

PO Type	Time and Material	Supplier Name	Accounting Split Test
Revision	6	Buyer	IT TEST SUPPLIER 1
DU Name	AMEREN OP UNIT	Buyer	Clark(Purchasing 1150), Rachel A

Total, Daily	Time Card Period(Week Ending Date)	03/11/2012	Total Hours	48	Total Amount	
2,880.00	Total Equipment Amount	230.00	Total Material Amount	72.30	Total Expense Amount	

Add Vendor Reference Number * Change Reason


with supporting documentation is required to submit a time card or a time card revision.

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 status is 'ALL' or 'Receipt'.

delete a line that has been previously approved.

*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
2	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	
2	Miscellaneous	Hour overage for Brad Jo	-55.00	1 hour for w/e	CCTM Services-Add PO Line to cancel	

Step	Action
51.	<p>CCTM requires that you include an Attachment in the Time Card Details section when submitting a Time Card.</p> <p>* Attachments at the line level, in the Material and Expense tabs are optional and DO NOT satisfy the attachment requirement.</p> <p>** Contact the designated Approver for each PO with questions regarding what should be attached.</p> <p>To add the mandatory Attachment click the Add button in the Time Card Details section, and refer Steps 39-40 of this chapter. Add</p>
52.	<p>When you have applied attachment(s), you will be routed back to the Time Card page and a Confirmation message will display indicating the attachment was added successfully.</p>
53.	<p>A View link will be active, allowing you to review your attachment(s) as needed.</p> <p>The Add button will remain active as well, allowing you to add additional attachments as needed. Add</p>



CCTM

[Home](#) [Logout](#) [Preferences](#)

[PM Data](#) [Time](#) [Notifications](#)

[CCTM Timecard Home](#) | [CCTM Timecard](#) | [CCTM Timecard Upload Status](#) | [CCTM Timecard Upload](#)

User Name E876

 **Confirmation**
 Time Sheet Backup attachment has been added successfully.

Time Card Main Screen
 * Indicates required field


PO Header Details

PO Number	579540	Comments	CCTM Services - Maintenance, Construction, Training
PO Type	Time and Material	iProc Type	IT TEST SUPPLIER 1
PO Revision	1	Supplier Name	Minor(SCProcPerf 1105), Katherine A
OU Name	AMEREN OP UNIT	Buyer	


Time Card Details

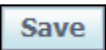
Entry Type	Individual, Daily	Time Card Period(Week Ending Date)	05/13/2012	Total Hours	88	Total Amount	
Total Labor Amount	5,177.50	Total Equipment Amount	165.20	Total Material Amount	106.87	Total Expense Amount	

* Attachments **View** **Add** Vendor Reference Number 50643 * Change Reason

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

Timecard Listing Mode **Draft** **Go**

 **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 Mode is set to 'ALL' or 'Receipt'.



Step	Action
54.	If you are not ready to submit the Time Card immediately or, if you would like to view Time Card totals before you submit, click the Save button. 


Total Labor Amount


Total Equipment Amount


Total Material Amount

Total Expense Amount

* Attachments None 
Vendor Reference Number A6127 


 **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 Mode is set to 'ALL' or 'Receipt'.

Labor Equipment Material Expense



Labor Details

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

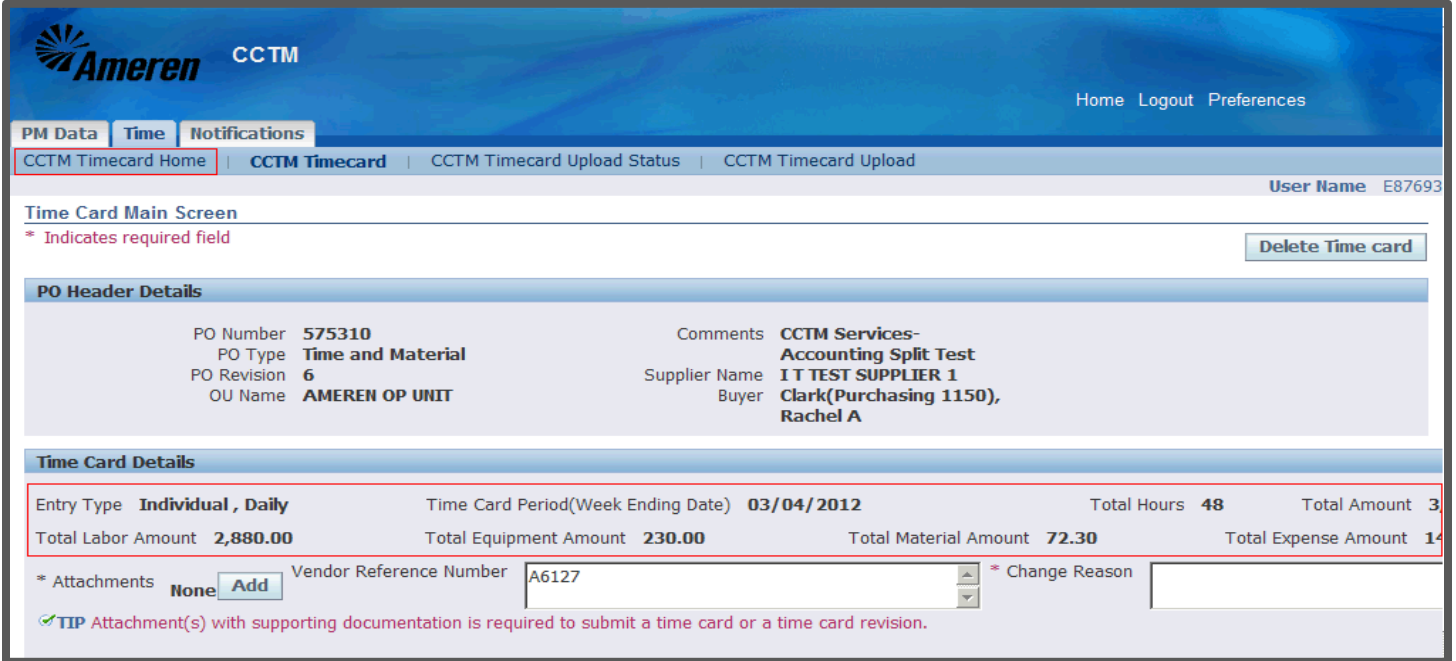
 

Select All Select None

	PO Line	Craft Combination	Badge	Consultant	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Total				
Select	Status	Number	Craft	Local WorkType	RateType	UOM	Number	Name	27	28	29	01	02	03	04	Hours/
<input type="checkbox"/>	Draft	2	FOREMAN		ST	Hours		Tom Smith	8	8						
<input type="checkbox"/>	Draft	2	ELECTRICIAN		ST	Hours		Dave Wise	8	8						
<input checked="" type="checkbox"/>	Draft	2	ELECTRICIAN		ST	Hours		Brad Jones	8	8						

Step	Action
55.	<p>The page will refresh to display Total Labor Amount, Total Equipment Amount, Total Material Amount, Total Expense Amount, Total Hours and (Time Card) Total Amount.</p> <p>* If you navigate to your CCTM Timecard Home this Time Card will be displayed in the Time Cards in Draft Stage section.</p>



Ameren CCTM Home Logout Preferences

PM Data Time Notifications

CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload User Name E87693

Time Card Main Screen

* Indicates required field [Delete Time card](#)

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

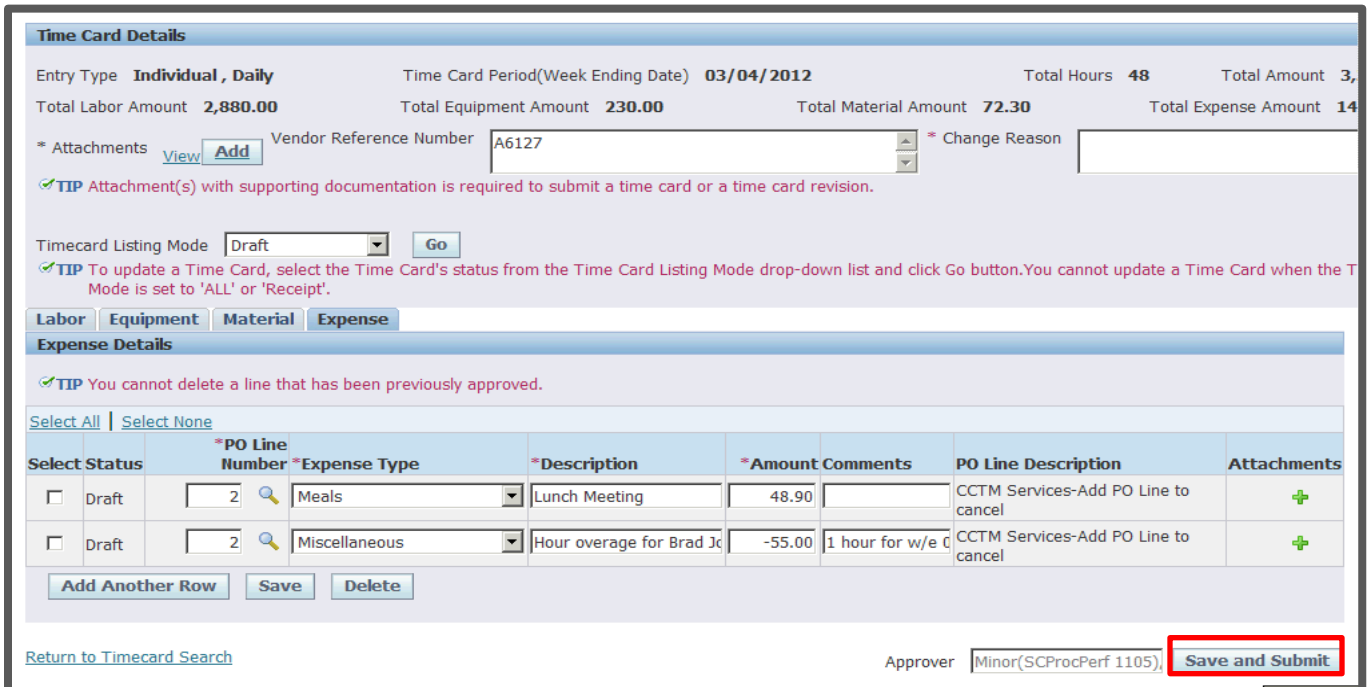
Time Card Details

Entry Type	Individual, Daily	Time Card Period(Week Ending Date)	03/04/2012	Total Hours	48	Total Amount	3
Total Labor Amount	2,880.00	Total Equipment Amount	230.00	Total Material Amount	72.30	Total Expense Amount	14

* Attachments None [Add](#) Vendor Reference Number A6127 * Change Reason

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

Step	Action
56.	<p>After attachments are added, and when you are satisfied with Time Card details Click the Save and Submit button.</p> <p>Save and Submit</p>



Time Card Details

Entry Type	Individual, Daily	Time Card Period(Week Ending Date)	03/04/2012	Total Hours	48	Total Amount	3,
Total Labor Amount	2,880.00	Total Equipment Amount	230.00	Total Material Amount	72.30	Total Expense Amount	14

* Attachments [View](#) [Add](#) Vendor Reference Number A6127 * Change Reason

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

Timecard Listing Mode Draft [Go](#)

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 Mode is set to 'ALL' or 'Receipt'.

