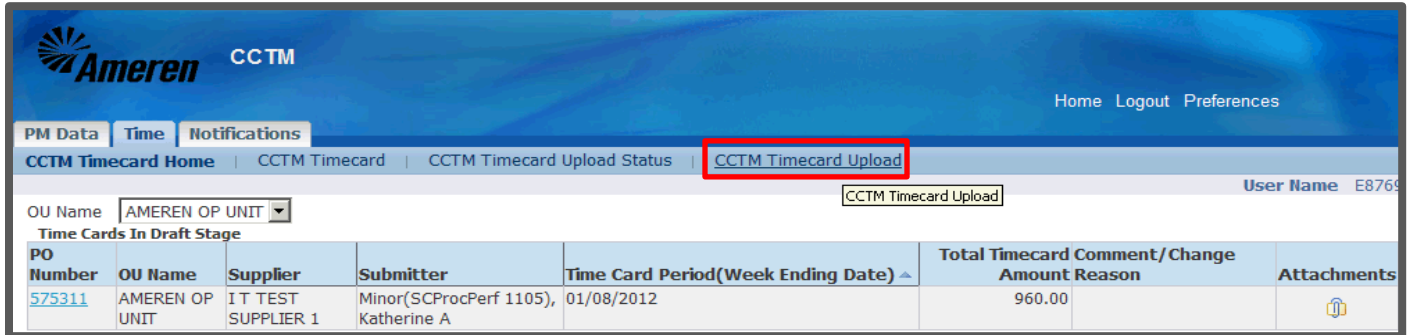
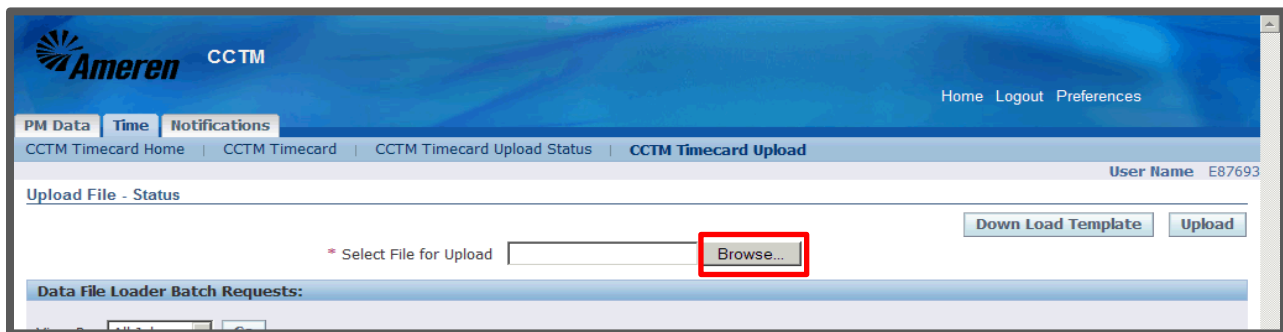


# Upload & Submit a CCTM Time Card Template

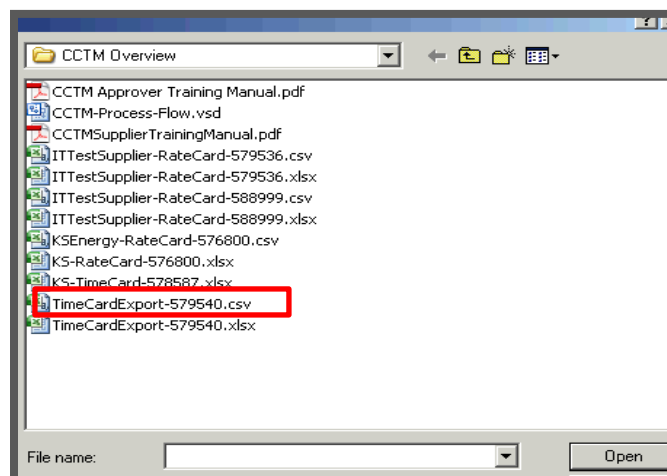
1. On your **CCTM Timecard Home** page Click the **CCTM Timecard Upload** link. Your Time Card template **MUST BE** saved as **CSV (Comma Delimited)** format before upload.



