

Upload & Submit a CCTM Time Card Template

1.On your CCTM Timecard Home page Click the CCTM Timecard Upload link. Your Time Card template
MUST BE saved as CSV (Comma Delimited) format before upload.

MAI	neren	сстм				He	ome Logout Preference	5
PM Data	Time Not	ifications						
CCTM Time	ecard Home	CCTM Time	card CCTM Timecard	Upload Status CC	TM Timecard Upload			
OU Name	AMEREN OP				CCTM Time	card Upload	Use	er Name E876
PO Number		Ĩ	Submitter	Time Card Period(W	/eek Ending Date) 🔺	Total Timecard Amount	Comment/Change Reason	Attachments
<u>575311</u>	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012		960.00		Ф

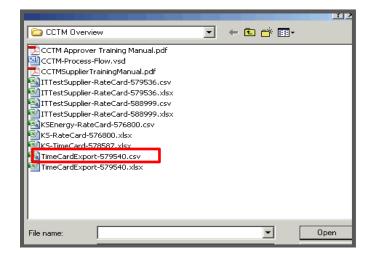
2.

Next to the Select File for Upload field click the Browse button to search for the corresponding file.

PM Data Time Notifications	Home Logout Preferences
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload	
	User Name E87693
Upload File - Status	
* Select File for Upload Browse	Down Load Template Upload
Data File Loader Batch Requests:	

3.

Search for and **choose** the file you want to upload.



Tł	e Select File for Upload field will be populated. Click the L	J pload button to launch the Batc
	meren ccm	Home Logout Preferences
PM Dat	a Time Notifications	
CCTM T	imecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload	
		User Name E8769
Upload	File - Status	
		Down Load Template Upload
	* Select File for Upload C:\Documents and Setting Browse	Uploa

5.

The page will refresh to display a **Confirmation** message stating the **Batch was launched successfully**.

PM Data Time Notifications	Home Logout Preferences
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload	
	User Name E870
Confirmation The Batch Number 28832148 has been launched sucessfully.	
Upload File - Status	
* Select File for Upload Browse	Down Load Template Upload
Data File Loader Batch Requests:	

6.	As the Batch runs, the Status progresses from Pending to Running to Completed . Click the Go button to refresh the page and monitor the Status .
7.	When the batch is Completed , you will see a number for Successful Lines - Number of Time Card lines in which all cells are populated as required and contain valid data. For Rejected Lines - Number of Time Card lines in which at least one cell is not populated as required or does not contain valid data. The Details icon will be blue and active, click it to view Time Card errors. The 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. If one Time Card line is Rejected, the entire upload is rejected . Correct the errors and re-upload the Time Card template using the same process.
8.	With a successful upload Click the CCTM Timecard Home link.

PM Data Ti	ne Notification	15						
CCTM Timecar	<u>d Home</u> CCTI	M Timecard CCTM Tin	necard Uplo	ad Status CCI	M Timecard Up	pload		
								User Name E876
Upload File -	Statu	dHome						
								Down Load Template Upload
	* Select File for Upload Browse							
Data File Lo	ader Batch Req	iests:						
View By Al	Jobs 💌 Go							
Data File	Batch Number			Successful	Rejected	Batch Run		
Туре	~	File	Status	Lines	Lines	Date	Details	Comments
Time Card		TimeCardExport- 579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

9.

On your **CCTM Timecard Home** page you will see the Time Card you have just uploaded in the **Time Cards in Draft Stage** section. To view your Time Card online click the **PO Number** link.

PM Data	Time Noti	fications					
CCTM Time	ecard Home	CCTM Time	card CCTM Timecard	Upload Status CCTM Timecard Upload			
						User Name	e E876
OU Name	AMEREN OP	UNIT -					
Time Card	s In Draft Sta	ge					
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) 🔺	Total Timecard Comment/Change Amount Reason		hments
<u>575311</u>	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00	Ć	ĵ)
<u>579540</u>	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		
Tin 579540	In Pending 9	stage					
PO	-				Total Timecard Comment/Change		
Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) 🔺	Amount Reason	Attack	hments
<u>589220</u>	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86	Q	ĵ)
Time Card	ls In Approved	l Stage					
PO Numbe	er OLLN:	ame Sunnlier S	Submitter Time Card Pe	riod(Week Ending Date) Total Timeca	rd Amount Comment/Change Reaso	on Attach	ments

10.	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.
11.	To view your Time Card in Edit mode and prepare for submittal Click the Select All link.
12.	Click the Timecard Listing Mode dropdown arrow.