Labor Equipment Material Expense

Expense Details

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

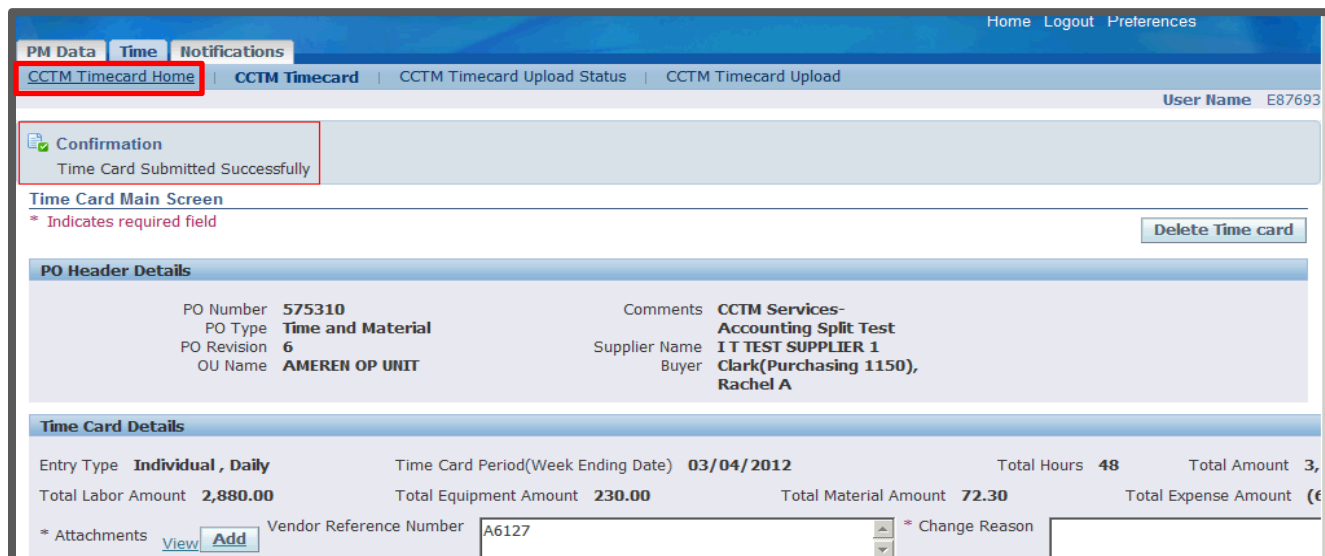
[Select All](#) [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	2	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	+
<input type="checkbox"/> Draft	2	Miscellaneous	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	+

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver Minor(SCProcPerf 1105) [Save and Submit](#)

Step	Action
57.	<p>The page will refresh to display a Confirmation message stating the Time Card was submitted successfully.</p> <p>Click CCTM Timecard Home.</p> <p>CCTM Timecard Home</p>



PM Data | **Time** | Notifications

[CCTM Timecard Home](#) | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name E87693

Confirmation
Time Card Submitted Successfully

Time Card Main Screen
* Indicates required field [Delete Time card](#)

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

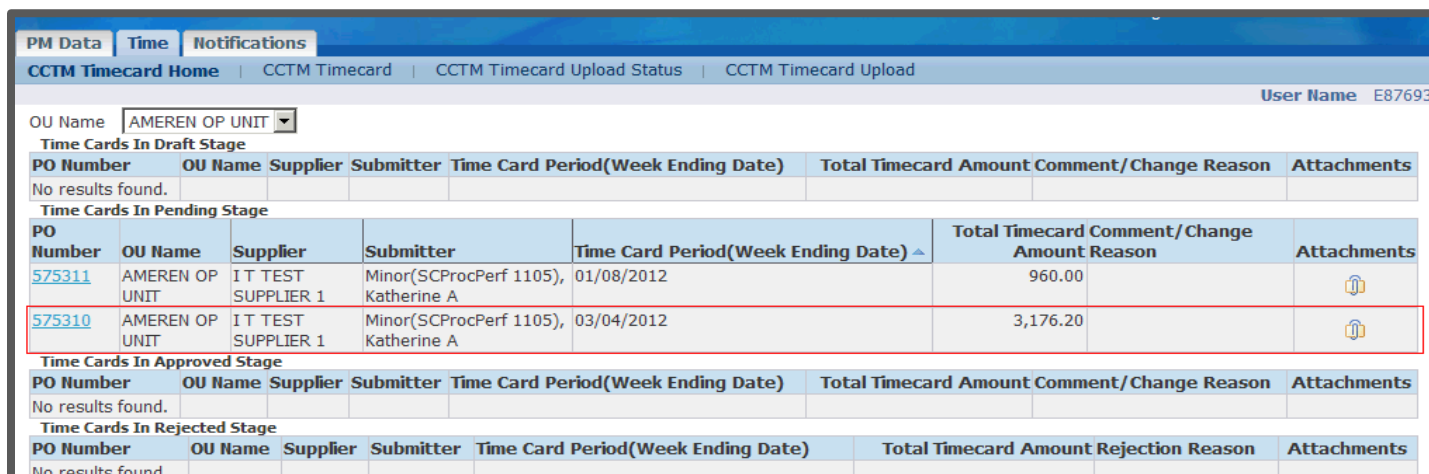
Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(€**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

Step	Action
58.	<p>You will see your Time Card in the Time Cards in Pending Stage section of your CCTM Timecard Home.</p> <p>* The Time Card Approver will immediately receive an automated email notification indicating the Time Card is pending review and action.</p> <p>*** You will receive an automated email notification when action has been taken on your Time Card.</p>



PM Data | **Time** | Notifications

[CCTM Timecard Home](#) | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name E87693

OU Name

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/04/2012	3,176.20		

Time Cards In Approved Stage

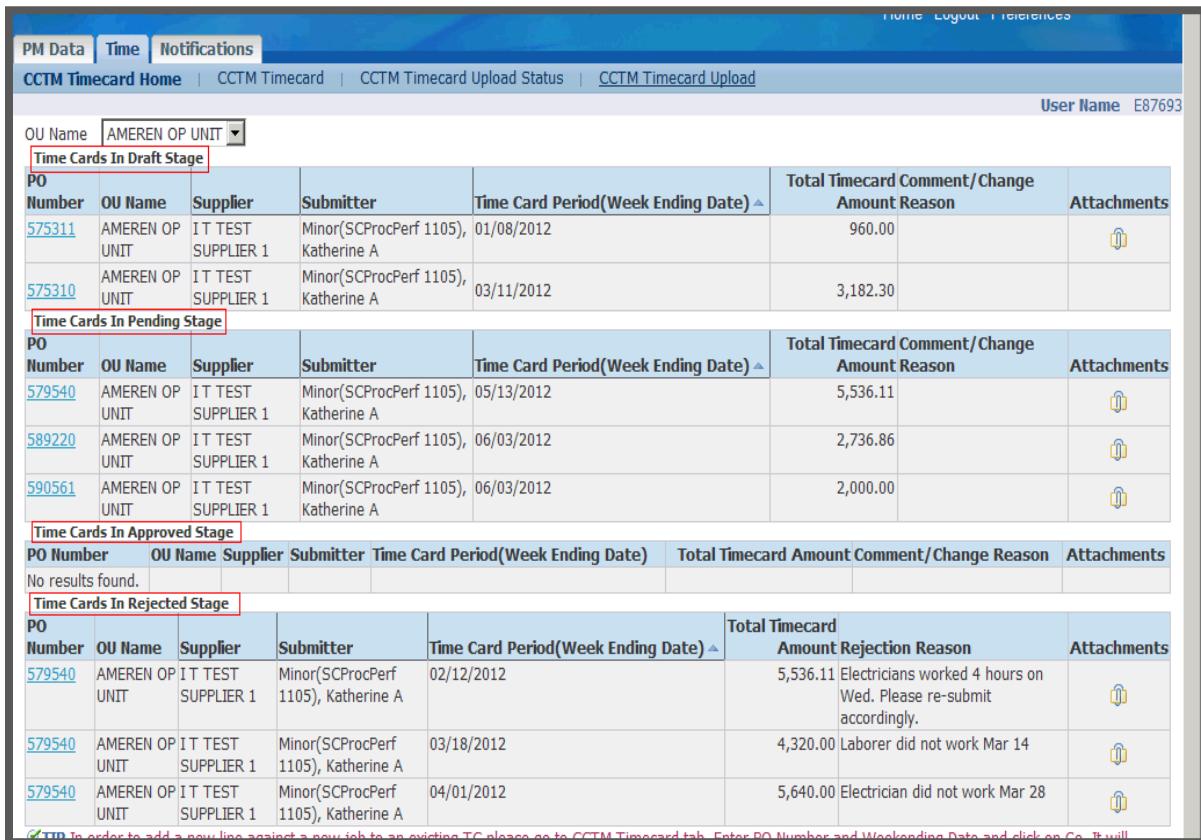
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
No results found.							

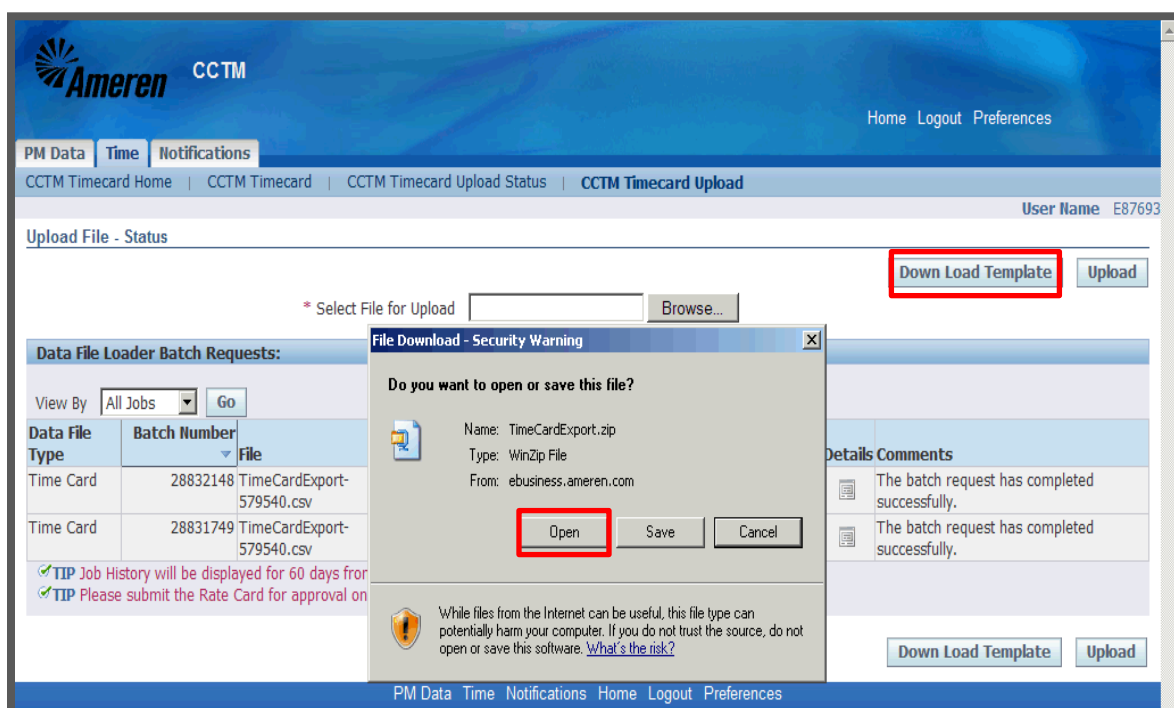
S1.3.2 Download & Create a Time Card Template

Step	Action
1.	<p>When creating a Time Card against a Time & Materials type PO, you have the option of entering Time Cards online in CCTM or uploading the Time Card data from an Excel template. The method you choose will depend upon the average number of lines you enter per Time Card.</p> <p>If most weekly Time Cards include a number of Time Card lines, you may find it more efficient to use the Time Card Excel template. The Excel template can be reused for subsequent Time Card submittals by completing a Save As for each week ending date, changing applicable information - date, hours, etc.</p> <p>* When using the Time Card template, you are required to enter Craft Combination values exactly as they are presented in the Rate Card. It may be helpful to Export your Rate Card (see S1.2.6 Export a Rate Card) and copy/paste the data to the corresponding fields of your Time Card template.</p> <p>*** From your Oracle Applications Home Page you will click the AMCCTM Supplier Time Card Super User responsibility. The page will refresh and display links the right. Click the Time Card link to go to your CCTM Timecard Home.</p>
2.	<p>Your CCTM Timecard Home page provides a quick view of Time Cards you have in process including Time Cards in Draft Stage, Time Cards in Pending Stage, Time Cards in Approved Stage and Time Cards in Rejected Stage.</p> <p>To download a Time Card template, Click the CCTM Time Card Upload link. CCTM Timecard Upload</p>