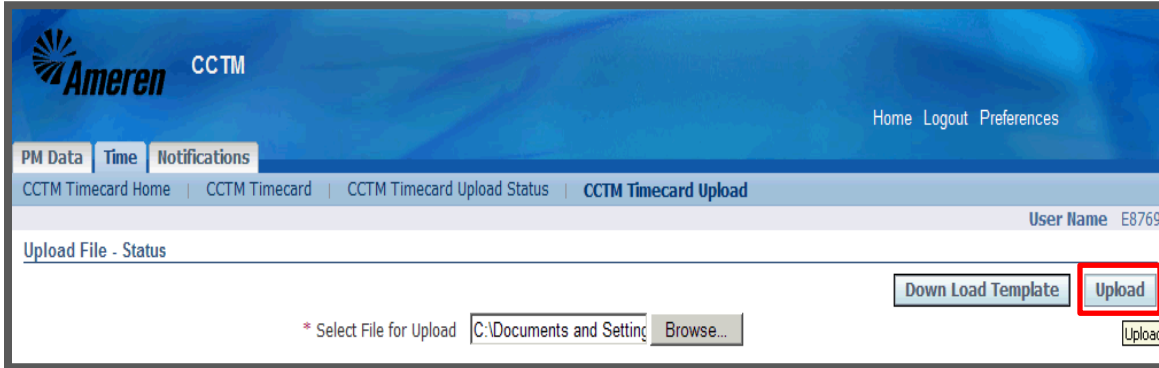
2. Next to the **Select File for Upload** field click the **Browse** button to search for the corresponding file.



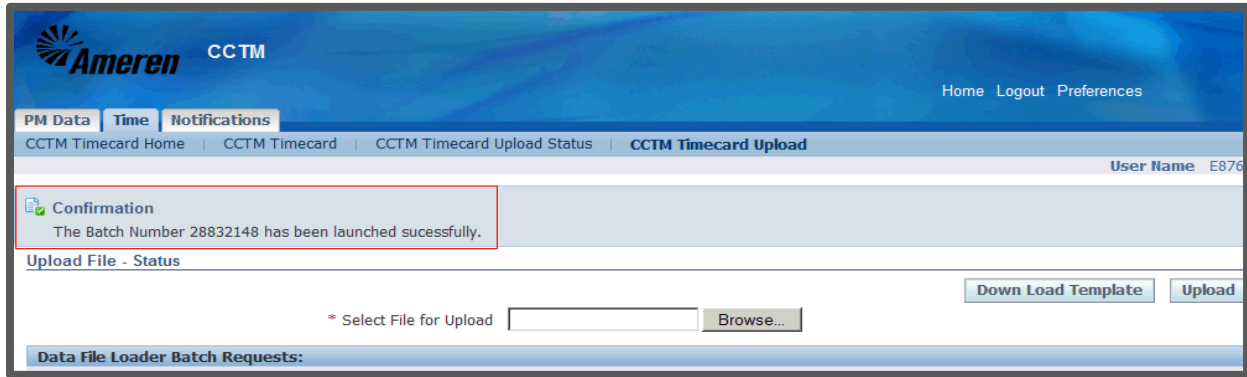
3. Search for and **choose** the file you want to upload.