										···//								
Time (Card De	etails																
Entry 7	Tuno T	adiuidua	L Doily		Time C	and Dariad	Wook	Ending D	ota) 05/13	/2012			Total I	lours 0	0	Total Am	ount E	
Enury	ype n	luiviuua	, Dally		Time C	aru Feriou(week	Enaing Da	ate) 03/13	/ 2012			TULAT	nours a	0	TOLAT ATT	iouni a ,	
Total L	abor Ar	mount 5	,177.50		Total E	quipment A	mount	165.20)	Total	Material A	Amount 10	06.87		Total	Expense A	mount	
* Atta	chments	None	Add Vend	or Refe	erence Numl	per 50643	3				*	* Change	e Reason					
ГТР	Attachn	nent(s) w	ith supporting	g docun	nentation is	required to	subm	it a time (card or a tim	e card revi	sion.	_		,				
					_													
Timec	ard Listi	ng Mode	All		GO													
					ime Card's s	tatus from	the Ti	me Card	Listing Mode	drop-down	list and c	lick Go butt	on.You ca	nnot upd	late a Tim	e Card wh	en the T	
	Hode it		the of receip															
			матела	Expen	se													
Labor	Detail	S															_	
oloct		lact None																
elect /	11 <u>56</u>			Craft	Combinati	on		Padao	Concultant	Mon Mov		Wod May	Thu May	Eri May	Sat May	Sup May	Total	
elect	Status													гп,мау 11	12		Hours/	
	Draft	1	OPERATOR	520		ST	Hours		Jered Evans	5	5	5	0	0	0	0	15	
_																		
	Draft	1	LABORER	1084		ST	Hours		Tom Smith	4	4	5	0	0	0	0	13	
_																		
	Entry 1 Total L * Atta Timecc Labor Labor elect	Entry Type II Total Labor Ar Attachments TIP Attachr TIP Attachr TIP To upd Mode is Labor Equi Labor Equi Labor Detail elect Al Status Draft Draft	 Attachments None Attachments None TIP Attachment(s) w TIP Attachment(s) w TIP To update a Tim Mede is set to 1/2 Labor Equipment Labor Details elect AI Select None PO Line elect Status Number Draft 1 Draft 1 	Entry Type Individual , Daily Total Labor Amount 5,177.50 * Attachments None Add Vend TIP Attachment(s) with supporting Timecard Listing Mode All TIP To update a Time Card, select Mode is set to 'ALL' or 'Receip Labor Equipment Material Labor Details elect Al Select None elect Status Number Craft Draft 1 OPERATOR Draft 1 LABORER	Entry Type Individual , Daily Total Labor Amount 5,177.50 * Attachments None Add Vendor Refe TIP Attachment(s) with supporting docur Timecard Listing Mode All TIP To update a Time Card, select the T Mode is set to 'ALL' or 'Receipt'. Labor Equipment Material Expen Labor Details elect Al Select None PO Line Craft elect Status Number Craft Local Draft 1 OPERATOR 520 Draft 1 LABORER 1084	Entry Type Individual , Daily Time C Total Labor Amount 5,177.50 Total Ed * Attachments None Add Vendor Reference Numb * Attachment(s) with supporting documentation is TIP Attachment(s) with supporting documentation is Timecard Listing Mode All Go * TIP To update a Time Card, select the Time Card's se Mode is set to 'ALL' or 'Receipt'. Labor Equipment Material Expense Labor Details elect Al Select None elect Status Number Craft Local WorkType Draft 1 OPERATOR 520 Draft 1 LABORER 1084	Entry Type Individual , Daily Time Card Period(Total Labor Amount 5,177.50 Total Equipment A * Attachments None Add Vendor Reference Number 50643 * TIP Attachment(s) with supporting documentation is required to Timecard Listing Mode All Go * TIP To update a Time Card, select the Time Card's status from Mode is set to 'ALL' or 'Receipt'. Labor Equipment Material Expense Labor Details elect Al Select None elect Status Number Craft Local WorkType RateType Draft 1 OPERATOR 520 ST P Inft 1 LABORER 1084 ST	Entry Type Individual , Daily Time Card Period(Week Total Labor Amount 5,177.50 Total Equipment Amount * Attachments None Add Vendor Reference Number 50643 ** Attachment(s) with supporting documentation is required to submited to submite a Time Card, select the Time Card's status from the Time Adde is set to 'ALL' or 'Receipt'. Go ** TIP To update a Time Card, select the Time Card's status from the Time Adde is set to 'ALL' or 'Receipt'. Go Labor Equipment Material Expense Edect All Select None Craft Combination elect Status Number Craft Draft 1 OPERATOR 520 ST Image: Policitie Fill Go ST Hours Image: Policitie St Hours ST Hours	Entry Type Individual , Daily Time Card Period(Week Ending Daily Total Labor Amount 5,177.50 Total Equipment Amount 165.20 * Attachments None Add Vendor Reference Number 50643 ** Attachment(s) with supporting documentation is required to submit a time of the set to 'ALL' or 'Receipt'. Go ** TIP To update a Time Card, select the Time Card's