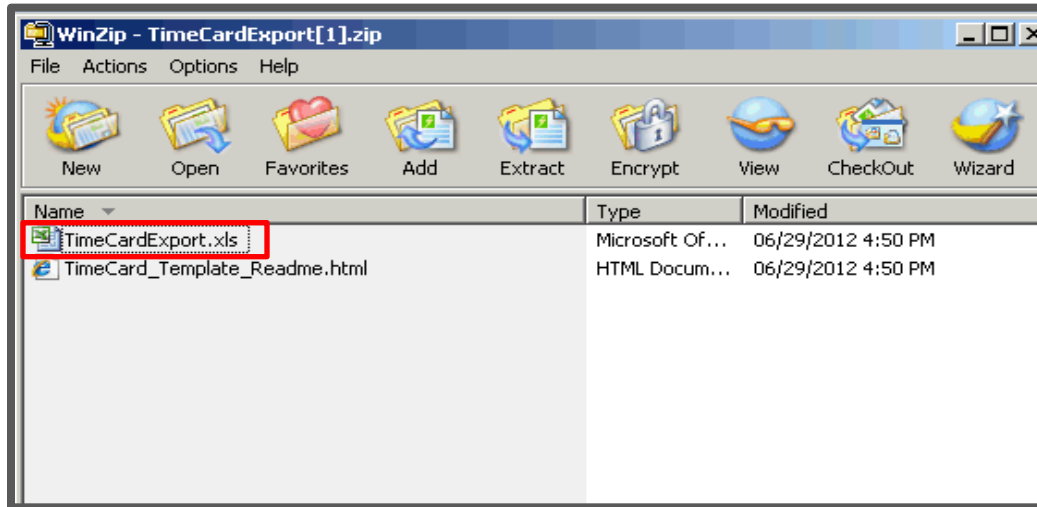
PM Data Time Notifications Home Logout Preferences							
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload							
User Name E87693							
OU Name AMEREN OP UNIT							
Time Cards In Draft Stage							
PO	Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Comment/Change Amount Reason	Attachments
	575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00	
	575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/11/2012	3,182.30	
Time Cards In Pending Stage							
PO	Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Comment/Change Amount Reason	Attachments
	579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11	
	589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86	
	590561	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,000.00	
Time Cards In Approved Stage							
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount Comment/Change Reason	Attachments	
No results found.							
Time Cards In Rejected Stage							
PO	Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount Rejection Reason	Attachments
	579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11 Electricians worked 4 hours on Wed. Please re-submit accordingly.	
	579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00 Laborer did not work Mar 14	
	579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00 Electrician did not work Mar 28	

Step	Action
3.	<p>Click the Down Load Template button.</p> <p>* A new window will open.</p>
4.	<p>In the File Download - Security Warning window you will be prompted to Open or Save a WinZip File.</p> <p>Click the Open button.</p> <p>A WinZip window will open.</p>

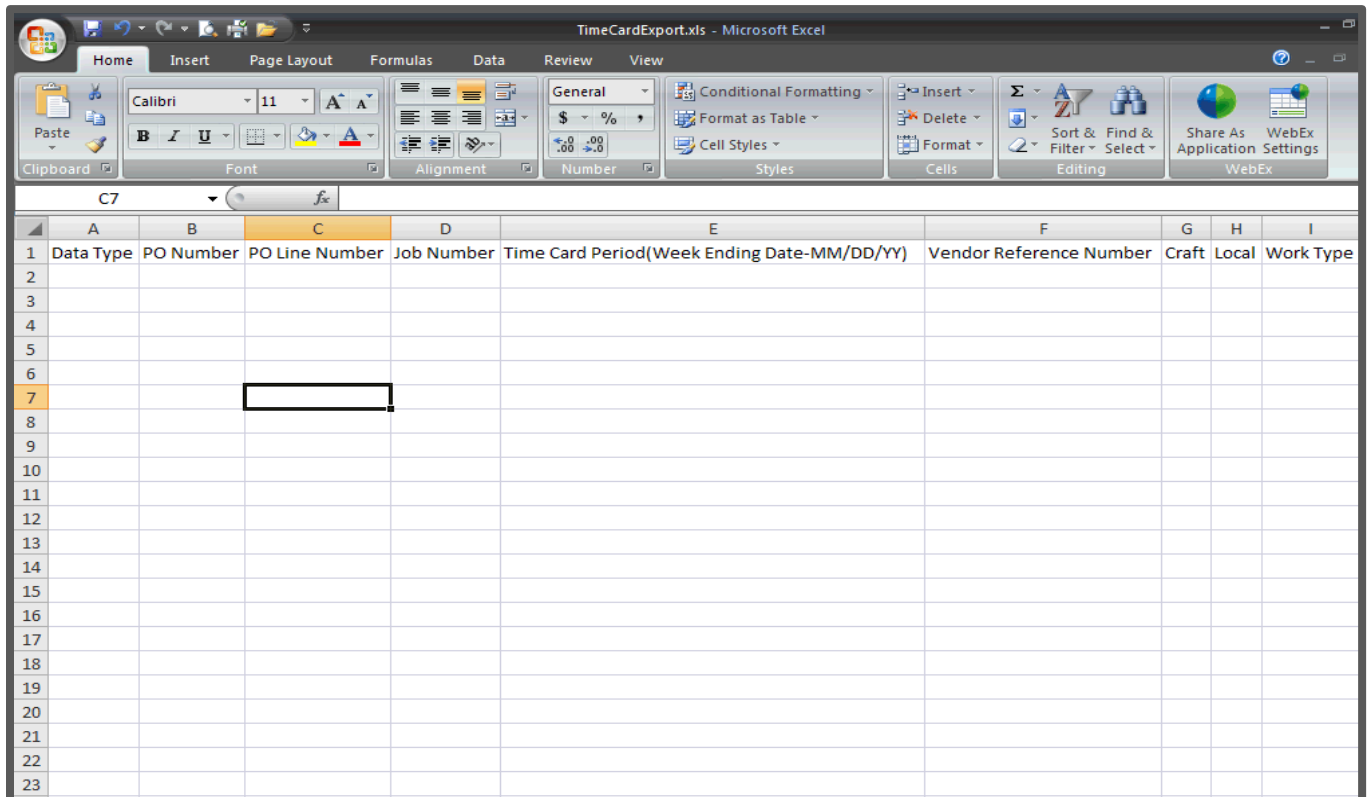


The screenshot shows the Ameren CCTM web application interface. The top navigation bar includes the Ameren logo, 'CCTM', and links for 'Home', 'Logout', and 'Preferences'. Below this is a sub-navigation bar with 'PM Data', 'Time', and 'Notifications' tabs. The main content area is titled 'Upload File - Status' and includes a 'Down Load Template' button (highlighted with a red box) and an 'Upload' button. A 'File Download - Security Warning' dialog box is open in the center, asking 'Do you want to open or save this file?'. The dialog box shows the file name 'TimeCardExport.zip', type 'WinZip File', and source 'ebusiness.ameren.com'. The 'Open' button in the dialog is highlighted with a red box. The background page also shows a table of 'Data File Loader Batch Requests' and a 'Details Comments' section.

Step	Action
5.	The TimeCardExport.xls file is your Time Card template. You will double-click the file name to open it.



Step	Action
6.	** You may wish to save the template as an Excel Workbook while you are in the process of building it. But it will have to be Saved As CSV (Comma Delimited) type before upload.



S1.3.3 Time Card Template Fields

Field Name	Required	Details												
Data Type	Required	<p>Used to denote the record type being uploaded to the system. There are five valid records types:</p> <table><tr><th>Field Name</th><th>Code</th></tr><tr><td>Labor</td><td>LA</td></tr><tr><td>Material</td><td>MA</td></tr><tr><td>Equipment</td><td>EQ</td></tr><tr><td>Chemical</td><td>CH</td></tr><tr><td>Expense</td><td>EX</td></tr></table>	Field Name	Code	Labor	LA	Material	MA	Equipment	EQ	Chemical	CH	Expense	EX
Field Name	Code													
Labor	LA													
Material	MA													
Equipment	EQ													
Chemical	CH													
Expense	EX													
PO Number	Required	<p>This field is used to enter a valid CCTM PO number for which time card details are to be uploaded. This is a required field for all types of time and material time cards.</p> <p>This is a Numeric Field and should be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
PO Line Number	Required	<p>This field is used to enter a valid CCTM PO line number for which time card details are to be uploaded.</p> <p>This is a Numeric Field and should be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
Job Number	Required	<p>This field is used to enter a valid job number associated with the CCTM PO Line Number.</p> <p>This field is required for certain PO's. The required job number will be printed on your copy of the PO.</p> <p>This is a text field and should be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
Time Card Period	Required	<p>This field is used to enter a valid time card weekending date. This date must be a Sunday date.</p> <p>The format for this field is MM/DD/YYYY. The week ending date must be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
Vendor Reference Number (VRN)	Optional	<p>This field can be used to reference your invoices as needed, for reconciliation. When the VRN field is populated, the data will be included in subsequent notifications and searches related to a Time Card.</p>												

Labor/Chemical/Equipment Record Types (From Rate Card)		
Craft	Required	<p>Craft entered in this field is validated against the approved rate card for the period. Required for Labor/Equipment/ Chemical record types.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Local	Required	<p>Information entered in this field is validated against the approved rate card for the period.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Work Type	Required	<p>Information entered in this field is validated against the approved rate card for the project or period. Required for Labor/Equipment/ Chemical record types.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Rate Type	Required	<p>This field is used to enter a valid rate type for a particular time card. The rate type is validated against the approved rate card for the period.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Badge Number	Optional	<p>This field can be used to enter a valid Ameren badge number for individuals on site at a generation plant. Otherwise, it should be left blank.</p>
Consultant Name	Required	<p>For Labor, this field is used to enter the name of the individual who worked. For Equipment, it is used to enter Equipment ID.</p> <p>This is a free text field.</p>
Unit of Measurement	Required	<p>Text type value field used to enter a valid unit of measure associated with a craft combination. The unit of measure is validated against the approved rate card for the period. Valid Values:</p> <p>100's > Day > Each > Feet > Gallons Hours > Meter > Miles > Week</p>
<Weekdays>	Required	<p>Numeric fields (Monday through Sunday) is used to enter a valid work unit for a craft combination on a particular week. This field is not required for Bulk Weekly mode of time entry.</p>
Total Hours	Optional	<p>For Individual time entry, it is calculated automatically when upload is completed successfully.</p> <p>Numeric value field used only for Bulk Weekly Mode of time entry.</p>

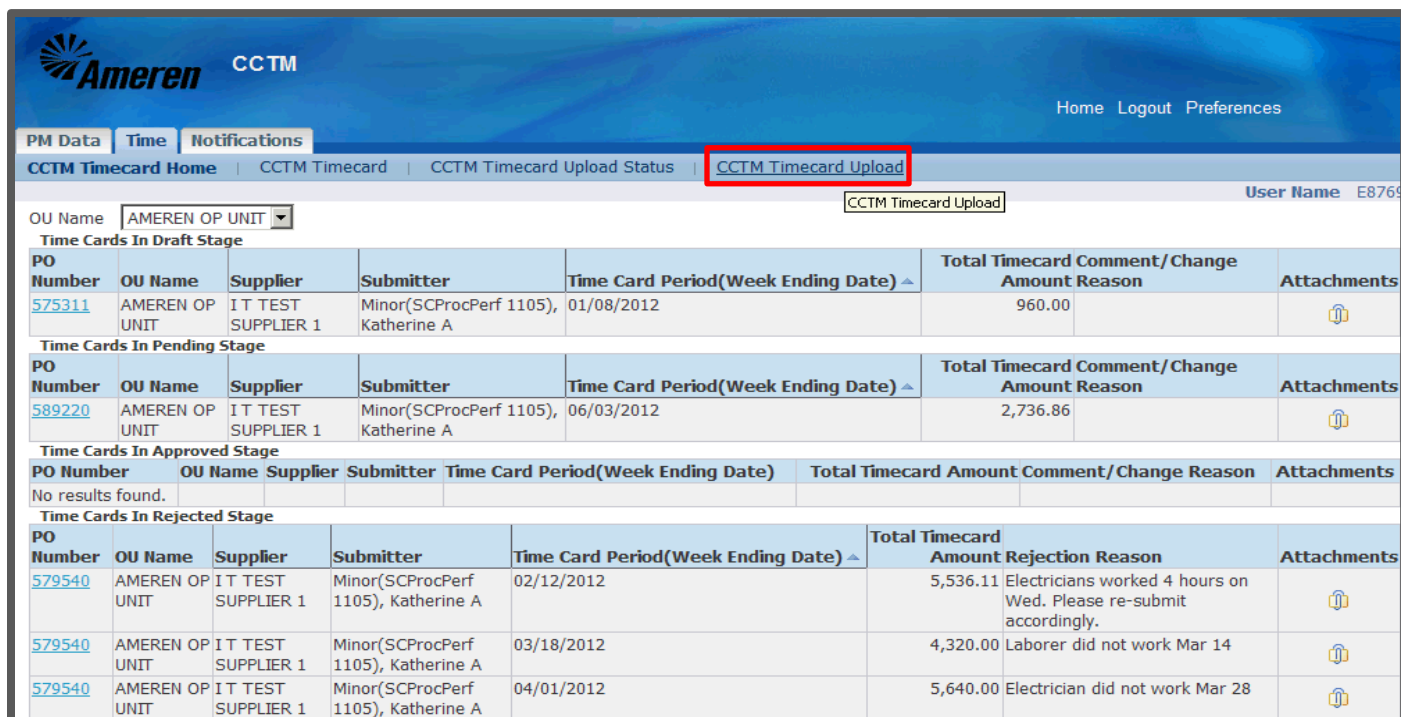
Labor/Chemical/Equipment Record Types (From Rate Card) - Continued		
Diverse Subcontractor?	Required	A forced choice text field, when reporting Labor, Equipment, or Chemical details for which you employed a Diverse Subcontractor, enter Y. For all other Labor, Equipment, Chemical details, leave the field Blank.
Subcontractor Name	Dependent	A free text field, for all Labor, Equipment, Chemical Time Cards lines with Diverse Subcontractor = Y, you MUST enter a Subcontractor Name.
Comments	Optional	A free text field used to enter comments regarding the Labor, Equipment or Chemical record entered.