4. The **Select File for Upload** field will be populated. Click the **Upload** button to launch the Batch Request.



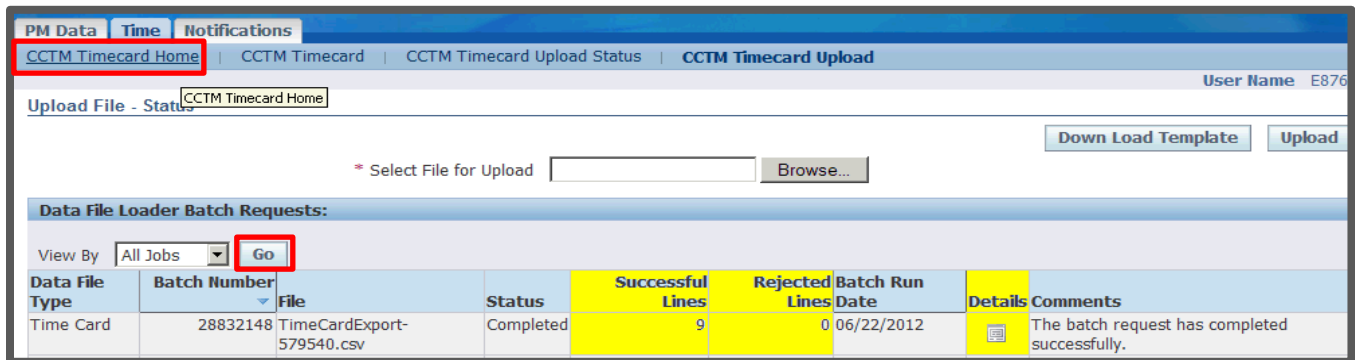
5. The page will refresh to display a **Confirmation** message stating the **Batch was launched successfully**.



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.



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.

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
<a href="#">575311</a>	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
<b>579540</b>	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		
<a href="#">589220</a>	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

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 Details**

Entry Type: **Individual, Daily**      Time Card Period(Week Ending Date): **05/13/2012**      Total Hours: **88**      Total Amount: **5,177.50**

Total Labor Amount: **5,177.50**      Total Equipment Amount: **165.20**      Total Material Amount: **106.87**      Total Expense Amount: **0**

\* 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: **All**

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

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

**Labor Details**

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

Select Status	PO Line	Craft	Local WorkType	Craft Combination	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

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

**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 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'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.

**Labor** **Equipment** **Draft**

**Labor Details**

Select All | Select None

Select	Status	PO Line Number	Craft	Craft Combination	Local	WorkType	Rate	Type	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

- 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.