status from the Time Card's mode is set to 'ALL' or 'Receipt'. Go Labor Equipment Material Expense Labor Details Select None Badge elect Al Select None ST Hours Image: Draft 1 OPERATOR S20 ST Hours Image: Draft 1 LABORER 1084 ST Hours	Time Card Details Entry Type Individual , Daily Time Card Period(Week Ending Date) 05/13, Total Labor Amount 5,177.50 Total Equipment Amount 165.20 * Attachments None Add Vendor Reference Number 50643 Image: Add Vendor Reference Number \$ 50643 \$ 50643 Image: Add Vendor Reference Number \$ 50643 \$ 50643 Image: Add Vendor Reference Number \$ 50643 \$ 50643 Image: Add Vendor Reference Number \$ 50643 \$ 50643 Image: Add Vendor Reference Number \$ 50643 \$ 50643 Image: Add Yendor Reference Number \$ TIP Attachment(s) with supporting documentation is required to submit a time card or a time \$ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode Made is set to 'ALL' or 'Receipt'. Labor Details elect Al Select None Elect Status Number Craft Local WorkType RateType UOM Draft 1 OPERATOR \$ 520 \$ 5T Hours Jered Evans Image: Poraft 1	Add Vendor Reference Number 50643 * Attachments Add Vendor Reference Number 50643 * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revi 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 Mode is set to 'ALL' or 'Receipt'. Labor Details Elect Al Select None Craft Combination Badge Consultant Mon,May elect Status Number Craft OPERATOR 520 ST Hours Jered Evans 5 praft 1 OPERATOR 520 ST Hours Jon Smith 4	Entry Type Individual, Daily Time Card Period(Week Ending Date) 05/13/2012 Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material A * Attachments None Add Vendor Reference Number 50643 * * Attachment(s) with supporting documentation is required to submit a time card or a time card revision. * * Time Card 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 condected to set to 'ALL' or 'Receipt'. * * Labor Equipment Material Expense * * Labor Details Select None * * * elect Status Number Craft Local WorkType RateType UOM Number Name 07 08 praft 1 OPERATOR \$20 \$T Hours Jered Evans 5 5 Image: Point 1 LABORER 1084 \$T Hours Tom Smith 4 4	Time Card Details Entry Type Individual, Daily Time Card Period(Week Ending Date) 05/13/2012 Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 11 * Attachments Vendor Reference Number 50643 * Change * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. * Change * TIP Attachment(s) 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 butt Mode les cast to 'ILU' or 'Receipt'. Labor Details Expense Labor Details Edect None elect AI Select None PO Line Craft Combination Badge Consultant Mon,May Tue,May Wed,May 09 Poraft 1 OPERATOR S20 ST Hours Jered Evans 5 5 Image: Policine S20 ST Hours Tom Smith 4 4 5	Time Card Details Time Card Details Time Card Period(Week Ending Date) 05/13/2012 Total I Total Equipment Amount 165.20 Total Material Amount 106.87 Total Equipment Amount 165.20 Total Material Amount 106.87 * Attachments None Add Vendor Reference Number S0643 * Change Reason * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. 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 can Mode is east to ALL'or 'Receipt'. Labor Equipment Material Expense Labor Details PO Line Cardt Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May OP 10 PO Line Cardt Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May OP 10 PO Line Cardt Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May OP 10 PO Line Cardt Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May OP 10 PO Line Cardt	Time Card Details Time Card Period(Week Ending Date) 05/13/2012 Total Hours 8 Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 * Attachments None Add Vendor Reference Number S0643 * Change Reason * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode All © * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode All © * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode drop-down list and click Go button. You cannot upd Mede is card to 'ALL' or 'Boccipt'. Labor Equipment Material Expense Labor Details Elect None elect Al Select None PO Line Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Draft 1 Oraft 1 OPERATOR 520 ST Tom Smith 4 4 0 <td co<="" th=""><th>Time Card Details Total Jabor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Hours 88 Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Hours 88 Total Material Amount 106.87 