Material Record Types (Not Included in Rate Card)		
Material Description	Required	A free text field used to enter the material description.
Material Quantity	Required	A Numeric Field used to enter the material quantity.
Material Unit of Measurement	Required	A text type field used to enter material unit of measurement. Valid values: Each > Gallons > Meters > Pounds > Tons
Material Unit Price	Required	This field is used to enter material unit price. This is a Numeric Field.
Material Comments	Optional	A free text field used to enter comments regarding the material record entered.

Expense Record Types (Not Included in Rate Card)		
Expense Type	Required	Text type field used to enter expense type value. Valid values: Car Rental > Equipment Rental > Fuel Surcharge Hotel Accommodation > Material Handling Charges Meals > Miscellaneous
Expense Description	Required	Free text entry field is used to enter expense description.
Expense Amount	Required	Numeric value field used to enter expense amount.
Expense Comments	Optional	Free text entry field used to enter comments regarding the expense entry.
<Segments 1-12>	Ignore	These fields are reserved for future use & should be left blank .

S1.3.4 Upload & Submit a Time Card Template

Step	Action
1.	<p>On your CCTM Timecard Home page Click the CCTM Timecard Upload link. CCTM Timecard Upload</p> <p>* Be sure to confirm your Time Card template is Saved As CSV (Comma Delimited) type before upload.</p>

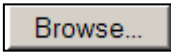


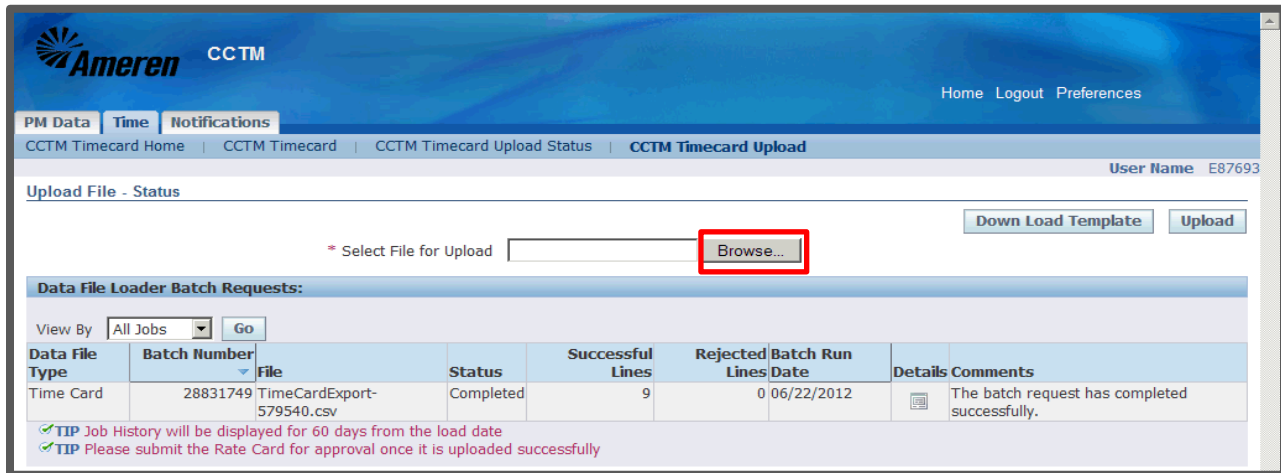
The screenshot shows the CCTM Timecard Home page. The top navigation bar includes the Ameren logo, the text 'CCTM', and links for 'Home', 'Logout', and 'Preferences'. Below this is a tabbed interface with 'PM Data', 'Time', and 'Notifications'. The 'Time' tab is active, showing a breadcrumb trail: 'CCTM Timecard Home' > 'CCTM Timecard' > 'CCTM Timecard Upload Status' > 'CCTM Timecard Upload'. The 'CCTM Timecard Upload' link is highlighted with a red box. Below the breadcrumb, there is a 'User Name' field showing 'E8769'. A dropdown menu for 'OU Name' is set to 'AMEREN OP UNIT'. Below this, there are three sections: 'Time Cards In Draft Stage', 'Time Cards In Pending Stage', and 'Time Cards In Rejected Stage'. Each section contains a table with columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Comment/Change Reason, and Attachments. The 'Time Cards In Rejected Stage' section shows three entries with rejection reasons.

Time Cards In Draft Stage							
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		

Time Cards In Pending Stage							
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

Time Cards In Rejected Stage							
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	

Step	Action
2.	<p>Next to the Select File for Upload field click the Browse button to search for the corresponding file.</p> <p>* A new window will open.</p> <p></p>



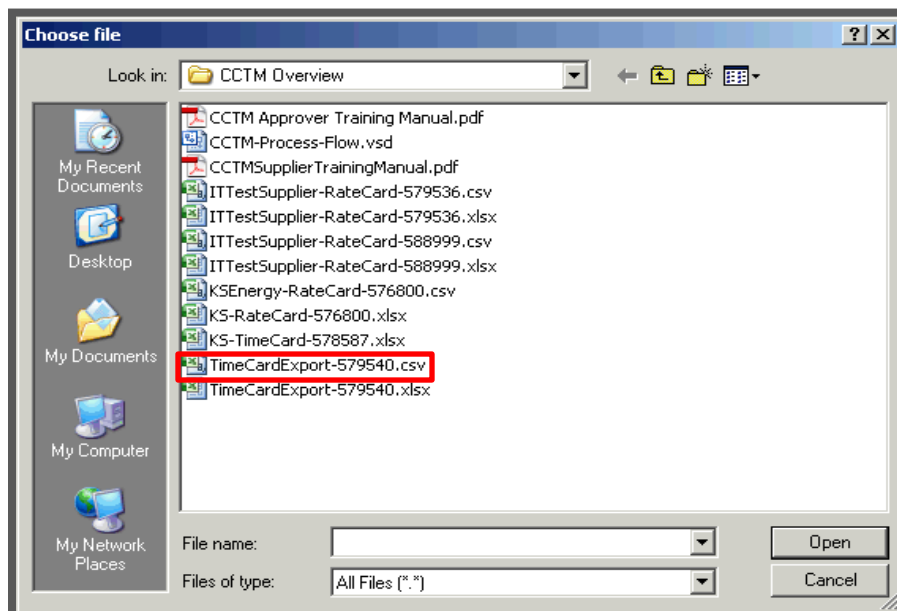
The screenshot shows the CCTM Timecard Upload page. At the top, there's a navigation bar with 'PM Data', 'Time', and 'Notifications' tabs. Below it, a breadcrumb trail shows 'CCTM Timecard Home' > 'CCTM Timecard' > 'CCTM Timecard Upload Status' > 'CCTM Timecard Upload'. The 'User Name' is 'E87693'. The main section is titled 'Upload File - Status'. It contains a 'Select File for Upload' field with a 'Browse...' button highlighted by a red box. To the right are 'Down Load Template' and 'Upload' buttons. Below this is a 'Data File Loader Batch Requests' section with a table showing upload history.


Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

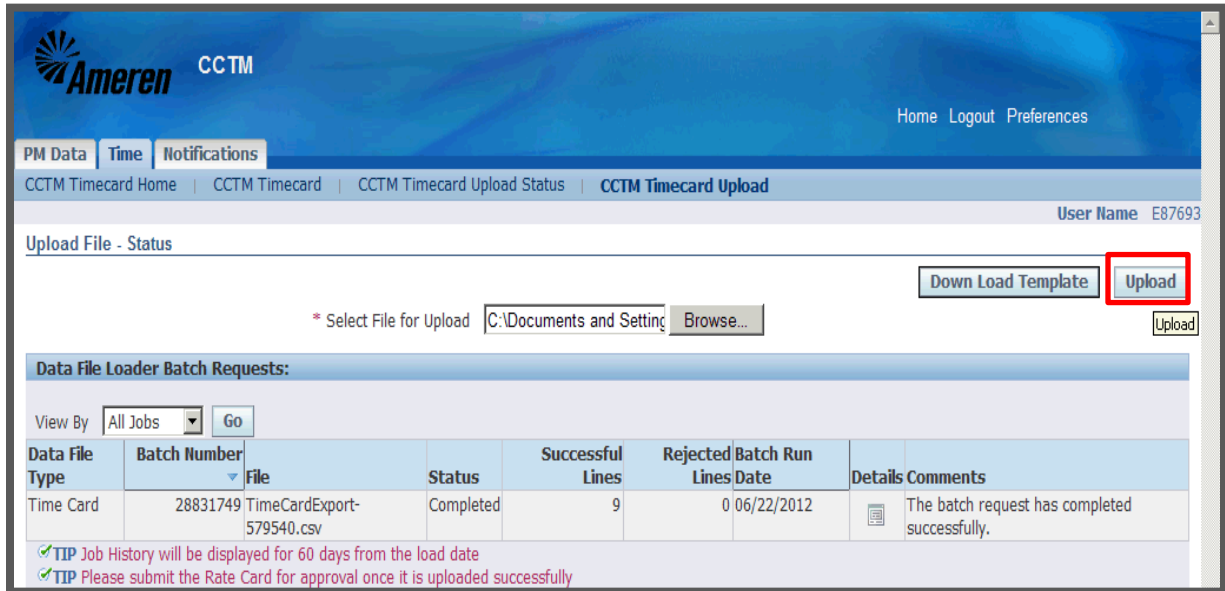
Below the table, there are two tips:

- TIP Job History will be displayed for 60 days from the load date
- TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
3.	<p>Search for and choose the file you want to upload.</p> <p>* The Choose File window will close.</p>



Step	Action
4.	<p>The Select File for Upload field will be populated.</p> <p>Click the Upload button to launch the Batch Request. </p>



Home Logout Preferences

PM Data Time Notifications

CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status **CCTM Timecard Upload**

User Name E87693

Upload File - Status


Down Load Template **Upload**



* Select File for Upload C:\Documents and Settings\... Browse...

Upload

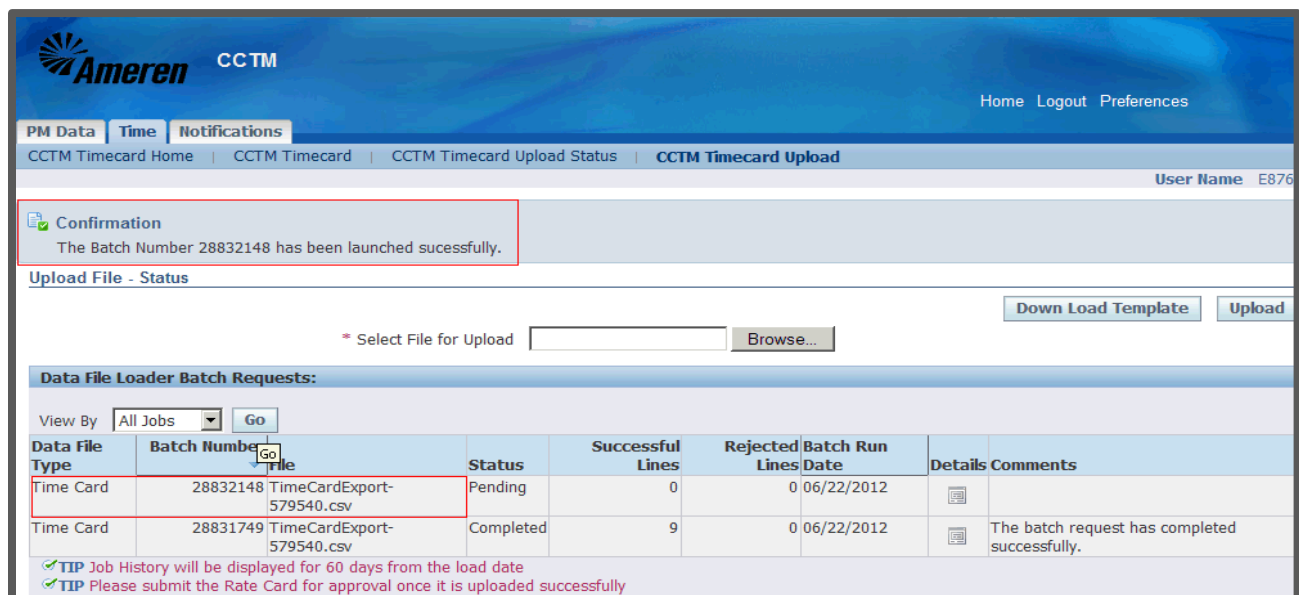
Data File Loader Batch Requests:

View By All Jobs Go

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

 TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
5.	<p>The page will refresh to display a Confirmation message stating the Batch was launched successfully.</p> <p>* The current Batch will always be the first on the list of Jobs.</p>




Home Logout Preferences

PM Data Time Notifications

CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status **CCTM Timecard Upload**

User Name E87693

 Confirmation

The Batch Number 28832148 has been launched successfully.