**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 **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

Category **Miscellaneous**

**Define Attachment**

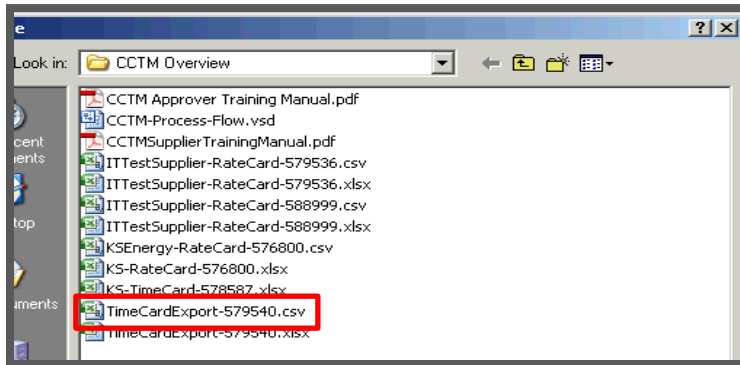
Type  File  **Browse...**

URL

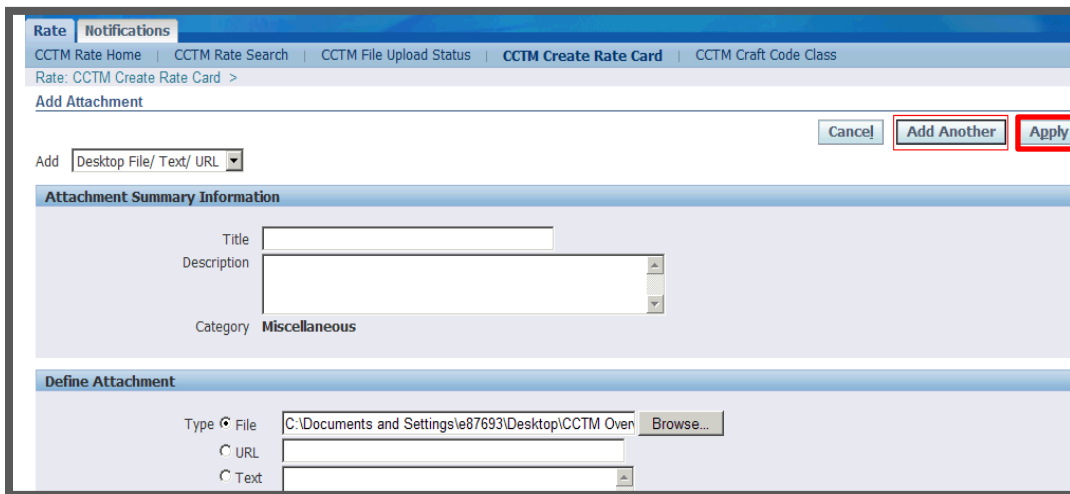
Text

File and pa

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

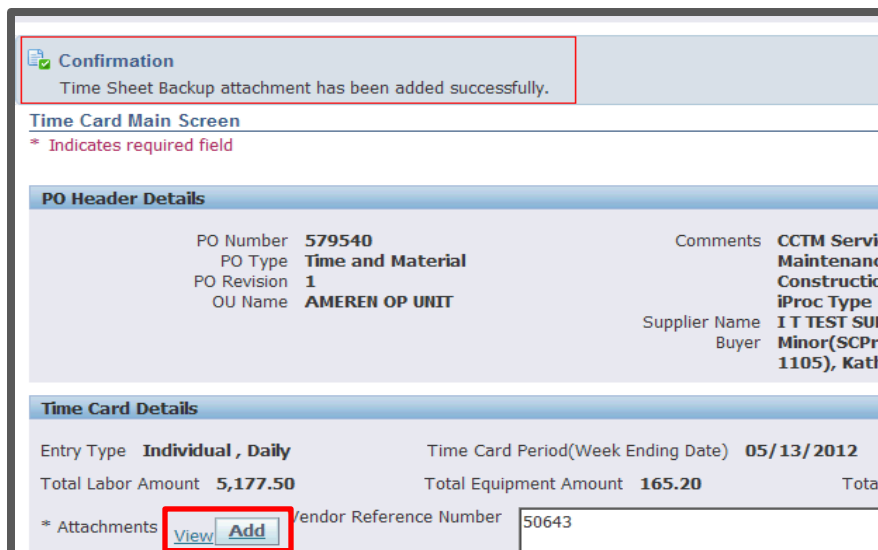


19. The **File** field will be populated. If you plan to include multiple attachments, click the Add Another button. Otherwise, click the **Apply** button, to complete one attachment. .



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.



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

<input type="checkbox"/>	Draft	<input type="text" value="1"/>		ELECTRICIAN	OT	Hours	<input type="text" value="Russ Hamilt"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
<input type="checkbox"/>	Draft	<input type="text" value="1"/>		FOREMAN	ST	Hours	<input type="text" value="Steve Miller"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1

[Return to Timecard Search](#)
Approver

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

Ameren CCTM

Home Logout Preferences

PM Data | Time | Notifications

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

CCTM Timecard Home User Name E8769

Confirmation  
Time Card Submitted Successfully

Time Card Main Screen

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

Ameren CCTM

Home Logout Preferences

PM Data | Time | Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload User Name E8769

OU Name

**Time Cards In Draft Stage**

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ^	Total Timecard Comment/Change Amount Reason	Attachments
<a href="#">575311</a>	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 Comment/Change Amount Reason	Attachments
<a href="#">579540</a>	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11	
<a href="#">589220</a>	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86	