Total Hours 80 * Change Reason * Change Reason * Change Reason * TIP Attachment(s) 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 Made is est to 'ALL' or 'Receipt'. Labor Equipment Material Expense Labor Craft Combination Badge Consultant Mon,May Tue,May Wed,May Thu,May Fri,May Sat,May Mede Craft Local WorkType RateType UOM Number Name 07 08 09 0 11 PO Line Craft Combination Badge Consultant Mon,May Tue,May Wed,May Thu,May Fri,May Sat,May Mede Craft Local WorkType RateType UOM Number Name 07 08 09 0 0 0 <t< th=""><th>Time Card Details Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Expense A * 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. TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. TIP Outplate 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 with Made is est to 'ALL' or 'Receipt'. Labor Faupment Material Expense Labor Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft Local WorkType RateType UOM Number Name O7 08 09 0 0 OF Taft 1 OP Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft OF Taft 1 OP O Inc Craft Combination PO Line Craft Combinat</th></t<></th></td>	<th>Time Card Details Total Jabor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Hours 88 Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Hours 88 Total Material Amount 106.87 Total Hours 80 * Change Reason * Change Reason * Change Reason * TIP Attachment(s) 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 Made is est to 'ALL' or 'Receipt'. Labor Equipment Material Expense Labor Craft Combination Badge Consultant Mon,May Tue,May Wed,May Thu,May Fri,May Sat,May Mede Craft Local WorkType RateType UOM Number Name 07 08 09 0 11 PO Line Craft Combination Badge Consultant Mon,May Tue,May Wed,May Thu,May Fri,May Sat,May Mede Craft Local WorkType RateType UOM Number Name 07 08 09 0 0 0 <t< th=""><th>Time Card Details Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Expense A * 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. TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. TIP Outplate 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 with Made is est to 'ALL' or 'Receipt'. Labor Faupment Material Expense Labor Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft Local WorkType RateType UOM Number Name O7 08 09 0 0 OF Taft 1 OP Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft OF Taft 1 OP O Inc Craft Combination PO Line Craft Combinat</th></t<></th>	Time Card Details Total Jabor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Hours 88 Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Hours 88 Total Material Amount 106.87 Total Hours 80 * Change Reason * Change Reason * Change Reason * TIP Attachment(s) 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 Made is est to 'ALL' or 'Receipt'. Labor Equipment Material Expense Labor Craft Combination Badge Consultant Mon,May Tue,May Wed,May Thu,May Fri,May Sat,May Mede Craft Local WorkType RateType UOM Number Name 07 08 09 0 11 PO Line Craft Combination Badge Consultant Mon,May Tue,May Wed,May Thu,May Fri,May Sat,May Mede Craft Local WorkType RateType UOM Number Name 07 08 09 0 0 0 <t< th=""><th>Time Card Details Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Expense A * 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. TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. TIP Outplate 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 with Made is est to 'ALL' or 'Receipt'. Labor Faupment Material Expense Labor Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft Local WorkType RateType UOM Number Name O7 08 09 0 0 OF Taft 1 OP Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft OF Taft 1 OP O Inc Craft Combination PO Line Craft Combinat</th></t<>	Time Card Details Total Labor Amount 5,177.50 Total Equipment Amount 165.20 Total Material Amount 106.87 Total Expense A * 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. TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. TIP Outplate 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 with Made is est to 'ALL' or 'Receipt'. Labor Faupment Material Expense Labor Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft Local WorkType RateType UOM Number Name O7 08 09 0 0 OF Taft 1 OP Craft Combination Badge Consultant Mon, May Tue, May Wed, May Thu, May Fri, May Sat, May Sun, May elect Status Number Craft OF Taft 1 OP O Inc Craft Combination PO Line Craft Combinat