Upload File - Status



Down Load Template Upload


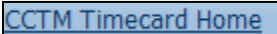
* Select File for Upload Browse...

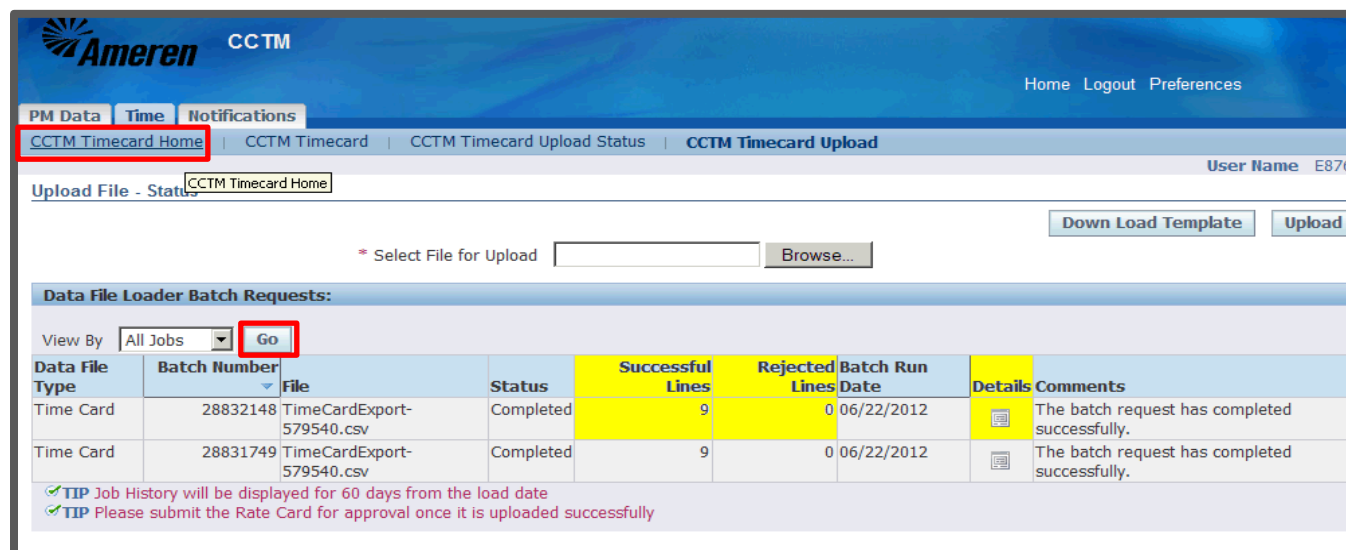
Data File Loader Batch Requests:

View By All Jobs Go


Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28832148	TimeCardExport-579540.csv	Pending	0	0	06/22/2012		
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.



 TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
6.	<p>As the Batch runs, the Status progresses from Pending to Running to Completed.</p> <p>Click the Go button to refresh the page and monitor the Status. </p>
7.	<p>When the batch is Completed, you will see a number for:</p> <ul style="list-style-type: none"> * Successful Lines - Number of Time Card lines in which all cells are populated as required and contain valid data. * Rejected Lines - Number of Time Card lines in which at least one cell is not populated as required or does not contain valid data. <p>As you can see, all Time Card lines were uploaded successfully in this exercise. However, if there are any Rejected Lines, the Details icon will be blue and active.</p> <p>* You would click the Details icon to view Time Card errors.</p> <p>** You would then be taken to a Rejections page displays the Time Card Line Number that failed, the Field Type, an Error Description and the Suggested Corrective Action. Since the Time Card template includes a Header line, the Line Number indicated will refer to the following Line Number in your Time Card file. For instance, Line Number 19 in the Rejection window will indicate you should correct Line Number 20 in your Time Card template.</p> <p>*** If one Time Card line is Rejected in the upload, the entire upload is rejected. You will then correct the errors and re-upload the Time Card template using the process you just reviewed.</p>
8.	<p>With a successful upload Click the CCTM Timecard Home link. </p>




The screenshot shows the CCTM Time Card Upload interface. At the top, there's a navigation bar with 'PM Data', 'Time', and 'Notifications' tabs. Below this, a breadcrumb trail shows 'CCTM Timecard Home' (highlighted with a red box), 'CCTM Timecard', 'CCTM Timecard Upload Status', and 'CCTM Timecard Upload'. The 'User Name' is E876. The main section is titled 'Upload File - Status' and includes a 'Down Load Template' button and an 'Upload' button. Below this, there's a 'Select File for Upload' field with a 'Browse...' button. A 'Data File Loader Batch Requests:' section shows a table with columns: Data File Type, Batch Number, File, Status, Successful Lines, Rejected Lines, Batch Run Date, Details, and Comments. The table has two rows, both with a status of 'Completed' and 9 successful lines. The 'Details' column for both rows shows a blue icon (highlighted with a red box). Below the table, there are two tips: 'TIP Job History will be displayed for 60 days from the load date' and 'TIP Please submit the Rate Card for approval once it is uploaded successfully'.

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28832148	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

 **TIP** Job History will be displayed for 60 days from the load date
 **TIP** Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
9.	<p>On your CCTM Timecard Home page you will see the Time Card you have just uploaded in the Time Cards in Draft Stage section.</p> <p>To view your Time Card online click the PO Number link, 579540, for example. 579540</p>


CCTM
Home Logout Preferences


PM Data Time Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload


User Name E876

OU Name AMEREN OP UNIT

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		

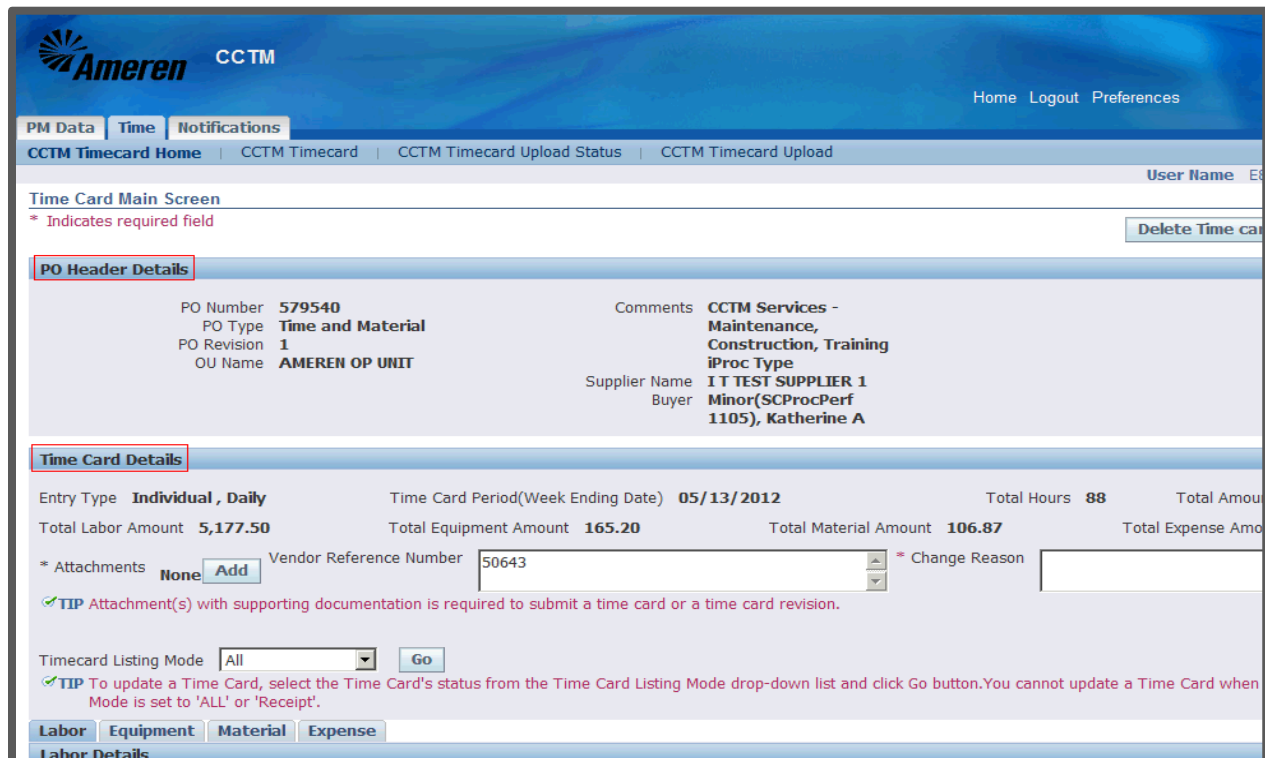
In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
-----------	---------	----------	-----------	------------------------------------	-----------------------	-----------------------	-------------

Step	Action
10.	<p>Online, your Time Card is separated into 3 sections - PO Header Details, Time Card Details and Labor/Equipment/Material/Expense Details.</p> <p>The first section of the Time Card, the PO Header Details, displays information pulled directly from the Purchase Order (PO Type, Comments, Revision number, Buyer name).</p> <p>The Time Card Details section displays your Vendor Reference Number as well as Total Labor/Equipment/Material/Expense Amount. In this section you will upload/add an Attachment(s) - a requirement for every Time Card submitted.</p>



The screenshot shows the CCTM Time Card Main Screen. The header includes the Ameren logo and navigation links: Home, Logout, Preferences. The main navigation bar has tabs for PM Data, Time, and Notifications. Below this is a breadcrumb trail: CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload. The user name is displayed as 'User Name ES'.

The 'Time Card Main Screen' section includes a note: '* Indicates required field'. A 'Delete Time card' button is visible on the right.

The 'PO Header Details' section displays the following information:

PO Number	579540	Comments	CCTM Services - Maintenance, Construction, Training
PO Type	Time and Material	iProc Type	
PO Revision	1	Supplier Name	IT TEST SUPPLIER 1
OU Name	AMEREN OP UNIT	Buyer	Minor(SCProcPerf 1105), Katherine A

The 'Time Card Details' section displays the following information:

Entry Type	Individual, Daily	Time Card Period(Week Ending Date)	05/13/2012	Total Hours	88	Total Amount	
Total Labor Amount	5,177.50	Total Equipment Amount	165.20	Total Material Amount	106.87	Total Expense Amount	

* Attachments: None [Add] Vendor Reference Number: 50643 * Change Reason: []

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

Timecard Listing Mode: [All] [Go]

✓ 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 Mode is set to 'ALL' or 'Receipt'.

The bottom navigation bar includes tabs for Labor, Equipment, Material, and Expense. The 'Labor' tab is currently selected, showing 'Labor Details'.

Step	Action
11.	At the bottom of the page you will see Labor, Equipment, Material and Expense tabs. * You can Click on each Tab view Time Card Details which correspond to the sections populated in your Time Card template.
12.	To view your Time Card in Edit mode and prepare for submittal Click the Select All link below the section tabs. Select All
13.	Click the Timecard Listing Mode dropdown arrow. <div>All</div>

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88** Total Amount **5**

Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense Amount

* Attachments **None** [Add](#) Vendor Reference Number **50643** * Change Reason

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

Timecard Listing Mode

All

[Go](#)



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 Mode is set to 'ALL' or 'Receipt'.





Labor **Equipment** **Material** **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination Local WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Total Hours/
<input checked="" type="checkbox"/>	Draft	1	OPERATOR	520	ST	Hours		Jered Evans	5	5	5	0	0	0	0	15
<input checked="" type="checkbox"/>	Draft	1	LABORER	1084	ST	Hours		Tom Smith	4	4	5	0	0	0	0	13
	Draft	1	LINEMAN		ST	Hours		Patrick Owens	5	5	5	0	0	0	0	15

Step	Action
14.	Click the Draft list item. 
15.	Click the Go button.  * The page will refresh.

Time Card Details
 Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88**
 Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense
 * Attachments **None**  Vendor Reference Number * Change Reason
 **TIP** Attachment(s) with supporting documentation is required to submit a time card or a time card revision.
 Timecard Listing Mode 
 **TIP** To update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button.
 Mode is set to 'All' Approved
Labor **Equipment** **Draft**
 Labor Details
 Select All | Select None

Select	Status	PO Line Number	Craft	Craft Combination	Local WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13
<input checked="" type="checkbox"/>	Draft	1	OPERATOR	520		ST	Hours		Jered Evans	5	5	5	0	0	0	0
<input checked="" type="checkbox"/>	Draft	1	LABORER	1084		ST	Hours		Tom Smith	4	4	5	0	0	0	0

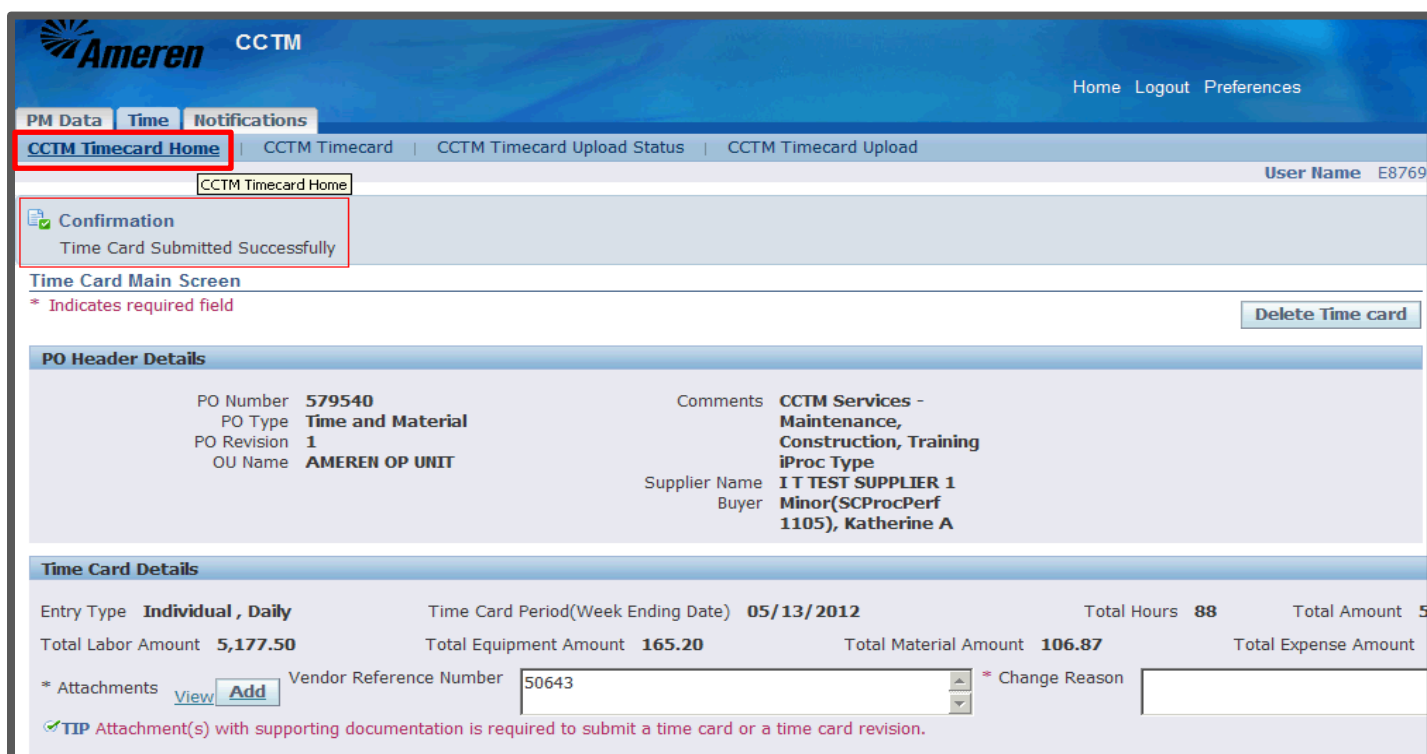
Step	Action
16.	<p>Time Card details that do not correspond to the Craft Combinations or Rate calculations will be displayed as editable fields.</p> <p>* In the Labor and Equipment tabs you can edit PO Line Number and/or Job Number (depending upon PO Type), Consultant Name, number of units/hours per day. You can also Add Crafts as needed.</p> <p>** In the Material and Expense tabs you can edit all fields and Add Another Row as needed.</p>
17.	<p>CCTM requires that you include an Attachment in the Time Card Details section when re-submitting a Time Card.</p> <p>** Contact the designated Approver with questions regarding what should be attached.</p> <p>To add the mandatory Attachment click the Add button in the Time Card Details section, and refer Steps 41-42 of Chapter 1.3.1 Create a Time & Materials Time Card Online. Add</p>
18.	<p>After attachments are added, and when you are satisfied with Time Card details Click the Save and Submit button.</p> <p>Save and Submit</p>

<input type="checkbox"/>	Draft	1	LABORER	1084	ST	Hours	Tom Smith	4	4	5	0	0	0	0	1
<input type="checkbox"/>	Draft	1	LINEMAN		ST	Hours	Patrick Owe	5	5	5	0	0	0	0	1
<input type="checkbox"/>	Draft	1	ELECTRICIAN		ST	Hours	Russ Hamilt	5	5	5	0	0	0	0	1
<input type="checkbox"/>	Draft	1	ELECTRICIAN		OT	Hours	Russ Hamilt	5	5	5	0	0	0	0	1
<input type="checkbox"/>	Draft	1	FOREMAN		ST	Hours	Steve Miller	5	5	5	0	0	0	0	1

[Return to Timecard Search](#)


Approver: Minor(SCProcPerf 1105)

Step	Action
19.	<p>The page will refresh to display a Confirmation message stating the Time Card was submitted successfully.</p> <p>Click CCTM Timecard Home. CCTM Timecard Home</p>



The screenshot shows the CCTM Supplier interface for submitting a time card. The top navigation bar includes the Ameren logo, 'CCTM', and links for Home, Logout, and Preferences. Below this is a tabbed interface with 'PM Data', 'Time', and 'Notifications'. The 'Time' tab is active, showing a breadcrumb trail: CCTM Timecard Home > CCTM Timecard > CCTM Timecard Upload Status > CCTM Timecard Upload. A confirmation message is displayed: 'Confirmation Time Card Submitted Successfully'. Below this is the 'Time Card Main Screen' with a 'Delete Time card' button. The 'PO Header Details' section shows PO Number 579540, PO Type Time and Material, PO Revision 1, OU Name AMEREN OP UNIT, Supplier Name I T TEST SUPPLIER 1, and Buyer Minor(SCProcPerf 1105), Katherine A. The 'Time Card Details' section shows Entry Type Individual, Daily, Time Card Period(Week Ending Date) 05/13/2012, Total Hours 88, Total Amount 5, Total Labor Amount 5,177.50, Total Equipment Amount 165.20, Total Material Amount 106.87, and Total Expense Amount. There is a field for Vendor Reference Number (50643) and a 'Change Reason' field. A tip at the bottom states: 'TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.'

Step	Action
20.	<p>You will see your Time Card in the Time Cards in Pending Stage section of your CCTM Timecard Home.</p> <p>* The Time Card Approver will receive an automated email notification, stating the Time Card is pending review and action.</p> <p>** You can make changes to a Time Card in Pending or Approved status, but not after it has reached Receipt status.</p> <p>*** You will receive an automated email notification when action has been taken on your Time Card.</p>


CCTM

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[CCTM Timecard Home](#)
[CCTM Timecard](#)
[CCTM Timecard Upload Status](#)
[CCTM Timecard Upload](#)



User Name E876

OU Name

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ▲	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		




Time Cards In Pending Stage


PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ▲	Total Timecard Amount	Comment/Change Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

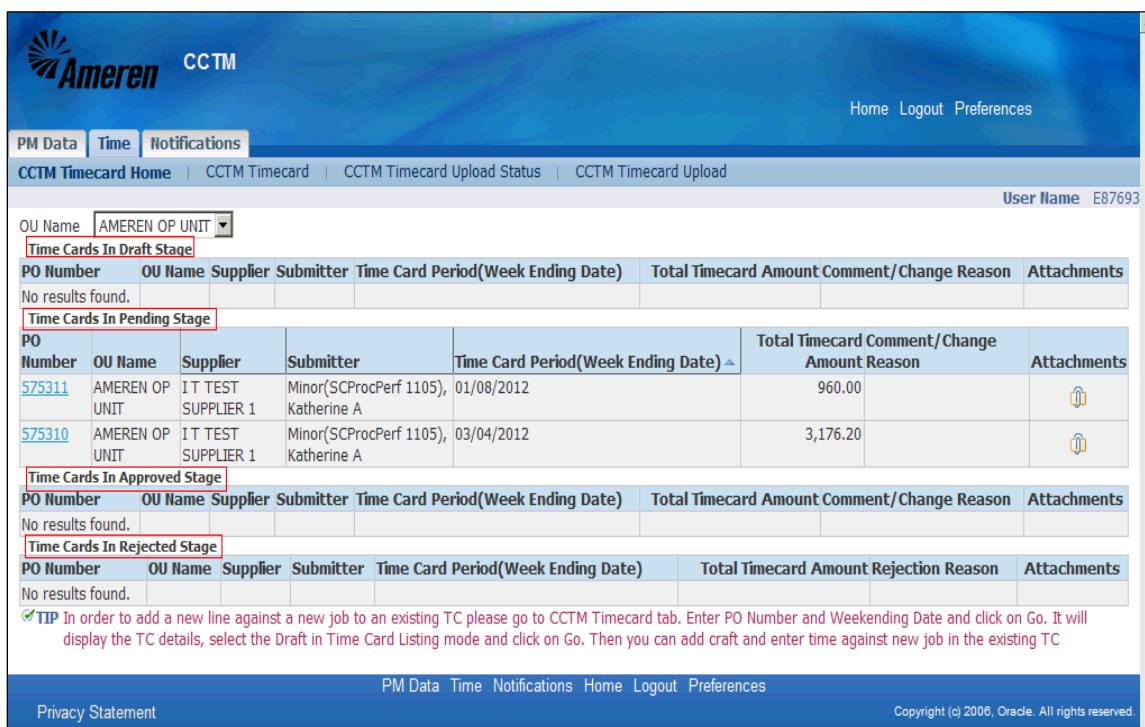
Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ▲	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	


TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

S1.3.5 Submit Time Card Changes

****NOTE**** The frames in this guide illustrate the steps required to make changes to a **Time & Materials** Time Card. However, the process for making changes to a **Fixed Price** Time Card is the same. As you progress through the guide, note that the same rules which apply to changes made in the **Material** and **Expense** tabs of a **Time & Materials** Time Card also apply to changes made in a **Fixed Price** Time Card.



The screenshot shows the CCTM Supplier interface. At the top, there's a header with the Ameren logo and 'CCTM'. Below it, there are tabs for 'PM Data', 'Time', and 'Notifications'. The 'Time' tab is selected. Underneath, there are links for 'CCTM Timecard Home', 'CCTM Timecard', 'CCTM Timecard Upload Status', and 'CCTM Timecard Upload'. The user name 'E87693' is displayed in the top right.

The main content area is divided into sections for different stages of time cards:


- Time Cards In Draft Stage:** A table with columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Comment/Change Reason, and Attachments. It shows 'No results found.'
- Time Cards In Pending Stage:** A table with the same columns. It shows two entries:

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/04/2012	3,176.20		
- Time Cards In Approved Stage:** A table with the same columns. It shows 'No results found.'
- Time Cards In Rejected Stage:** A table with the same columns. It shows 'No results found.'

At the bottom, there's a 'TIP' section: 'In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC'.