FOCUSED ENERGY. For life.

13.	Click the Draft list item.
14.	Click the Go button.

Time	Card De	etails														
Entry	Туре І	ndividua	l , Daily		Time C	ard Period(Week	Ending Da	ate) 05/13 ,	/2012			Total H	Hours 8	8	т
Total	Labor Ar	mount 5	,177.50		Total Ed	quipment A	mount	165.20		Total	Material A	Amount 1	06.87		Total	Exp
* Atta	chments	None	Add	or Refe	rence Numb	er 50643	1				 	* Chang	e Reason			
ित्रम	• Attachn	nent(s) w	ith supporting) docum	entation is	required to	submi	it a time o	card or a time	e card revi	sion.					
✓TIFLabo	TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode All Go Go Image: Set to 'AL Approved 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. 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. 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. You cannot update a Time Card's status from the Time															
Select		PO Line		Craft	Combinati	on		Badge	Consultant	Mon May	Тио Мау	Wed May	Thu May	Fri May	Sat May	, Su
Select		Number	Craft	Local	WorkType	RateType				07		09	10	11	12	13
V	Draft	1	OPERATOR	520		ST	Hours		Jered Evans	5	5	5	0	0	0	0

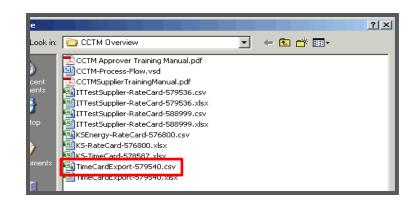
15.	Time Card details that do not correspond to the Craft Combinations or Rate calculations will be displayed as editable fields. In the Labor and Equipment tabs you can edit PO Line Number and/or Job Number (depending upon PO Type), Consultant Name , number of units/hours per day. You can also Add Crafts as needed. In the Material and Expense tabs you can edit all fields and Add Another Row as needed.
16.	CCTM requires that you include an Attachment in the Time Card Details section when submitting a Time Card . Contact the designated Approver with questions regarding what should be attached . To add the mandatory Attachment click the Add button in the Time Card Details section.

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 Amou		
* 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.					

17. 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 open a Choose File window.

Attachment Summary Information		
Title		
Description		<u>_</u>
		-
Category Mi	iscellaneous	
Define Attachment		
Denne Attachment		
Type 💿 File		Browse
C URL		File and pa
C Text	A	

18. Search for and double-click the file you want to upload.



19.

Ameren Focused ENERGY. For Life.

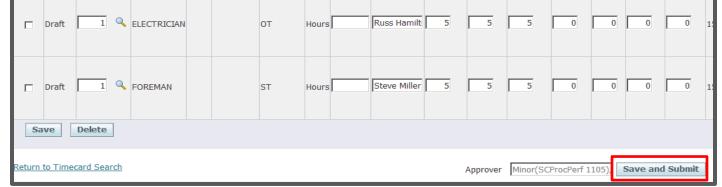
The **File** field will be populated. If you plan to include multiple attachments, click the Add Another button. Otherwise, click the **Apply** button, to complete one attachment.

Rate Notifications	
CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card CCTM Craft Code Class	
Rate: CCTM Create Rate Card >	
Add Attachment	
Cancel	Add Another Apply
Add Desktop File/ Text/ URL 💌	
Attachment Summary Information	
Title	
Description	
Y	
Category Miscellaneous	
Define Attachment	
Type C File C:\Documents and Settings\e87693\Desktop\CCTM Oven Browse	
C URL	
C Text	

20.	Routed back to the Time Card page, a Confirmation message will indicate attachment was added successfully.			
21.	A View link is active to review attachment(s). The Add button will remain active for additional attachments as needed.			

Confirmation Time Sheet Backup attachme Time Card Main Screen * Indicates required field	ent has been added succes	ssfully.	
PO Header Details			
PO Revision	Time and Material	Supplier Na	nts CCTM Servic Maintenanc Constructio iProc Type me IT TEST SUP yer Minor(SCPro 1105), Kath
Time Card Details			
Entry Type Individual , Daily Total Labor Amount 5,177.50		d Period(Week Ending Date) ipment Amount 165.20	05/13/2012 Total
* Attachments View Add	/endor Reference Number	50643	

22.	With attachments added, when you are satisfied with Time Card details, Click the Save and Submit button.



23.	The page will refresh to display a Confirmation message stating the Time Card was submitted successfully .
25.	Click CCTM Timecard Home.

Ameren CCTM	Home Logout Preferences	
PM Data Time Notifications		
CCTM Timecard Home CCTM Time	ecard CCTM Timecard Upload Status CCTM Timecard Upload	
CCTM Timecard Home	User Name	E8769
Confirmation		
Time Card Submitted Successfully		
Time Card Main Screen		

24.

Ameren Focused energy. Farlik.

You will see your Time Card in the Time Cards in Pending Stage section of your CCTM Timecard Home.

MAI.	neren	ССТМ			Home Lo	gout Preferences
PM Data	Time Not	ifications				
CCTM Tim	ecard Home	CCTM Tim	ecard CCTM Timecard	Upload Status CCTM Timecard Upload		
						User Name E87
OU Name	AMEREN OP	UNIT 💌				
Time Car	ds In Draft Sta	ge				
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) 🔺	Total Timecard Comme Amount Reason	
<u>575311</u>	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00	Ŵ
Time Car	ds In Pending	5tage				
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) 🔺	Total Timecard Comme Amount Reason	
<u>579540</u>	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11	Ŵ
<u>589220</u>	AMEREN OP	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86	۵