The footer contains 'Privacy Statement', 'PM Data Time Notifications Home Logout Preferences', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
1.	<p>From your Oracle Applications Home Page you will click the AMCCTM Supplier Time Card Super User responsibility. The page will refresh and display links to the right. Click the Time Card link to go to your CCTM Timecard Home.</p> <p>From your CCTM Timecard Home page you can make changes to Time Cards in Draft Stage, Pending Stage, Approved Stage or Rejected Stage</p> <p>* After a Time Card moves to Receipt status, it can no longer be updated and re-submitted.</p> <p>** A new Time Card will have to be submitted per CCTM submittal rules (see S1.3 Create a CCTM Time Card module Introduction).</p>


CCTM

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[CCTM Timecard Home](#)
[CCTM Timecard](#)
[CCTM Timecard Upload Status](#)
[CCTM Timecard Upload](#)


User Name E87693

OU Name

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Pending Stage


PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/04/2012	3,176.20		

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
No results found.							

 **TIP** In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

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Step	Action
2.	<p>On your CCTM Timecard Home page identify the Time Card you would like to update, based upon its status and Click the PO Number.</p> <p>For this exercise Click the 575310 link.</p> <p>575310</p>

PO Revision **6** Supplier Name **IT TEST SUPPLIER 1**
 OU Name **AMEREN OP UNIT** Buyer **Clark(Purchasing 1150), Rachel A**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,**
 Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(€**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode [Go](#)

✓ **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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Un
<input type="checkbox"/>	Pending Approval	2	ELECTRICIAN			ST		Hours		Brad Jones	8	8						16
<input type="checkbox"/>	Pending Approval	2	FOREMAN			ST		Hours		Tom Smith	8	8						16
<input type="checkbox"/>	Pending Approval	2	ELECTRICIAN			ST		Hours		Dave Wise	8	8						16

[Return to Timecard Search](#)

Approver [Save and Submit](#)

[Delete Time card](#)

PM Data Time Notifications Home Logout Preferences

Step	Action
3.	Under Labor Details Click the Select All link.

PO Revision	6	Supplier Name	IT TEST SUPPLIER 1
OU Name	AMEREN OP UNIT	Buyer	Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type	Individual, Daily	Time Card Period(Week Ending Date)	03/04/2012	Total Hours	48	Total Amount	3,
Total Labor Amount	2,880.00	Total Equipment Amount	230.00	Total Material Amount	72.30	Total Expense Amount	(€

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode [Go](#)

TIP To update a 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's status is set to 'All'.

Labor **Equipment**

Labor Details

[Select All](#) [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Un
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Brad Jones	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	FOREMAN				ST	Hours		Tom Smith	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Dave Wise	8	8						16

[Return to Timecard Search](#)

Approver [Save and Submit](#)

[Delete Time card](#)

PM Data Time Notifications Home Logout Preferences

Step	Action
4.	<p>Next to the Timecard Listing Mode field Click the dropdown arrow to identify the current status of the Time Card (Approved, Draft, Pending Approval or Rejected).</p> <p>For this exercise Click Pending Approval.</p> <p>* The page will refresh.</p> <p>Pending Approval</p>

PO Revision 6		Supplier Name IT TEST SUPPLIER 1	
OU Name AMEREN OP UNIT		Buyer Clark(Purchasing 1150), Rachel A	

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,**
 Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(€**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode Pending Approval **Go**

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

[Labor](#) [Equipment](#) [Material](#) [Expense](#)

Labor Details

[Select All](#) [Select None](#)

Select Status	PO Line Number	Craft	Craft Combination	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Un
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Brad Jones	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	FOREMAN				ST	Hours		Tom Smith	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Dave Wise	8	8						16

[Return to Timecard Search](#)

 Approver [Save and Submit](#) [Delete Time card](#)

[PM Data](#) [Time](#) [Notifications](#) [Home](#) [Logout](#) [Preferences](#)

Step	Action
5.	Click the Go button. * The page will refresh again. <div>Go</div>

PO Revision: 0 Supplier Name: TEST SUPPLIER 1
 OU Name: AMEREN OP UNIT Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: **48** Total Amount: **3,**

Total Labor Amount: **2,880.00** Total Equipment Amount: **230.00** Total Material Amount: **72.30** Total Expense Amount: **(6**

* Attachments: [View](#) [Add](#) Vendor Reference Number: * Change Reason:

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

Timecard Listing Mode: [Go](#)

✓ **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 Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

[Select All](#) [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination Local WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Un
<input type="checkbox"/>	Pending Approval	2	ELECTRICIAN		ST	Hours		Brad Jones	8	8						16
<input type="checkbox"/>	Pending Approval	2	FOREMAN		ST	Hours		Tom Smith	8	8						16
<input type="checkbox"/>	Pending Approval	2	ELECTRICIAN		ST	Hours		Dave Wise	8	8						16

[Edit](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

Step	Action
6.	Click the Select All link again. Select All

PO Revision: 0
OU Name: AMEREN OP UNIT
Supplier Name: TEST SUPPLIER
Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: **48** Total Amount: **3,880.00**

Total Labor Amount: **2,880.00** Total Equipment Amount: **230.00** Total Material Amount: **72.30** Total Expense Amount: **(€)**

* Attachments: [View](#) [Add](#) Vendor Reference Number: * Change Reason:

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

Timecard Listing Mode: [Go](#)

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 Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Un
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN			ST		Hours		Brad Jones		8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	FOREMAN			ST		Hours		Tom Smith		8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN			ST		Hours		Dave Wise		8	8						16

[Edit](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

Step	Action
7.	<p>Click the Edit button.</p> <p>* The page will refresh one more time.</p> <p>Edit</p>

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,**
 Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(€**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode [Go](#)

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 Mode is set to 'ALL' or 'Receipt'.

[Labor](#) [Equipment](#) [Material](#) [Expense](#)

Labor Details [Expense](#)

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

[Add Craft](#) [Copy Row](#)

[Select All](#) [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hour
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN			ST		Hours		Brad Jones	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	16
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN			ST		Hours		Tom Smith	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	16
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN			ST		Hours		Dave Wise	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	16

[Save](#) [Delete](#)

[Return to Timecard Search](#)

Approver [Save and Submit](#)

[Delete Time card](#)

Step	Action
8.	<p>In the Labor and Equipment tabs you can edit PO Line Number and/or Job Number, Consultant Name/Equipment ID and number of units/hours per day.</p> <p>* With the EXCEPTION of Time Cards in Approved status, you can Click the Select box and then the Delete button to remove a Material or Expense Line.</p> <p>** You can Click the Add Craft button to add details you may have received after the original Time Card was submitted.</p>

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name IT TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	--

Time Card Details

Entry Type Individual, Daily	Time Card Period(Week Ending Date) 03/04/2012	Total Hours 48	Total Amount 3,
Total Labor Amount 2,880.00	Total Equipment Amount 230.00	Total Material Amount 72.30	Total Expense Amount (€

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode [Go](#)

✓ **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 T Mode is set to 'ALL' or 'Receipt'.

Labor

Equipment

Material

Expense

Expense Details

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

[Select All](#) | [Select None](#)

Select Status	* PO Line Number	* Expense Type	* Description	* Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/> +	<input type="text" value="Meals"/>	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	+
<input type="checkbox"/> Draft	<input type="text" value="2"/> +	<input type="text" value="Miscellaneous"/>	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	Add +

Add Another Row

[Save](#)

[Delete](#)

[Return to Timecard Search](#)

Approver [Save and Submit](#)
[Delete Time card](#)

[Privacy Statement](#)
[PM Data](#) [Time](#) [Notifications](#) [Home](#) [Logout](#) [Preferences](#)

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Step	Action
9.	<p>In the Material tab and the Expense tab you can edit any details previously reported.</p> <p>* With the EXCEPTION of Time Cards in Approved status, you can Click the Select box followed by the Delete button to remove a Material or Expense Line.</p> <p>** You can Click the Add Another Row button to include additional Material or Expense details.</p> <p>*** You can Click the Plus symbol to add Attachments to any Material or Expense line.</p> <p>**** Note from the topic Introduction - the same rules which apply to changes made here also apply to changes made in a Fixed Price Time Card.</p>

RestaurantReceipt.txt attachment has been added successfully.

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(6**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with [Add](#) reporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

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 Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details

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

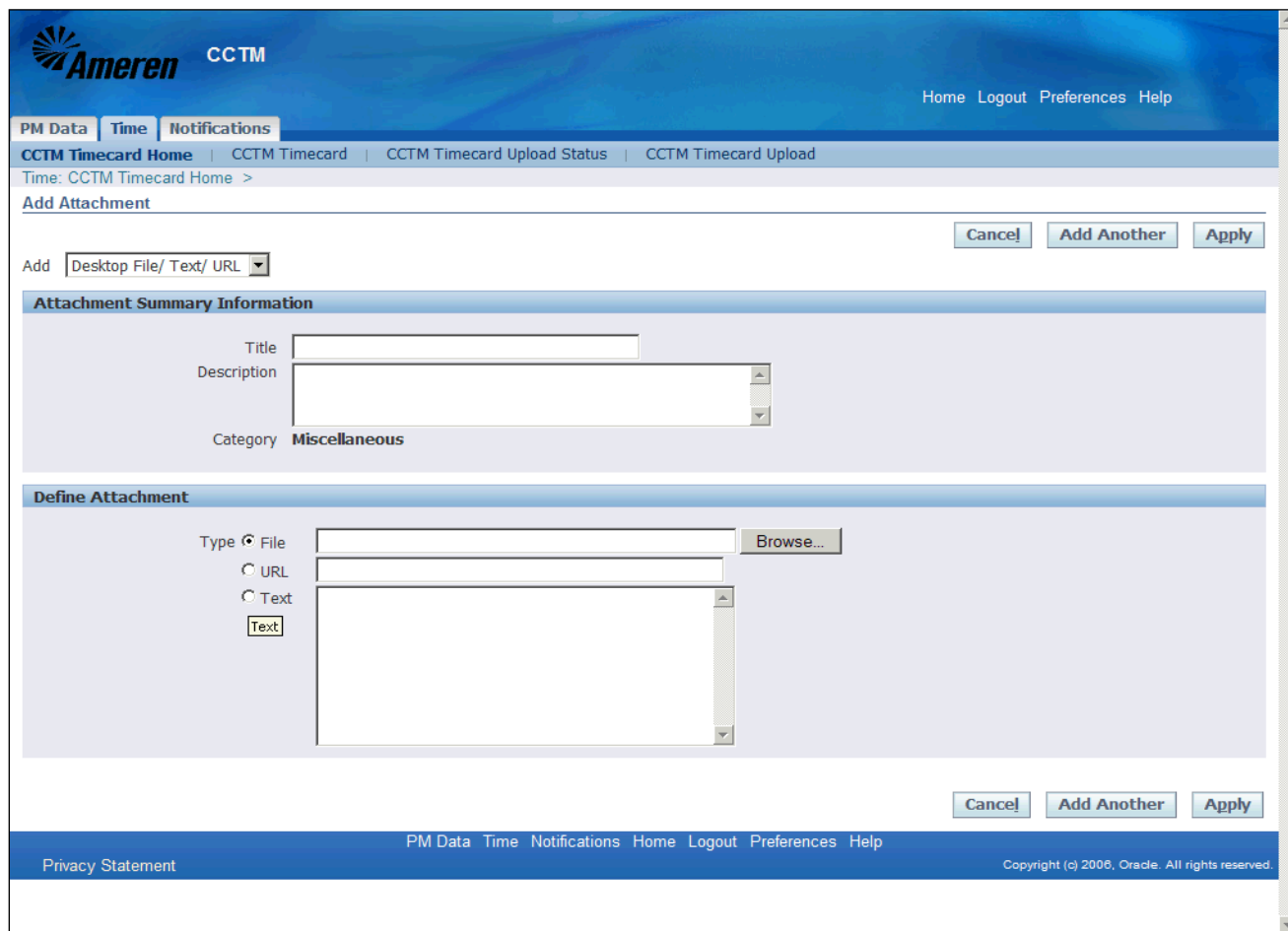
[Select All](#) | [Select None](#)

Select	Status	* PO Line Number	* Expense Type	* Description	* Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/>	Draft	2	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	
<input type="checkbox"/>	Draft	2	Miscellaneous	Hour overage for Brad Jc	-55.00	1 hour for w/e	CCTM Services-Add PO Line to cancel	

[Add Another Row](#) [Save](#) [Delete](#)

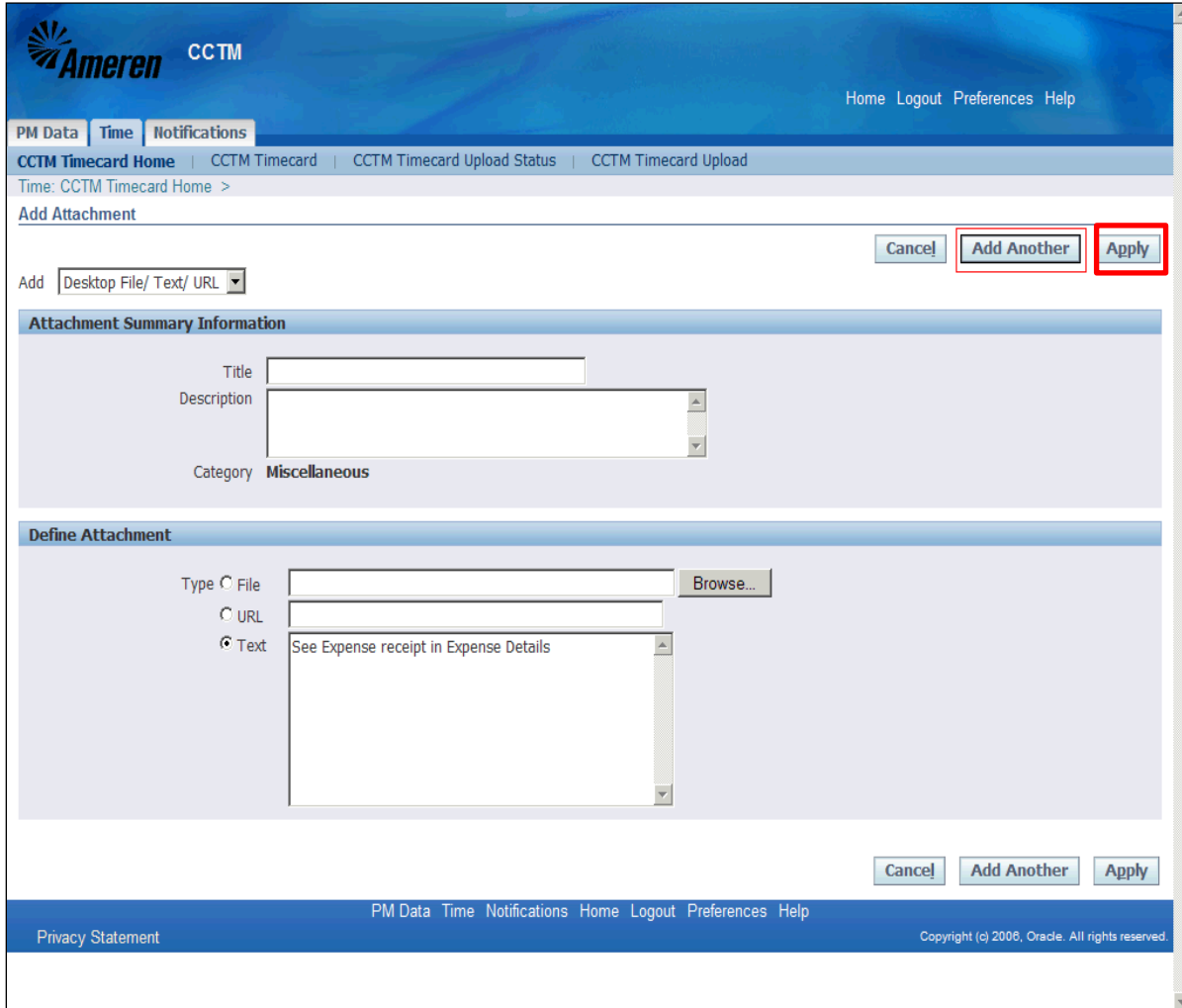
[Return to Timecard Search](#) Approver [Save and Submit](#)

Step	Action
10.	<p>CCTM requires that you include an Attachment in the Time Card Details section when re-submitting a Time Card.</p> <p>* Attachments at the line level, in the Material and Expense tabs are optional and DO NOT satisfy the attachment requirement.</p> <p>** Contact the designated Approver for each PO with questions regarding what should be attached.</p> <p>To add an Attachment click the Add button.</p> <p>* You will be directed to a new page.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Add</div>



The screenshot shows the CCTM Timecard Upload Status page. At the top, there is a blue header with the Ameren logo and the text 'CCTM'. Below the header, there are navigation links: 'Home', 'Logout', 'Preferences', and 'Help'. The main content area has a blue sidebar with 'PM Data', 'Time', and 'Notifications' tabs. The 'Time' tab is selected, and the 'CCTM Timecard Home' link is highlighted. Below the sidebar, there is a 'Time: CCTM Timecard Home >' breadcrumb. The main content area is titled 'Add Attachment' and contains a 'Cancel' button, an 'Add Another' button, and an 'Apply' button. Below this, there is a dropdown menu for 'Add' with options 'Desktop File/ Text/ URL'. The 'Attachment Summary Information' section includes fields for 'Title', 'Description', and 'Category' (set to 'Miscellaneous'). The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with a 'Browse...' button next to the 'File' field. At the bottom, there is a 'Cancel' button, an 'Add Another' button, and an 'Apply' button. The footer contains a 'Privacy Statement' link and copyright information: 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
11.	<p>Title & Description fields are optional. If you have multiple attachments use these fields to differentiate.</p> <p>CCTM allows a File, URL or Text attachment Type.</p> <ul style="list-style-type: none"> * To attach a File, click the Browse button to search for the corresponding file. ** To attach a URL, click the select circle and enter a valid URL in the corresponding field. *** To attach a Text description, click the select circle and enter text in the corresponding field.



Ameren CCTM

Home Logout Preferences Help

PM Data **Time** Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

Time: CCTM Timecard Home >

Add Attachment

Add

Attachment Summary Information

Title

Description

Category **Miscellaneous**

Define Attachment

Type ☐ File

☐ URL

☒ Text

Privacy Statement PM Data Time Notifications Home Logout Preferences Help

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Step	Action
12.	<p>If you plan to include multiple attachments, click the Add Another button.</p> <p>For this exercise click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Time Card page.</p> <p><input type="button" value="Apply"/></p>

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name I T TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	---

Time Card Details

Entry Type Individual, Daily	Time Card Period(Week Ending Date) 03/04/2012	Total Hours 48	Total Amount 3,000.00
Total Labor Amount 2,880.00	Total Equipment Amount 230.00	Total Material Amount 72.30	Total Expense Amount (€ 3,102.30)

* Attachments [View](#) [Add](#) Vendor Reference Number

* Change Reason

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

Timecard Listing Mode [Go](#)

✓ **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 Mode is set to 'ALL' or 'Receipt'.

[Labor](#) [Equipment](#) [Material](#) [Expense](#)

Expense Details

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

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/> 🔍	<input type="text" value="Meals"/> 🔍	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	📎 +
<input type="checkbox"/> Draft	<input type="text" value="2"/> 🔍	<input type="text" value="Miscellaneous"/> 🔍	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	+

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#)

Approver [Save and Submit](#)

[Save and Submit](#)
[Delete Time Card](#)

Privacy Statement
PM Data Time Notifications Home Logout Preferences

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Step	Action
13.	When re-submitting a Time Card you are required to provide a Change Reason . * This is a free text field with no restrictions.

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name I T TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	---

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,880.00**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(€)**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode [Go](#)

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 T Mode is set to 'ALL' or 'Receipt'.

[Labor](#) [Equipment](#) [Material](#) [Expense](#)

Expense Details

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

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Meals"/>	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Miscellaneous"/>	Hour overage for Brad Jc	-55.00	1 hour for w/e	CCTM Services-Add PO Line to cancel	

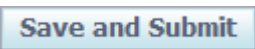
[Add Another Row](#) [Save](#) [Delete](#)

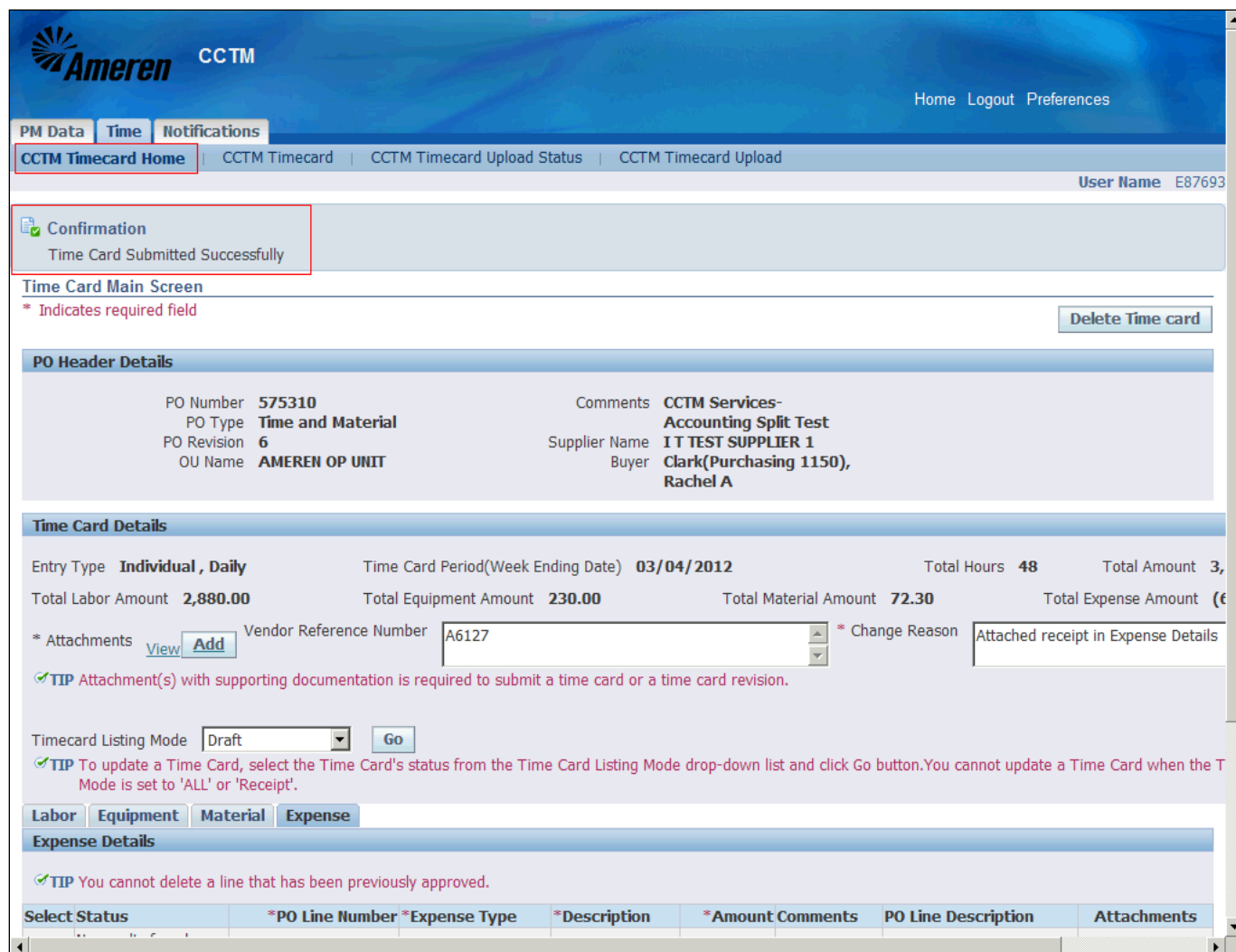
[Return to Timecard Search](#) Approver [Save and Submit](#)

[Save and Submit](#) [Delete Time Card](#)

[Privacy Statement](#) [PM Data](#) [Time](#) [Notifications](#) [Home](#) [Logout](#) [Preferences](#)

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Step	Action
14.	When the Time Card includes an Attachment and Change Reason , and when you are satisfied with the changes, Click the Save and Submit button. <div>  </div>



Ameren CCTM

Home Logout Preferences

PM Data **Time** Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name E87693

Confirmation
Time Card Submitted Successfully

Time Card Main Screen
* Indicates required field

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(€**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

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

Timecard Listing Mode [Go](#)

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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details

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

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
---------------	-----------------	---------------	--------------	---------	----------	---------------------	-------------

Step	Action
15.	<p>The page will refresh to display a Confirmation message indicating the Time Card was submitted successfully.</p> <p>* When a previously submitted Time Card is re-submitted, the Pay Terms period will restart as well.</p> <p>** If you navigate to CCTM Timecard Home you will see the Time Card in the Timecards in Pending Stage section.</p> <p>*** The Time Card Approver will receive an automated email notification, stating the Time Card is pending review and action.</p> <p>**** You will receive an automated email notification when action has been taken on your Time Card.</p>